

2023-2024

Student/Parent Handbook



Cambria Heights

School District

Home Of

The Highlanders

426 Glendale Lake Road - P.O. Box 66 - Patton, Pennsylvania 16668
email: chsd1.org



CAMBRIA HEIGHTS SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

426 GLENDALE LAKE ROAD • PATTON, PA 16668
OFFICE: 814-674-3626 FAX: 814-674-5411

Cambria Heights School District Handbook
2023-2024

Dear Members of the Cambria Heights Community:

As I write this introduction in late July in preparation for the 2023-2024 school year, I have just reviewed our District's PSSA (grades 3-8) and Keystone exam (grades 8-11) scores from last spring. While this data always drives instructional decision making in areas targeted for improvement, I am happy to report that in general, our scores trend upward, particularly in middle-level mathematics. While test scores do not define a child, school, or district, students' scores on state-mandated exams affect two of the five pathways that seniors can use to meet Pennsylvania's graduation requirements under Act 158. (For more information on these pathways, please visit the high school section of this handbook.) Therefore, teachers and administrators continue to evaluate and revise our K-12 curriculum to ensure its scope and sequence meet the needs of our students at all grade levels.

As of this writing, the Pennsylvania legislature and Governor have just approved a large portion of the state's budget, and while the Cambria Heights School District has a district budget in place, some aspects of our funding remain in limbo until our appropriations are finalized at the state level. Fortunately, Cambria Heights School District was again approved to sponsor a PreK Counts program at Cambria Heights Elementary School for the next five years. Additionally, the Commonwealth has notified school districts that all students, regardless of family income, are eligible to receive free school breakfasts again during the 2023-2024 school year. Students will be required to provide their lunch account numbers at checkout for auditing purposes, but their accounts will not be charged, provided each child takes only one breakfast per school day.

The following document contains the districtwide handbook for Cambria Heights, as well as handbooks for each school building. Please refer to these handbooks or the hyperlinks contained therein for additional information. As always, if you have any questions or concerns, you may direct them to the District Administration Office at (814) 674-3626.

Please visit our schools during one of our open house events or for a student performance, athletic competition, concert, show, or other activity. Our students and faculty are eager to showcase their talents and accomplishments.

Sincerely,

Mr. Kenneth J. Kerchenske
Superintendent of Schools

Introduction

To assure a fair and equitable education for all of our students, the Cambria Heights School District has established rules, regulations, and procedures for the safe and effective operation of our schools. Proper conduct and behavior on the part of the student body is essential to assuring students the best possible educational school environment in which to learn.

School law requires that each Board of School Directors shall adopt a code of student conduct which shall include policies governing student behavior and a listing of student rights and responsibilities as outlined in the Pennsylvania School Code. This code is available in the main office of each school in the Cambria Heights School District.

The information contained in this handbook will help you to understand the policy established in the best interest of all and serves as our **Student Code of Conduct**. The policies, procedures, rules, and regulations listed in this handbook are not an exhaustive list, but only a guide for students, teachers, and parents/guardians. We encourage you to read this handbook for that purpose. Your cooperation and understanding will help your child to achieve maximum results, both academically and socially. We believe that the appropriate behavior of students is important to the entire community; therefore, we request the cooperation of all concerned in supporting the control factors that are necessary for a wholesome and safe educational environment.

The faculty and administration developed the procedures, rules, and regulations described in this manual. The Board of School Directors officially adopted the policies upon which these procedures and regulations are based.

The Cambria Heights School District is proud of the behavior that is maintained by our students. We hope that all in the school community will help us to continue to practice and follow the policies that have been an integral part of maintaining our high standards of education and positive student behavior. If, after reading this handbook, you have further questions that concern your child or the school, please call or come visit us.

Statements of Mission, Vision & Belief

The statements of Mission, Vision and Belief are intended to serve as a behavioral guide, help guide instruction, assist management decisions, and empower the administration and professional staff to act to advance the Mission. They reflect a high degree of community involvement, define the primary focus of the district, emphasize the uniqueness of the district, and state a commitment to one purpose.

Mission Statement

The Cambria Heights community will enable students to meet the challenges of life by becoming lifelong learners and responsible citizens.

Vision Statement

Our vision of the Cambria Heights School District is to be a center for learning where individuals will reach their fullest developmental and personal potential to enrich their lives and in return enrich the community.

Statements of Belief

1. All students can learn, but at different rates.
2. Parent-teacher cooperation is critical to students' success and development.
3. Our educational program fosters a sense of civic duty and community involvement.
4. Successful programs fit the needs of the community and change as those needs change.
5. Education encourages lifelong learning.
6. Students will be encouraged to respect the rights of all individuals.
7. Our schools are at the center for organized learning in conjunction with home, church, community, etc.
8. A sense of initiative, cooperation, accomplishment and enthusiasm by staff and students is essential for success.
9. High expectations coupled with realistic goals encourage high achievements.
10. Ongoing staff education is essential for effective student education.
11. Meaningful recognition of achievement encourages individuals to reach their potential.
12. Rules enforced consistently are essential for an orderly and productive social and learning environment.

Student Responsibilities

Students share in the responsibility for good behavior in the schools. Moreover, students share with the administration, faculty, and other school staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students.

It is the responsibility of each student to respect the right of administrators, teachers, students, support staff, and all others who are involved in the educational system and associated with the right to a free public education. Students must:

1. Be aware of all rules and guidelines for student behavior and conduct themselves in accordance with them.
2. Be able to express their ideas and opinions in a respectful manner so as not to offend or slander others.
3. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and in matters relating to the protection of school property.
4. Dress and groom themselves so as to meet fair standards of safety and health, and so as to not cause material disruption or distraction to the educational process.

5. Assume that until a rule is waived, altered, or repealed, it is in full effect.
6. Assist the school staff in operating a safe school for all students enrolled therein.
7. Be aware of and comply with state and local laws.
8. Exercise proper care when using public facilities and equipment.
9. Attend school daily except when excused, as well as be on time to school, classes, and other school meetings, activities, and events.
10. Make all necessary arrangements for making up work when legally absent/tardy from school.
11. Pursue and attempt to complete to the best of their ability the courses of study.
12. Avoid inaccuracies in student newspapers or publications as well as indecent or obscene language.
13. Strive for mutually respectful relations with fellow students, teachers, administrators, other school staff, and school visitors.
14. Know and respect the rights of teachers, administrators, support staff members, other students, and other guests.
15. Take advantage of the academic opportunities offered at school and make a conscientious effort in classroom work.

Parental Responsibilities

Parents must be the first to foster self-discipline within their children. The school can provide the setting for this learning to be carried further by enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement. Moreover, parents and guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include, but are not limited to, lost book fines, library and equipment fines, and damage to property. To achieve the most wholesome relationship possible between parents, students, and school, the following are suggestions of parental responsibilities:

1. Exemplify an enthusiastic and supportive attitude toward school and learning.
2. Build a good working relationship between themselves and school personnel.
3. Teach their children self-respect, self-control, respect for the law, respect for other's property, and to be accountable for his/her own actions.
4. Insist on prompt and regular attendance.
5. Encourage their children to take pride in their appearance.
6. Insist that their children bring home promptly all communications from school.
7. Cooperate with the school in jointly resolving any school-related problem.
8. Set realistic standards of behavior for their children and be firm, fair, and consistent in applying them.
9. Help their children learn to deal effectively with negative peer pressure.
10. Provide a place conducive for study and for completion of homework assignments.
11. Help their children to develop an interest in learning and exploring a variety of fields of knowledge.
12. Be aware of the school's attendance, discipline, and other such policies and be aware of the consequences for non-compliance.
13. Be sure the children are free of communicable diseases and are in as good a state of health as possible in order to ensure effective classroom performance and the health and safety of others.
14. Attend parent-teacher/administrator conferences and other school functions.
15. Update the health office of any medical problems and prescribed medications.
16. Adhere to the Department of Health regulations. (A written request must be submitted to the health office if the Parent/Guardian does not want medical health conditions released to Cambria Heights' employees who work with their children.)

Teacher Responsibilities

Generally, it is the teachers' responsibility to handle discipline problems occurring in their classrooms. For more serious issues, it is the teachers' responsibility to provide the administration written documentation of each case. Teachers' responsibilities include:

1. Promote a climate of mutual respect and dignity, which will strengthen the students' positive self-image.
2. Utilize classroom routines, which contribute to the total instructional program and to the students' development of civic responsibility.
3. Provide an interesting and stimulating classroom climate that will prevent most discipline problems from developing.
4. Reflect a personal enthusiasm for teaching and learning as well as a genuine concern for each individual student.
5. Guide learning activities so students learn to think and reason, to assume responsibility for their actions, and to respect the rights of others.
6. Demonstrate by word and personal example a respect for law and order as well as self-discipline.
7. Develop close, cooperative relationships with parents for the educational benefit of the students.
8. Distinguish between minor student misconduct best handled by the teacher and major infractions that require the assistance of the administration.
9. Help students cope with negative peer pressure.
10. Be sensitive to changing behavior patterns.
11. Enable students to discuss their problems with them and help students seek additional supports when needed.
12. Strive for mutually respectful relationships with students.
13. Assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.

14. Report to the administration any students who jeopardize their own safety, the safety of other students or teachers, or who seriously interfere with the instructional program of the classroom as required by the Student Code of Conduct.
15. Interpret the discipline code to students in their classes.
16. Be firm, fair, and consistent in enforcing the Student Code of Conduct in the classroom, hallways, restrooms, on school-provided transportation, on the school campus, and at all school-sponsored events.
17. Review confidential health records provided by parents/guardians to the health office.

Administrative Responsibilities

1. Develop a sound and healthy atmosphere of mutual respect in the school.
2. Develop and enforce procedures, which reduce the likelihood of student misconduct.
3. Provide the opportunity for students and staff to approach the administration directly for redress of grievances.
4. Assist staff members in resolving problems that may occur.
5. Maintain ongoing communication with the faculty about the status of discipline within the school.
6. Work closely with parents to establish a wholesome relationship between home and school.
7. Utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.
8. Be firm, fair, and consistent in all decisions affecting students, parents, and staff.
9. Demonstrate, by work and personal example, respect for law and order, self-discipline, and a genuine concern for all people under their authority.
10. Become acquainted with students by visiting classrooms and by attending activities.
11. Establish necessary building security.
12. Assume responsibility for the dissemination and enforcement of discipline and ensure that all discipline cases referred are resolved promptly.
13. Ensure fairness, reasonableness, and consistency.
14. Comply with pertinent state laws governing hearings, suspensions, and students' rights.

1:1 Student Device Program

Each student in the Cambria Heights School District is issued a personal device (iPad or Chromebook) to use for curricular assignments. These devices remain the property of the Cambria Heights School District. Students are responsible for their care and safe keeping, as they are for other district property such as textbooks and musical instruments. Students and their families may not use school-issued devices for personal reasons. Additional information, including information about device insurance, is available in the district's 1:1 Handbook and is provided to students in school.

Contacting the School

The best time to contact any of the district's schools is between the hours of 7:30 AM and 3:00 PM. If you have a transportation concern, you may contact Tri-County Transportation at (814) 344-5073 ext. 4101. If you have an attendance concern, please speak with the Building Principal or School Counselor. If you have a concern about your child's schedule, or any concerns that may affect your child's performance/functioning at school, you should ask to speak with your child's School Counselor.

The administration will meet with parents/guardians during scheduled appointment times. The secretarial staff will schedule appointments for those who wish to meet to discuss their concerns.

Current Cambria Heights District-Wide Policies

Updated Board Policies are available in written format at the District Administration Office and on the Cambria Heights District Website at www.chsd1.org under the *Our District* tab.

DISTRICTWIDE INFORMATION

Aerosol Cans

For safety, aerosol cans are prohibited in all areas of the Cambria Heights School District.

Affection

Visible and open displays of affection involving a student or students will not be permitted. Examples of visible or open displays of affection between students that will not be permitted include, but are not limited to, kissing, petting, caressing, embracing, hugging and/or any other bodily contact that represents a visible or open display of affection. Appropriate discipline action will be taken at the discretion of the administration.

AIDS Instruction

School districts are required to excuse students from instruction in HIV/AIDS when this instruction conflicts with their religious beliefs or moral principles. A written request must be submitted to the Principal for excusal from this instruction. Parents who do not want their children to receive lessons about HIV/AIDS or to view educational videos that pertain to HIV/AIDS instruction must complete a request for each child.

Alternative Education for Disruptive Youth (AEDY)

The Cambria Heights School District currently utilizes a disciplinary scale for determining the placement of a student in an approved alternative educational (AEDY) program. The student must exhaust all least restrictive measures built into the scale. Students exhibiting disruptive behavior could first receive detention, then in-school and/or out-of-school suspensions. Additionally, Building-Level Student Support Teams (Early Intervening, COPE, Student Support, CHAPS) will make every effort to help find the function of the behavior and to provide positive interventions and supports. When these levels of disciplinary intervention measures fail to change the negative behaviors and the behaviors continue to manifest, or even escalate, students become candidates for referral to an approved AEDY program. State approved AEDY programs are designed to provide a combination of intense, individual academic instruction and positive behavioral interventions in an alternative setting to assist students in transitioning successfully to their regular school / classroom. Current AEDY programs are located outside of school district buildings or outside school district boundaries.

All procedural safeguards will be followed in every situation in which the Cambria Heights School District considers placing a special education student into alternative education. No student will be deemed disruptive except for criteria provided in 22 Pa. Code Chapter 14.

Students enrolled in the program must be considered disruptive as defined by Act 30, Section 19-1901-C(5). Criteria used to determine student eligibility for placement in an AEDY program include the following: Disregard for School Authority/Persistent Violation of Policy, Display/Use of Controlled Substances on School Property, Violent or Threatening Behavior on School Property, Possession of a Weapon on School Property, Commission of a Criminal Act on School Property, Misconduct Meriting Suspension or Expulsion, and/or Habitual Truancy.

Annual Public Notice of Special Education Services and Student Support Programs/Destruction of Special Education Records

Notice to Parents/Guardians/Caregivers/Surrogates:

According to state and federal special education regulations, Annual Public Notice to parents or guardians of children who reside within a school district is required regarding Child Find responsibilities. School Districts, Intermediate Units and Charter Schools are required to conduct Child Find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 Services, parents may refer to Section 504, Chapter 15, and the Basic Education Circular entitled "Implementation of Chapter 15" found at <https://www.education.pa.gov/Policy-Funding/BECS/PACode/Pages/ImplChapter15.aspx>.

Also, school districts are required to conduct Child Find activities for children who may be eligible for Gifted Services via 22 PA Code Chapter 16. For additional information regarding Gifted Services, parents may refer to 22 PA Code Chapter 16 found at <https://www.pacodeandbulletin.gov/Display/pacode?file=/secure/pacode/data/022/chapter16/chap16toc.html&d=>. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

*A PDE Basic Education Circular (BEC) <https://www.education.pa.gov/Policy-Funding/BECS/Pages/default.aspx> provides the Department of Education's guidance on the implementation of law, regulation and policy.

This Notice shall inform parents or guardians throughout the Cambria Heights School District of the child identification activities and procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible children. In addition to this Public Notice, the Cambria Heights School District will publish written information on the District Website, on the Appalachia Intermediate Unit 8 website, and in local newspapers.

Children of ages three through twenty-one can be eligible for special education programs and services. If a parent or guardian believes that his or her child may be eligible for special education services, the parent should contact the appropriate staff members identified at the end of this Public Notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas; (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information, parents may refer to the Appalachia Intermediate Unit 8 website at <https://www.iu08.org/page/preschool-and-early-intervention> or contact the Intermediate Unit at (814) 940-0223.

Evaluation Process

Cambria Heights School District has a procedure in place by which parents or guardians may request an evaluation. For information about procedures applicable to your child, contact the School Counselor in the building that your child attends. Telephone numbers and addresses can be found at the end of this Notice. Parents of preschool-age children, age three through five, may request an evaluation in writing by addressing a letter to the Appalachia Intermediate Unit 8 (<https://www.iu08.org>) or by contacting the Intermediate Unit at (814) 940-0223.

Consent

Cambria Heights School District professionals cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents or guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice found at <https://www.pattan.net/Forms/The-Procedural-Safeguards-Notice>. After written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent or guardian can then request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents or guardians determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) Team meets, develops the program, and determines the educational placement. Cambria Heights School District and/or Intermediate Unit staff will issue a Notice of Recommended Education Placement (NOREP)/Prior Written Notice. Parental written consent is required before initial services can be provided. Parents have the right to revoke consent after initial placement.

Confidentiality of Information

The Cambria Heights School District maintains records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Parental consent, or consent of an eligible child who has reached the age of majority under Pennsylvania State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, parents may refer to the **Family Education Rights and Privacy Act (FERPA)** found at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Retention/Destruction of Student Records- Special Education:

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is hereby given that in accordance with 24CFR 300.573, the Cambria Heights School District may destroy the special education records of students who exited from any special education program.

Special education records, which have been collected by the Cambria Heights School District related to the identification, evaluation, educational placement, or the provision of the Special Education in the district, must be maintained under state and federal law for a period of seven (7) years after Special Education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age 21, or moves from the School District.

After seven (7) years, the records are no longer useful to the School District and will be destroyed in accordance with state and federal law unless the parent/guardian or eligible (adult) student contacts the responsible district that the parent/guardian or eligible (adult) student wishes to maintain the information as a personal record. These records may be useful to the parent/guardian or former student when applying for post-secondary education/training, benefits, or social services.

Records, including a student's name, address, grades, attendance, dates attended, grade level completed, and year completed, may be destroyed after seven (7) years have passed from a student's twenty-first birthday.

Arson

1. Students shall not intentionally and/or recklessly place another person in danger of death or bodily injury by starting a fire or causing an explosion.
2. Students shall not intentionally and/or recklessly cause or attempt to cause damage or destruction to property by starting a fire or causing an explosion.
3. Students shall not conspire to intentionally and/or recklessly cause or attempt to cause damage or destruction to property by starting a fire or causing an explosion.
4. Students found guilty will have charges filed against them and be given up to a ten (10) day out-of-school suspension, during which time a hearing will be scheduled with the Superintendent to review further discipline, including possible expulsion.

Asbestos Management Plan or Integrated Pest Management Plan

These plans can be viewed in the main office of any of the school buildings.

Assault and/or Battery

1. A student shall neither intentionally, nor recklessly, cause or attempt to cause injury or conduct himself/herself in such a way as could reasonably cause physical injury to any person.
2. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by the school authorities.
3. A student who commits assault or battery will be given up to a ten (10) day out-of-school suspension, during which time a hearing with the Superintendent will be scheduled.

Athletics at Cambria Heights

Eligibility

In order to practice or participate in any sport, a pupil must:

1. Submit a certificate of consent signed by his/her parent or guardian.
2. Be examined by a licensed physician and be approved for athletics by same.
3. Meet all Pennsylvania Interscholastic Athletic Association (PIAA) rules and requirements at the time of participation.
4. Purchase school insurance or submit a form signed by a parent indicating that he/she is fully covered by a home policy.
5. Agree to abide by all rules of the PIAA and the Department of Athletics.

Pennsylvania Interscholastic Athletic Association

Our school is governed by the athletic regulations set forth by the Pennsylvania Interscholastic Athletic Association. Classification is determined by the total enrollment of boys and girls in Grades 10, 11, and 12. The Cambria Heights School District is located in PIAA District 6.

Teams

The high school sponsors the following teams in league competition:

Girls

Basketball, Track, Volleyball, Cheerleading (non-competitive), Softball, Swimming, Cross Country, and Soccer

Boys

Football, Basketball, Baseball, Wrestling, Track, Swimming, Cross Country, and Soccer

Athletic Activity Regulations

1. A student is not permitted to practice or participate in any extracurricular activities if that student fails to report to school before 9:00 AM on that day without a legal excuse.

2. If a student is sent home by the school nurse for illness, he or she is not permitted to participate in extracurricular activities that evening.
3. Students suspended out of school are not permitted to participate in academic or athletic contests or productions until they have served their suspensions.
4. Students assigned detention or in-school suspension must serve the assigned detention or suspension prior to reporting to any practices, productions, contests, or events.
5. Students who have medical excuses that prevent them from participating in the regular physical education curriculum, not inclusive of modified activities, will not be permitted to participate in any event requiring physical activity.
6. All players must have a completed and signed physical before they are permitted to participate in any practices.
7. All players are to ride school transportation to an athletic event unless prior permission has been granted by the Principal. Once an athletic event is completed, the student-athlete is permitted to ride home with a parent/guardian if the parent has supplied the coach with written permission.
8. It is recommended that all athletes dress appropriately for away games as determined by the head coach. Jeans, tee-shirts, sleeveless shirts, and midriff shirts are not acceptable.
9. All student-athletes that have tattoos may be required to cover them before being permitted to participate in a sporting event.
10. All jewelry and earrings, including body piercings, must be removed before participation in any athletic event.
11. Athletes may be suspended upon having civil or criminal charges filed against them until such matters are resolved.
12. Coaches or the district may remove players from a team who have been convicted of criminal misconduct.
13. Student participation in activities is a privilege and not a right. Any sponsor or coach may remove a student for a violation of the Student Code of Conduct, team rules and regulations, classroom rules, and/or attendance violations.
14. All coaches must hand out written guidelines and have a sign-off sheet for participants acknowledging team rules. A copy of the written guidelines will be filed in the Principal's or Athletic Director's office. The Cambria Heights Coaches' Handbook rules and regulations shall also apply.
15. Students are responsible to file incident reports with the coach, trainer, and/or school nurse.
16. The coaching staff in each sport will determine the eligibility of players for awards.
17. Students attending charter schools and those who are home schooled will be eligible for extracurricular activities providing that their parents or guardians supply the school district with the proper records of attendance and academic eligibility.

Letter Requirements

1. Football – 50% of quarters
2. Cross Country – letter will be awarded if an athlete finishes in the top ten in one-half of the dual meets
3. Basketball – 50% of quarters
4. Wrestling – wrestle in one-half of the total number of *dual meets* and earn fourteen points
5. Swimming – earn twenty-five points
6. Baseball – play 50% of total season innings; pitchers – 25% of innings or 1/3 games
7. Girls Softball – play 50% of total season innings; pitchers – 25% of innings or 1/3 games
8. Track – in arriving at the number of points needed to receive a varsity letter, the following formula is used:
number of meets times 5 divided by 3.
9. Soccer – play in 50% of halves
10. Volleyball – 75% of games
11. Managers – fulfil the duties assigned by the coach for one full year in a sport; a recommendation by the coach is required.

A coach may recommend that a student-athlete receive a letter when an athlete is injured and unable to complete a season or the following season, as certified by a physician, or in other situations which may arise and must be decided on the basis of extenuating circumstances.

Chain of Command

Additional Information

For additional athletic and PIAA information please, go to the district website at chsd1.org and select *Athletics* on the main menu.

Cambria Heights Athletics Chain of Command	
1st	<ul style="list-style-type: none">• Parent Meets with Coach
2nd	<ul style="list-style-type: none">• Parent Calls Athletic Director• Parent Meeting with AD & Coach
3rd	<ul style="list-style-type: none">• Parent Calls Principal• Meeting with Principal, AD & Coach
4th	<ul style="list-style-type: none">• Put Concern in Writing Send to Superintendent• Meeting with Superintendent
5th	<ul style="list-style-type: none">• Written Concern Sent to School Board• Given Permission to Speak at School Board Meeting
Appropriate Concerns to Discuss with Coaches	
<ul style="list-style-type: none">• The treatment of your child, mentally and physically• Ways to help your child improve• Concerns about your child's behavior	
Issues NOT Appropriate to Discuss with Coaches	
<ul style="list-style-type: none">• Playing Time• Team Strategy• Play Calling• Other Students	

You can obtain Cambria Heights sports information from <http://chsdathletics.org/>. Through this web page, you can access all sports information, including the place, time, event and latest cancellations for all sport activities in which Cambria Heights is involved.

Attendance Policy

Children are expected to be in school every day school is in session. The laws of the Commonwealth of Pennsylvania permit student absenteeism only for illness, quarantine, religious holidays, family related deaths, and emergency situations.

Following an absence, a parent or legal guardian must submit a signed written excuse to the school within three days. Written excuses must contain: (1) the full name of the student; (2) the date(s) the student was absent; (3) the reason for absence; and (4) a parent or guardian's signature. Whenever such an excuse indicates illness as the reason for absence or whenever the absence is prolonged or occurs with consistent frequency, the school reserves the right to require a physician's statement as supporting evidence.

Any student absent 25 days or more may not receive credit for the year's work. Each case will be individually reviewed by the administration. The administration further reserves the right to send an authorized school representative to investigate any absences. Students absent due to illness may be examined by the school nurse or physician before readmission to class.

To obtain a full- or part-time excuse for religious reasons, it is necessary for the student to present a written request from a parent or legal guardian. The request should be submitted to the school office prior to the religious holiday. Students will not be permitted to leave the school without both parent/guardian and school approval.

Please note that lateness is an individual responsibility: missing the bus, over-sleeping, or performing home chores are not acceptable reasons for lateness or absence. In these cases, excuses written by a parent or legal guardian are required, and approval of these excuses may or may not be granted by the administration.

Attendance Procedure

1. Within three days following a student's absence, the student must bring the school an approved excuse form from his/her parent or legal guardian that states the exact date(s) of school missed and the exact reason for absence. Excuses may be turned in at the school office or given to the homeroom teacher.
2. A parent or legal guardian's signature is necessary on the approved excuse form even if the student is eighteen (18) years of age or older (unless the student is emancipated).
3. The legality of each excuse will be determined by the school administration. **Valid excuses for absence include** illness, death in the family, religious reasons, and other urgent reasons which are approved by the administration.
4. If a written excuse is not provided within three (3) days following an absence, the absence will be recorded as unexcused/illegal. All medical excuses in regard to a student's absenteeism must be turned in within three (3) days following an absence. Medical excuses that are turned in beyond the three (3) day limit may not be acceptable.
5. Students under age eighteen (18) who accumulate three (3) illegal absences are defined as **truant** by the Commonwealth of Pennsylvania. After three illegal absences, the building principal will send a letter to the truant student's parent or guardian with notification of an opportunity to participate in an attendance improvement conference. On the fourth illegal absence, the student may receive two (2) hours of detention and charges may be filed with the Magistrate or Juvenile Courts for a violation of the compulsory school attendance laws. The fifth illegal absence will result in 3 hours detention, the sixth illegal absence will result in 4 hours detention and the seventh illegal absence will result in one (1) day of in-school suspension.
6. Students who accumulate six illegal absences in the current school year are defined as **habitually truant** and will be referred by the building principal to Children and Youth (CYS), magisterial district court, or the county juvenile court system depending upon the student's age and associated circumstances.
7. For students over the age of eighteen (18) who accumulate three (3) days of unverified absences, a notification will be sent to the parent/guardian. The fourth unverified absence will result in two (2) hours of detention; the fifth unverified absence will result in three (3) hours detention; the sixth unverified absence will result in four (4) hours detention and the seventh unverified absence will result in one (1) day in-school suspension.
8. *Elementary school students:* On or before the fifteenth (15th) day of absence, an official letter will be sent to the parent/guardian that will require a physician's excuse for all subsequent absences from school.
9. *Middle school and high school students:* Contact will be made with students and parents when attendance is noted as being infrequent and irregular. **On the tenth day of absence, a warning letter will be sent to the parent/guardian indicating a concern over the absences and explaining the attendance policy.** On or before the fifteenth day of absence, an official letter will be sent to the parent/guardian that will require a physician's excuse for all subsequent absences from school and a parental meeting. **If a student misses ten (10) days of school, that student must take final examinations in all of his/her subjects.**
10. Elementary school students will be charged with one-half day of absence when arriving to school after 10:00 AM or leaving before 1:00 PM. Middle school students will be charged with one-half day of absence when arriving to school after 9:00 AM. or leaving school before 2:00 PM. High School students will be charged with one-half day of absence when arriving to school after 8:00 AM. or leaving school before 2:45 PM.
11. High rates or patterns of absenteeism will be reported to the building School Counselor who will correspond with student and family to determine any issues/barriers leading to lack of attendance. The absenteeism may also lead to referral to the building student support team (Early Intervening, COPE, Student Assistance/CHAPS/ Support Team). Teams may consider completing a Truancy Elimination Plan, which helps a team determine student strengths and barriers to attendance and develop a plan to increase attendance and evaluate student progress.

Additional information about compulsory attendance laws in Pennsylvania may be found at the following web address:
<https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx>

Early Excusal Procedure

1. Students who have early excusal requests are to report to the school office the morning of the request. Students should report the reason for the request and, if for a medical appointment, should provide a note from a medical professional upon return.
2. The written request for early excusal must include the following information:
 - a) Full name of the student and grade level
 - b) Date of early excusal
 - c) Precise time of early excusal
 - d) Reason for the early excusal
 - e)

- f) Signature of parent/guardian
- g) Telephone number and where parent/guardian can be reached for confirmation
- 3. No student will be excused without a written note from his/her parent or legal guardian.
- 4. Early excusals are granted at the discretion of the administration and school nurse.

Tardiness to School

- 1. If it is necessary for a student to be tardy, the reason for tardiness must be provided to the school in writing and must be signed by a parent or guardian.
- 2. The student is to bring the written excuse to school at the time he or she returns.
- 3. If written excuses are not provided on the date of tardiness, the tardy may be considered unexcused or illegal and a detention may be assigned. At the high school level, detentions for tardiness will be assigned as follows: one hour of detention after the third tardy, two hours after the fourth, three hours after the fifth, and four hours after the sixth.
- 4. If a student is not in his/her assigned homeroom by starting time, that student will be considered tardy.

Audio-Visual Devices Including Personal Communication Devices

- 1. The unauthorized possession and/or use of audio-visual devices during school hours are strictly forbidden.
- 2. Examples of audio-visual devices that require administrative approval for possession and/or use on the school premises include, but are not limited to, radios, cell phones, iPods or MP3 players, or other similar devices.
- 3. The unauthorized possession or use of audio-visual devices on school property will result in disciplinary action being taken against the individual by the school administration.
- 4. Any unauthorized audio-visual devices possessed on school property may result in disciplinary action and confiscation of item.
- 5. Cell phones are not permitted in the library, restrooms, or classrooms during regular school hours. All electronic devices, including cell phones, must be turned off and stored in the students' lockers. Cell phones are not permitted in book bags, handbags, or pockets during school hours. Violations to this policy will result in disciplinary action. It is the student's responsibility to secure the locker where an electronic device is stored.

Bullying Policy

The district's bullying policy (policy #249), is posted on the district website at www.chsd1.org and is available upon request.

Bus/Van Behavior

- 1. The bus or van driver is in charge of each bus/van. Since students are under the full authority of the school while on the bus/van, all school rules and guidelines are in force during all school-related bus/van trips. Students must:
 - a. Load or unload from the bus/van or at bus/van stops in a safe and orderly manner.
 - b. Ride only on their assigned bus/van.
 - c. Remain in their seats until the destination has been reached and the bus/van is stopped.
 - d. Sit in assigned seats if assigned by the driver.
 - e. Avoid unnecessary conversation with the driver. Any attempt to annoy the bus driver or other students is prohibited.
 - f. Talk only in a low conversational voice with their seat partner(s).
 - g. Use civil language at all times; obscene and abusive talk is forbidden.
 - h. Realize that smoking and/or the use of tobacco products on the bus/van are prohibited.
 - i. Keep the bus/van clean and free from litter at all times.
 - j. Keep hands, feet, and head inside the bus/van at all times.
 - k. Refrain from throwing anything.
 - l. Realize that disruptive behavior on the bus/van is prohibited.
 - m. Obey and respect the orders of the bus/van at all times.
 - n. Realize that if vandalism to the bus/van occurs, the student(s) found guilty must pay for damages.
 - o. Refrain from eating or drinking.
- 2. Students will not be permitted to get on or off at any other stops other than their established stops unless the Principal is shown written parental/guardian permission. District approved forms for this purpose may be picked up in the main office of each school. The Principal may grant permission for a student to ride another bus if seating is available and if the proper paperwork has been completed as specified. Once approval has been granted, the student should show the approval form to the driver of the bus or van on which he or she is riding that day.
- 3. For Working Parents: Students may get on or off the bus/van at a babysitter, grandparent, or relative's home, provided there is an established stop there. Parents must establish one location for pick up and drop off of their child for the entire year.
- 4. Students should not ask the bus/van driver to change a route or stop, since no unauthorized stops can be made.
- 5. Students not assigned to bus/van transportation will not be permitted to ride on any school bus/van.

6. When the school bus cannot reach certain bus stops because of road conditions and inclement weather, those students not picked up will be marked “present” on the school attendance report. However, parents should make every effort to get their children to school when school is in session
7. Parents having questions regarding school transportation may contact Tri-County Transportation at 344-5073 ext. 4101.
8. Students must meet the bus at the correct time; excuses will not be accepted from any student absent from school because he or she missed the bus.
9. The safety and protection of all students is essential on school busses/vans.
 - a. A student who cannot maintain safe conduct while utilizing bus/van transportation forfeits his/her privilege and must rely on other means of transportation.
 - b. Infractions involving violation of bus/van rules, guidelines, and/or the Student Code of Conduct will be reported to the building Principal and Director of Transportation for determination of guilt or innocence. If found guilty, the student will face disciplinary action which may lead to the suspension and/or elimination of bus/van transportation privileges by the building Principal and/or the Director of Transportation.
 - c. All punishments for bus/van offenses shall parallel the rules and regulations in this handbook with the forfeiting of said privileges as an additional option available to the building Principal and Director of Transportation at any time throughout the school year.
10. Students waiting to be met by parents or other approved persons must be met in the office and be identified.
11. When transportation for extra-curricular activities is not provided by the school district, parents are responsible for all transportation that is not to or from school at the regular starting and dismissal times. This also applies to after school detention.
12. An activity bus is provided by the school district for students involved in after-school clubs and events. However, parents are still primarily responsible for all transportation arrangements that are not to and from school at regular starting and dismissal times.
13. Bus shelter maintenance is the responsibility of those who use them. The school district does not own or provide bus shelters.
14. Students must be at bus stops at least five minutes before the scheduled stop time.
15. The parents accept full responsibility and liability for all miscommunications and misunderstandings concerning the arrangements and changes in bus arrangements.

Cheating

No student shall intentionally cheat on an assignment, quiz, test, or project by

- copying another’s work or by giving another student his or her work to copy.
- plagiarizing – or presenting another’s writing or ideas – as their own.
- having additional tabs or tools open when completing online assignments (i.e., Google translate during a foreign language assignment or a problem-solving app during a math test).
- using any other means to deceive a teacher or staff member on an assignment.

First Offense:

1. Zero score on assignment
2. Removal from the National Honor Society (high school)
3. Notification of parents and lost exemption from final exam (high school)
4. Assignment of two hours after-school detention

Second Offense:

1. Zero score on assignment
2. Assignment of one day of in-school suspension
3. Drop in letter grade (if it occurred before in the same class)
4. Conference with parents

Child Find/Outreach [Title 22 Sec. 14.121 34 CFR Sec. 300.111]

The Superintendent and Director of Special Education and Student Services shall ensure that the Cambria Heights School District annually conducts awareness and outreach programs and activities designed to reach district residents, including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children, and children who are wards of the state. The district’s public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities, available special education services and programs and how to request them, and procedures used to ensure confidentiality of student information. Written information shall be published in the Student/Parent District Handbook and on the district website (www.chsd1.org). Public awareness activities include information regarding potential signs and developmental delays and other risk factors that could indicate disabilities.

Appalachia Intermediate Unit 08 is responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.

Class Cuts

1. Class attendance will be taken and recorded by each teacher at the beginning of each period.
2. Students absent from class who are not on the daily absentee sheet shall be reported to the Principal or to his/her designee.
3. After an investigation by the school administration, the student who has cut a class will be assigned after-school detention.

Concussion Management Team (CMT)

When a district student suffers a concussion, it is important that the entire school community (students, parents, athletic staff, school professionals, and medical professionals) knows how to respond in ways that ensure the student's best chance of recovery. Concussions are both a medical and an educational issue. Because every brain and every student is different, every concussion is different. Some students may not miss any school and may need no more accommodations than someone who has suffered a minor illness. Others may have months of enduring symptoms that can significantly impact their academic performance. Mental and physical rest are essential to concussion recovery.

For a student with a concussion, the physical, cognitive, and emotional challenges of school can be immense. Too much stimulation, particularly soon after the injury, can negatively impact the brain's recovery. It is critical that students gradually ease back into school work and other activities, both in and out of school. During the healing process, school professionals may need to make accommodations like limiting homework, having a classmate take notes, finding a darker, quieter spot for the student to work, and scheduling rest breaks.

The Cambria Heights School District Concussion Management Team (CMT) was initially formed and trained during the 2012-2013 school year to support concussed students. Team members include the injured student, parents/family members, school nurse, school counselor, the student's teacher(s), school psychologist, school administrator, and director of student services. Other members include medical providers, athletic director/trainer/coaches, and the building administrator. The team utilizes the Concussion Return to School Protocol (developed by the BrainSTEPS Child & Adolescent Brain Injury School Re-Entry Program) to support students returning to the demands of school while promoting recovery. Steps in the Protocol include collecting and considering input from all stakeholders involved with the injured student, identifying barriers for a returning student, informing all relevant school professionals of recommendations, monitoring of symptoms, developing a plan of accommodations, and evaluating the plan as symptoms persist/subside.

Parents or guardians should report all concussions to the school nurse in the child's building - Elementary: (814) 344-8506 (ext. 1026 or 1027) or Middle/High: (814) 674-3601 (ext. 3014 or 3329). Please visit our district website for additional resources.

Corporal Punishment

Corporal Punishment is prohibited in the Cambria Heights School District.

Container Regulations

No student is permitted to enter the school building with a container that is open or is filled with a beverage, such as soda pop, fruit juice, iced tea, milk, coffee, etc., during regular school hours. No student is permitted to house such a substance in his/her locker at any time. All containers carrying water must be approved by the school nurse. **During the 2023-2024 school year, students will continue to be permitted to bring refillable water bottles into the school buildings to use the bottle-filling stations on school water fountains as a mitigation effort. Students may only bring water in these containers.*

Custody – Child

1. All custody orders must be addressed directly to Cambria Heights School District through the school office.
2. In the absence of a custody order, the school assumes shared custody, which allows both parents to be involved in their child's education.
3. Both parents, regardless of custody arrangements, have access to their child's records unless a court order specifically prohibits access.
4. The parent of record is the parent with whom the child resides.
5. The parent of record must live in Cambria Heights School District.
6. Enforcement of custody orders may involve the local or school police department(s).
7. If there is a court order preventing either parent from having complete access to your child's education records, you must provide the school with a copy of that court order.

Cyber Academy

Cambria Heights will offer an in-house cyber school option during the 2023-2024 SY. The Cambria Heights Cyber Academy is a fully online program available to students currently enrolled in or considering a cyber option. Graduates of the Cambria Heights Cyber Academy will receive a Cambria Heights diploma. For information, please contact Mr. Eric Nagel, Cambria Heights Site Coordinator, at (814) 344-8506 ext. 1016.

Damage, Theft, or Vandalism of School Property or Private/Public Property

1. A student shall not intentionally cause, attempt to cause, assist to cause, or conspire to cause damage to school property or property of others; a student shall not steal or attempt to steal school property or the property of others, nor otherwise deprive the school of said property.
 - a. A student shall be required to provide restitution for damages and/or non-recovered stolen property, including the current replacement cost of said property and cost of labor incurred in the repair or replacement of said property.
 - b. The parents or legal guardians of said student will be held liable for any and all damages to school property and/or any and all unrecovered stolen property for which the student himself/herself does not provide restitution.
 - c. Discipline at school will be at the administration's discretion, including the involvement of civil authorities.
2. No student, without school authorization to do so, shall receive, retain, possess, or otherwise dispose of any property that the student knows or has reason to know belongs to the school or others.
3. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by the school authorities.

Detention

High School detention will be held after school from 3:00 to 5:00 PM on Thursdays or other days as determined by the principal. Any student who is assigned detention must be given two (2) days' notice of this assignment so parents/guardians can make the necessary arrangements. Detention should be assigned only after other means of classroom discipline have been exhausted.

The following procedures are in place regarding after-school detention:

1. A student is required to bring schoolwork to detention and is not permitted to sleep or to leave the assigned room.
2. Any student who is assigned detention who is a member/participant in any extracurricular activity must first report to detention.
3. A missed assigned detention will result in two additional hours of detention.
4. Depending upon the seriousness of the infraction, the teacher may assign additional detentions with prior approval of the administration.

Procedure for Assigning Detention and the Disciplinary Structure

Whenever a student commits a disciplinary infraction in a classroom or on the school premises, the student will be issued a discipline notice. Depending on the severity of the infraction, the administration reserves the right to determine the type and the amount of discipline assigned. **Disciplinary exclusions considered for students with disabilities** are to be reported to and discussed with the Director of Special Education and will remain compliant with Chapter 14 and IDEA requirements.

Directory Information

Cambria Heights School District hereby designates the following categories of student information as public or "Directory Information." The school may disclose such information for any purpose, at its discretion.

- | | |
|---------------------|---|
| Category I | Name, address, telephone number, dates of attendance, class. |
| Category II | Previous schools attended, major field of study, awards, honors. |
| Category III | Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) date and place of birth. |

Parents of a student or an eligible student may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the school office prior to September 15 of the present school year. Forms requesting the withholding of "Directory Information" are available in each school office. Cambria Heights Schools assume that failure to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Discrimination Policy

It is the policy of the Cambria Heights School District to recruit, employ, promote, and treat all employees and applicants for employment without discrimination as to age, race, color, religion, sex, marital status, national origin, ancestry, or status as a

Veteran, Disabled Veteran, individual with a disability, or whether the individual is or may be pregnant. All employment practices are to provide that all individuals be recruited, hired, assigned, promoted, compensated, and retained on the basis of their qualifications and treated equally in these and all other respects without regard to age, race, color, religion, gender, marital status, national origin, ancestry, or status as a Veteran or individual with a disability.

It is also the policy of the Cambria Heights School District to treat all students equally for educational opportunities without discrimination as to age, race, color, religion, gender, marital status, national origin, ancestry, or disabling condition. Equal employment opportunity and educational opportunity is of critical importance to the Cambria Heights School District, which has adopted this policy to help all concerned better understand the importance of non-discriminatory practices.

Should anyone have any questions concerning Equal Employment Opportunity, educational opportunity, or be a victim of discrimination, that individual should contact the Cambria Heights Business Manager at 426 Glendale Lake Road, Patton, PA 16668 or at (814) 674-3626 ext. 4004.

The Cambria Heights School District opposes all forms of discrimination and/or harassment to employees and students. Employees in violation of this policy shall be subject to disciplinary action, up to and including discharge.

Dress Code

Evaluation of student dress with respect to good taste and community standards is an unending process. The opinions and attitudes of all parties involved in the operation of the Cambria Heights School District and the enforcement of the resulting guidelines will be the responsibility of the professional staff. Clothing should be neat and appropriate for school in all cases. Articles of clothing that are questionable in the minds of the parents will undoubtedly be inappropriate. The administration reserves the right to decide fashionable dress that may be considered inappropriate and is not addressed in this handbook. The rule of common sense is clean, neat, and decent. This dress code applies while in school and at all school activities including activities at other schools. Violation will result in a two-hour detention, with increasing consequences for subsequent violations.

1. Long shorts or skirts may be worn, but must have a neat, tailored appearance. Shorts or skirts that are tight, frayed or have holes are not considered appropriate for school wear. Shorts or skirts may not be made of spandex, lycra, or similar material. Shorts and skirts should be no more than 2" above the knee.
2. See-through blouses and shirts and strapless tops are not acceptable. Undergarments must be worn at all times.
3. Spaghetti strap shirts or cami tops are not permitted to be worn unless a shirt is placed over the cami. Low cut shirts or blouses are not acceptable. School attire should be modest and in good taste at all times.
4. Midriff blouses and shirts are not permitted.
5. The following are considered disruptive or unacceptable in regard to clothing: Any printed words or pictures promoting drugs, alcohol, smoking, smokeless tobacco, sex, or violence, including advertisements or brand names promoting these items. Printed obscenities, profanity, or messages with double meanings that are related to sex, obscenity, or profanity are also unacceptable.
6. Mini-skirts or tight-fitting skirts are unacceptable dress for school; skirts must be 2" above the knee.
7. Slacks that are frayed or have holes may not be considered appropriate for school wear.
8. Outer garments, such as coats and jackets, shall be placed in the student's locker, and these items must not be worn during the school day or in the classroom at any time. Hats, bandannas, and other head garments are not to be worn inside the school building during the regular school day.
9. For safety and health reasons, proper footwear must be worn at all times. No one shall be permitted on the school premises with bare feet. The wearing of metal heel/toe plates on students' shoes is prohibited on the school premises.
10. All hair, including facial hair and other body hair, must be clean and styled so as not to disrupt the educational program as well as for health and safety reasons. Hairstyles that are deemed distracting to the educational process shall not be permitted.
11. Jewelry that is a potential health/safety hazard, suggestive, or that depicts obscene, vulgar, disturbing, distracting, or otherwise inappropriate terminology or images shall not be worn while on the school premises.
12. All pants must be worn at the waistline and undergarments cannot be exposed. Baggy, low-hanging pants or shorts are also not acceptable. Pants must not drag on the floor.
13. Chains or heavy metal objects are considered a school safety hazard and cannot be worn.
14. Students are permitted to carry book bags to and from school. Book bags must be kept in lockers during the school day.

15. Students in kindergarten through grade five are required to wear dressings that will fully cover their legs from November 1 to April 1. Shorts/skorts are not permitted during this time period.
16. Because of safety issues, students may be asked to remove body piercings during certain classes or activities, such as during physical education or science labs or when using technology education equipment.

Drug and Alcohol Policy

Cambria Heights School District will promote education, prevention, and intervention in the use and abuse of all drug, alcohol, and mood-altering substances to the entire student population. All school district personnel shall use the following procedures when responding to instances of student possession and/or use of drugs, alcohol, and mood-altering substances. *The Superintendent or designee and the Director of Special Education and Student Services shall be notified promptly as to ensure consequences for Students with Disabilities are within the guidelines and regulations outlined in PA Chapter 14 and the Individuals with Disabilities Education Act (IDEA and most recent Amendments).*

1. *Drug Related Paraphernalia*

If a student possesses drug-related paraphernalia:

- **Immediate Action:** Confiscate all items; the Principal or his/her designee will be notified. Staff member will write an anecdotal report of the incident.
- **Investigation:** The Principal or his/her designee will search the student's desk, locker, car, and other possessions and the student will empty pockets/purses, etc., in the presence of another staff member/administrator. A staff member/administrator may remove any apparent substance/paraphernalia.
- **Notification of Parents:** The Principal or his/her designee will notify Parents/guardian.
- **Confidentiality:** Information will be confined to those with a legitimate educational interest as mandated by school district confidentiality policy.
- **Disposition of Substances:** The substances will be turned over to the law enforcement authorities.
- **Discipline:** The student will be given up to a ten (10) day out-of-school suspension and an expulsion hearing with the Superintendent. The Director of Special Education and Student Services will be notified promptly to ensure consequences for Students with Disabilities are within the guidelines and regulations outlined in Pa Chapter 14 and the Individuals with Disabilities Education Act (IDEA and most recent Amendments).

2. *Possession or Suspected Use*

A student is found using, possessing, or suspected to be under the influence of drugs/alcohol on school property, during school activities or events at other school districts will face the following:

- **Immediate Action:** The Principal or his/her designee will be summoned. The staff member will write an anecdotal report of the incident and submit it to the Principal. The Principal will submit the report to the law enforcement authorities. In the presence of another staff member/administrator, all drugs/alcohol in sight should be confiscated.
- **Investigation:** The School Police Officer, principal, school nurse, or designee will investigate. The Principal/designee will search the student's desk, locker, car, and other possessions, and the student will empty his/her pockets, purses, etc. Confiscation procedures will be followed.
- **Notification of Parents:** The Principal/designee will contact the parents/guardian in a timely manner and describe the situation. If appropriate, the administration will have the release of information forms signed.
- **Notification of Police:** This will be done as soon as a student is found to be using, in possession of, or under the influence of drugs or alcohol.
- **Confidentiality:** Information will be confined to those with a legitimate educational interest as mandated by school district confidentiality policy.
- **Disposition of Substance:** The substance will be turned over to the law enforcement authorities.
- **Discipline:** For drug/alcohol possession or use, the student will receive up to a ten (10) day out-of-school suspension. An expulsion hearing will be held with the Superintendent. The student will also undergo an assessment by a licensed drug and alcohol agency, and the student must comply with the recommendations of this agency.

3. *Distribution of Drugs/Alcohol*

If a student is caught distributing drugs/alcohol:

- **Immediate Action:** The substance will be confiscated immediately. The Principal/designee will be notified immediately. The student will be detained and the law enforcement authorities will be notified immediately. The staff member/administrator will write an anecdotal report about the incident and submit it to the Principal. The Principal will submit a report to the law enforcement authorities.
- **Investigation:** The student will be questioned. The student's desk, locker, car, and other possessions will be searched, and the student will empty his/her pockets/purse, etc., in the presence of another staff member.

- **Notification of Parents:** The Principal/designee will contact the parents/guardians in a timely manner and describe the situation. *If appropriate, the release of information forms will be signed.*
- **Notification of Police:** The law enforcement officials will be notified as soon as possible.
- **Confidentiality:** Information will be confined to those with a legitimate educational interest as mandated by school district confidentiality policy.
- **Disposition of Substance:** The substance will be turned over to the law enforcement authorities who will make an analysis and maintain the chain of evidence.
- **Discipline:** The student will receive up to a ten (10) day out-of-school suspension and a hearing with the Superintendent. Further disciplinary action, including expulsion, by the School Board may be taken at a formal hearing, and the student must be assessed by a licensed drug and alcohol agency and comply with this agency's recommendations. The School Board may require additional conditions for the student's re-admittance to school. The student will be referred to the CHAPS/student assistance team and an Alternative Education Program; the student must abide by the recommendations of the school.

4. ***Non-Student Possession, Use, or Distribution of Drugs/Alcohol***

The district uses this procedure when a non-student is found to be in possession of, to be using, or to be distributing drugs or alcohol on the school premises or at school functions or events.

- **Immediate Action:** The Principal/designee will be immediately summoned. The substance will be confiscated, if possible, and the confiscation procedure will be followed. An anecdotal report will be submitted by the school personnel involved and submitted to the Principal. An attempt to detain or to identify the seller or user shall be made. Any students involved in the incident will be detained, and if involved, these students will be disciplined by referring to the appropriate situational category.
- **Investigation:** Law enforcement authorities will handle the investigation.
- **Notification of Parents:** This is not applicable for a non-student.
- **Notification of Police:** Law enforcement authorities will be notified.
- **Confidentiality:** This is not applicable for a non-student.
- **Disposition of Substance:** The substance will be turned over to the law enforcement authorities.
- **Discipline:** This is not applicable for a non-student, but the law enforcement authorities will handle the matter. A letter of trespass as well as other violation will be served on the non-student.

Emergency Drills

Each school principal will conduct emergency drills as required by school code. The administration reserves the right to ask all students to place personal items in their lockers during these drills. Misconduct will not be tolerated during these exercises. Failure to comply will result in disciplinary consequences.

Emergency Guide for Parents

Be prepared for a School Emergency

- Ensure that your child's emergency contact information is accurate and current.
- Register for automated e-mail, text, or voicemail messages with Sapphire and Remind
- Become familiar with your school's emergency communication procedures.

In Case of a School Emergency, please follow the guidelines listed below:

- Do not call or rush to your child's school. Phone lines will be reserved for emergency response efforts.
- Do not phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Check for e-mail, text, or voicemail messages from the school.
- Tune in to local TV/radio stations for official school news alerts.
- Check the school district's website or social media accounts for available updates.
- Rely only on official communication regarding reunification with your child.

Emergency Terms and Procedures

- **Evacuation:** Process used to move students and staff out of the building to an appropriate evacuation assembly point or relocation site (location where students can be kept for an extended period of time) by a pre-designated route (if usable) to avoid a potentially threatening situation that involves the entire building.
- **Reverse Evacuation:** When a general threat exists on the exterior of the school and school occupants are at risk of being harmed by the threat (i.e., criminal activity at a location near the school campus), a reverse evacuation is employed to quickly return students to the building.

- ***Severe Weather Sheltering:*** Used when there is a threat of high winds/tornados or other natural threats that may cause structural damage to the building and /or vehicles. May also be used if the result of the weather created unsafe passages on roadways and bus routes.
- ***Lockdown:*** Students and staff are barricaded in rooms and prepared to evacuate or counter as appropriate. Lockdowns are used only in response to critical incidences within a school, such as an armed intruder or violent actor.
- ***Classroom Hold:*** Used in situations in which the building must be secure and students accounted for, such as a non-violent medical emergency within the school. Students and staff remain in their assigned locations but continue activities as usual.
- ***Perimeter Hold:*** Used when there is an incident off school property that poses no immediate threat but could affect the school. Activities inside the school continue as usual, but students and staff are not to leave the building.

How Can I Be Reunited with My Child?

Reunification is the process of reuniting parents with their children outside of normal dismissal procedures. The procedures are as follows:

- Individuals who need to pick up students will be directed to the students' location by school or public safety officials. This information will be distributed via an automated e-mail, text, or voicemail notification, on the district's social media accounts, or through local TV/radio stations.
- Parents will be required to check-in via the process the school has set up (e.g. by grade level, by child's last name, etc.).
- Individuals will be required to present a valid, government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area. Students will be released **ONLY** to individuals documented as emergency contacts.
- Once identified, school personnel will direct authorized individuals to another location where child(ren) will be brought to you.
- Individuals may be asked to show identification multiple times before leaving the site.

Emergency School Closings and Delays

In the event the Cambria Heights Schools are to be closed or start times delayed for inclement weather or other emergencies, the following stations will announce our closings: WTAJ-TV, WJAC-TV, and FOX 8/ABC 23.

In addition, parents/guardians whose phone numbers are up-to-date in the Sapphire and Remind student information systems will receive automated calls and/or texts about closing and delays. The district will also post such information to its social media pages.

On occasion, emergency conditions will occur and require schools to close earlier than scheduled. If a parent is not home to receive a child, an arrangement should be made for a neighbor or relative to provide temporary shelter. Parents should discuss these arrangements with their children at the start of each school year.

Exclusions from School / Suspension

Note: The Superintendent and/or designee and the Director of Special Education and Student Services will be notified promptly as to ensure consequences for Students with Disabilities are within the guidelines and regulations outlined in Pa Chapter 14 and the Individuals with Disabilities Education Act (IDEA and most recent Amendments).

1. **Suspension** is exclusion from school for a period of one (1) to ten (10) consecutive school days.
 - a. Suspensions may be given by the Principal or person in charge of the public school.
 - b. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond (due process). Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - c. The parents/guardian and the Superintendent or his/her designee shall be notified immediately in writing when a student is suspended.
 - d. Suspensions may not be made to run consecutively beyond the ten (10) school day period.
 - e. Students shall have the responsibility to make up exams and work missed while serving a suspension and shall be permitted to complete these assignments.
 - Students have the responsibility to communicate with their guidance counselor while on suspension to obtain the books, papers, and other materials needed to complete work and to prepare for exams missed due to suspension.
 - Students will be required, and should be prepared, to take make-up exams on the day they are readmitted to school after a suspension. At the teacher's discretion, he or she may extend the deadline a minimum of two (2) school days.

- Students will be required, and should be prepared, to turn in make-up work within two (2) school days from the day they are readmitted to school after a suspension.
 - Students who fail to complete the necessary make up work and exams within the designated timelines will forfeit their right to do so and will receive a grade of zero.
 - Students returning from a suspension shall not be required to take unannounced quizzes on the day of their return, but will be required to take a make-up quiz the next school day. At his or her discretion, the teacher may extend the deadline a maximum of two (2) school days.
 - When an Exclusion/Suspension is considered for a student with disabilities, the Director of Special Education and Student Services will be notified promptly to ensure positive measures have been implemented and any consequences are provided within guidelines and regulations outlined in PA Chapter 14 and IDEA.
2. **Exclusions** are expulsion from school by the Board of School Directors for a period exceeding ten (10) days and may include permanent expulsion from the school rolls. All expulsions require a prior formal hearing.
- a. A formal hearing may be held before the Board of School Directors, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by committee of the Board or a hearing examiner, a majority vote of the entire School Board is required to expel a student. The following due process requirements will be observed with regard to the formal hearing:
 - Notification of the charges shall be sent to the student's parent/guardian by certified mail.
 - Sufficient notice of the time and place of the hearing will be given.
 - The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
 - The student has the right to be represented by counsel.
 - The student has the right to be presented with the names of the witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The student has the right to testify and present witnesses on his/her own behalf.
 - The proceedings must be held with all reasonable speed.
 - b. Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
 - c. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal classes except:
 - If it is determined, after an informal hearing, that a student's presence in his/her normal classes should constitute a threat to the health, safety, welfare, and/or morals of others and it is not possible to hold a formal hearing within the period of suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed.
 - Any student so excluded may be provided with an alternative education, which may include home study.
 - d. Students who are less than eighteen (18) years of age are still subject to the compulsory school attendance laws even though expelled, and they must be provided with an education.
 - The initial responsibility for providing the required education rests with the student's parents/guardians through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's Superintendent.
 - If the parents/guardians are financially unable to provide for the required education, they must, within thirty (30) days, submit to the school district written evidence so stating. The district has the right to challenge the written evidence, and if satisfied, has the responsibility to make some provisions for the student's education.
 - When a student is eligible to return after an expulsion, that student will be up for review by the Board of School Directors, and the School Board reserves the right to require that specified requirements must be met before a student is eligible for readmission.

Extortion

1. No student shall obtain the property or services or any benefit from another that is induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt, or ridicule, or wrongful use of actual or threatened force, violence, or fear.
2. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Appropriate disciplinary consequences will be issued.

Extracurricular Activity Regulations

1. A student is not permitted to practice or participate in any extracurricular activities if that student fails to report to school before 9:00 AM on that day without a legal excuse.

2. If a student is sent home by the school nurse for illness, he or she is not permitted to participate in extracurricular activities that evening.
3. Students suspended out of school are not permitted to participate in academic or athletic contests, productions, or practices until they are reinstated or until they have served the suspension.
4. Missing school the morning after a contest, event, or production will result in a student being ineligible for all activities for 24 hours except for administration approved absences with a legal excuse.
5. Students assigned detention (and in-school suspension) must report to the assigned detention prior to reporting to any practice session, production, contest, or event.
6. Students who have medical excuses that prevent them from participating in the regular physical education curriculum, not inclusive of modified activities, will not be permitted to participate in any event requiring physical activity.

Extracurricular Programs Participation

The primary role of the school system is to provide a functional educational program for all students. The goals of the students should be to learn as much as possible and achieve as much as possible in each course. Passing regular schoolwork is therefore a prerequisite to participating in activities. All Pennsylvania Interscholastic Athletic Association (PIAA) rules are in effect for all athletics and extracurricular activities for grades 7 through 12. PIAA rules require that students pass the equivalent of four credits on a weekly basis to be eligible to participate the following week and four equivalent credits at the end of each marking period to be eligible for the twenty days after report cards are issued.

A student's final grades for the year are used to determine eligibility for the first twenty (20) days of the following school year. Students may practice, but not scrimmage, play, or participate in activities during suspension. The following grades are not passing: U, E, F, 64% or less, and I (incomplete). A pupil whose work does not meet the standards as stated herein, but who attends summer school and corrects his/her deficiency, shall be eligible. (*Note:* Students in grades K through 6 are not subject to these eligibility requirements to participate in extracurricular activities.) Students must also obey all other eligibility rules of specific organizations (PIAA, Athletic Department, Music Department, etc.). Extracurricular activities are a privilege, not a right, and may be taken away for violation of school rules. Failure to comply with rules of conduct of the extracurricular program may result in exclusion from the program.

Failure for the Year Notification Procedure

Teachers in the Middle School and High School will make personal contact with the parent(s) of any student who is in danger of failing for the year and will document such contact. Personal contact will include in-person or telephone notification, email notification, or formal letter mailed to the student's home.

False Fire Alarms or Tampering with Safety Equipment or Devices

1. No student shall willfully, maliciously, or recklessly tamper with fire alarms, security alarms, fire extinguishers, emergency exit doors, emergency exit lights, hallway mirrors, emergency blankets, emergency posters, direction signs, information signs, labels, or any other such equipment or devices with the intent to deface, alter, manipulate, or interfere with its intended use.
2. No person shall intentionally and/or recklessly pull, play with, place hands on, or otherwise manipulate fire and/or security alarms in any way that interferes with their intended use.
3. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. An out-of-school suspension will be assigned, and an expulsion meeting with the Superintendent may be set for any student in violation.

Fighting

When students are mutually engaged in physical contact or fighting, a disciplinary consequence of no less than one (1) day out-of-school suspension will result. Depending on the severity of the incident, police notified of the incident and criminal charges filed. Parents or guardians will be called to remove their children from the school on the day of the incident. If a parent cannot be reached, a child will be placed on in-school suspension for the remainder of the day.

Final Exam Policy

It is official policy of the Cambria Heights School District that when final exams are given, students having an average of 87% or higher and who have fewer than ten (10) absences are exempt from taking final examinations; however, if they so desire, students may request permission from the teacher in charge to take the examination. A student electing to take the final examination cannot lower his/her grade. Teachers should encourage students to try to better their grades by sitting for final exams, even when not required. A teacher may require students to take final examinations because of excessive tardiness or as part of a course requirement, particularly for advanced or dual-enrollment courses. The Elementary and Middle Schools may not require final exams.

Flexible Instructional Days

During inclement weather or other extenuating circumstances that prohibit students from attending school in person, the Cambria Heights School District may use Flexible Instructional Days (FIDs), which allow students to work from home. During FIDs, students will follow the procedures established by their school principals and individual teachers and will work online to attend classes and complete assignments. Those students who cannot work online will be provided with paper-and-pencil assignments prior to the FIDs or will complete assignments upon returning to school. Under current guidelines, a school district may not use more than five Flexible Instructional Days per school year.

Forgery, Alteration, or Falsification of School Communications

No student shall knowingly forge, alter, or otherwise falsify any school document or communications, nor shall any student assist or procure another to forge, alter, or falsify any school document or communication. Such communications include, but are limited to, hall passes, tardy to school or absent from school excuses, early dismissal requests, requests for temporary absence, field trip permission forms, scheduling changes, dental or doctor appointment slips/notes, requests for educational trips or tours, permanent records, athletic eligibility forms, report cards, deficiency reports, discipline referrals, and computer files. Charges will be filed on second offenses along with a minimum of a one (1) day in-school suspension, or up to three (3) days in-school suspension at the discretion of the administration.

Grading System

The following grading system is used in the Cambria Heights School District:

A	92 - 100 Excellent	B	83 - 91 Good
C	74 – 82 Fair	D	65 - 73 Passing
F	0 – 64 Failure	P	Passing
I	Incomplete		

Guidance Department

Certified school counselors work in all school buildings in the Cambria Heights School District. Students and parents are encouraged to contact a school counselor with any questions or concerns regarding their children's school adjustment, academics, behaviors, or any other concerns.

Gym Uniforms

A uniform may be required by the instructor during physical education classes and activities.

Hall Passes/Hall Pass Card

No student will be allowed in the corridors during scheduled classes, activities, or homeroom periods without a teacher's pass. All teachers will have sign-out sheets in their rooms and students will be asked to sign out, sign in, and provide the times of each sign out/sign in and the reason for leaving the classroom. All sign out sheets will be retained as a record of students' whereabouts. If students abuse or misuse sign-out privileges, said students may be disciplined according to the handbook.

Homebound Instruction

In all cases of extended illness, defined as illnesses which require a child to miss more than ten school days, a parent or guardian may request homebound instruction through the office of the Superintendent. Parents/guardians should obtain a form for homebound instruction from the office one of the school offices before going to a physician concerning the ill child. (Note that homebound requests must be renewed every three months.) Once requested, please allow the administration some time to make homebound arrangements, especially in regard to scheduling teachers and securing materials for the child. If a student is not available for scheduled instruction time, he or she may accumulate absences for those days. If a student with disabilities requests homebound instruction for a temporary medical situation, the Director of Special Education and Student Services should be promptly notified, as the child's IEP team is responsible to reconvene to evaluate the provision of special education support services during the student's recovery. The student may be considered for Instruction in the Home by the IEP team, which is not the same placement as homebound instruction. Instruction in the Home is an educational placement considered by an IEP team. The school district reserves the right to have the school physician examine students receiving homebound instruction. Students on homebound instruction may participate in extracurricular activities at their building level when cleared by a physician.

Homeless Information

The McKinney–Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act, or ESSA) is a United States federal law that provides federal money for homeless shelter programs.

The term "homeless children and youths"

(A) means individuals who lack a fixed, regular, and adequate nighttime residence; and

(B) includes

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children who qualify as homeless for the purposes described in clauses i through iii.

If you have questions regarding The McKinney-Vento Homeless Assistance Act or Homeless Information, please contact Mr. Eric Nagel, Cambria Heights School District's Homeless Liaison, at enagel@chsdl.org or (814) 344-8506 ext. 1016.

Homeschooling

Home education is a program conducted by the parent or guardian or such persons having legal custody of their child(ren) and consisting of instruction in the required subjects at the appropriate grade level for the time required in which the student demonstrates sustained progress in the overall program. A notarized affidavit of the parent/guardian of the child(ren) must be filed with appropriate documentation prior to the commencement of the program and annually thereafter on or by August 1 with the Superintendent of the school district of residence. An annual written evaluation is required of each student's educational progress as determined by a licensed clinical or school psychologist or a teacher certified by the Commonwealth or by a nonpublic school teacher or administrator. This evaluation should be submitted to the Superintendent by June 30 of that school year. Laws and regulations of the homeschool program may be found online at <https://www.education.pa.gov/K-12/Home%20Education%20and%20Private%20Tutoring/Pages/default.aspx>.

Starting in the 2023-2024 school year, homeschooled students may participate in cocurricular activities that merge extracurricular activities with required academic courses, career and technical education programs (i.e., programs at Admiral Peary), and other academic courses. More information about these programs is available from the Pennsylvania Department of Education at <https://www.education.pa.gov/K-12/Home%20Education%20and%20Private%20Tutoring/HomeEdPrivateTutoringGuide/HomeEdPrograms/Pages/default.aspx>, as governed by Cambria Heights School District policy #137.

Homework

Homework is properly defined as any independent practice that is assigned by the teacher. The purpose of homework is to help students become self-directed, independent learners and to reinforce the daily classroom instruction.

Internet

All users of e-mail and the Internet in the Cambria Heights School District will be required to sign an Internet Use Agreement before being permitted to use the Internet. *A detailed Internet Use Agreement is distributed to students using district Internet services.*

Insubordination

Insubordination (not obeying authority/refusing to follow orders) to a Cambria Heights staff member will result in discipline as assigned by the building principal or his/her designee per the Handbook.

Intimidation/Harassment

While the Cambria Heights School District recognizes the right of individuals to express their views to those who wish to listen, the district does not recognize the right to force messages upon an audience incapable of declining or declining to receive it. Any form of harassment that is related to an individual's race, gender, color, religion, national origin, ancestry, marital status, age, or physical or mental condition is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term "harassment" includes, but is not limited to, the following: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, ancestry, marital status, age, or disabling condition.

1. Examples of actions/conduct that students in the Cambria Heights School District shall be subject to disciplinary consequences in regard to intimidation/harassment violations are as follows:
 - a. Violations that interfere with the personal liberties of a fellow student.
 - b. A disorderly and/or disrespectful disturbance, where such activity contributes to the material and substantial disruption of the administration of the school, class, program, or activity.
 - c. Behavior that leads to a criminal conviction for engaging in force, destruction, or seizure of Cambria Heights School District property/persons.
 - d. Violations and/or behavior that is used in such circumstances and of such a nature as to create clear and present danger to the security, discipline, health, safety, welfare, and/or morals of the school population.
 - e. Behavior that is lewd, vulgar, or obscene.
 - f. Behavior that is illegal slander or defamation.
 - g. Behavior that contains threats.
 - h. Behavior that does not protect the privacy of students, parents, teachers, and/or school officials.
 - i. Behavior which mocks, ridicules, or is intended to disrupt the educational process because of race, gender, religious affiliation, national origin, and/or disability.
2. Harassment of a fellow student or teacher will not be tolerated and will be punished accordingly. All cases will be reviewed by the building Principal.
3. Referral to the Civil Authorities for charges under the Ethnic Intimidation Act of 1982 shall be made when deemed necessary by school authorities. A minimum of three (3) days out-of-school suspension or up to six (6) days in-school suspension may be assigned. Student or staff harassment will be reported to the building Principal and/or Director of Special Education if the victim is a student with a disability by the victim or person who observes the intimidation/harassment. Report may also be filed for investigation with the District Harassment Office: Mrs. Stephanie Renninger, 426 Glendale Lake Road, Patton, PA 16668, or by phone at 814-674-3626 ext. 4004.

Legal Custody

Unless the school has a copy of legal papers that state one parent or the other has custody of a child, the school will give both parents the right and responsibility of parenthood.

Library Policy

The purpose of the library and the librarian are to help students learn to enjoy reading, to develop judgment in selecting worthwhile books, to acquire the ability to use factual or reference books and materials to enrich the classroom curriculum, and to learn to use the proper research tools that are available, including research technology.

In order to accomplish these purposes best, certain rules and regulations are in place. Any student wishing to use the library during a study hall must sign out and be granted permission prior to use.

The library is not to be used as a social room, but rather as a place to read, do homework, or conduct research. No eating of food or candy is permitted in the library. Students who are asked to leave the library two (2) times during a marking period for inappropriate behavior will lose their library privileges for the remainder of that marking period. If a student is asked to leave the library a third time for misconduct, he or she will lose library privileges for the remainder of the school year. Students who have lost their library privileges will only be permitted to use the library after school by making specific arrangements with the librarian or by being accompanied by a teacher during regular school hours.

The following rules apply to the circulation of library materials:

1. All students in the school are entitled to use the library and to check out materials.
2. Reference books, such as encyclopedias and dictionaries, are to be used only in the library.
3. All other library materials may be checked out for a two (2) week period.
4. A fine of five (5) cents per day is charged for books kept past their due date.
5. Damage to books, beyond reasonable wear, and all losses shall be paid for by the student.
6. No books or materials may be taken from the library without being properly checked out.

Lockers

Lockers remain the property of the school and students will be offered their use when enrolled at Cambria Heights. A locker will be assigned to every student on the first day of school, with the exception of students in grades K-3. This locker will be the student's for the remainder of the school year, and the student is responsible for the locker's condition. No student is permitted to place posters or stickers of any nature in a locker. In regards to food and beverages, only a student's lunch, if brought from home, is permitted to be kept in the locker.

All lockers will be inspected periodically throughout the school year. Students are not permitted to share lockers and are responsible for items they allow others to keep or store in their assigned lockers. A student may get books and materials from a locker prior to school, before lunch, after school, and between some class periods.

When students are taking their physical education classes, they will be assigned a physical education locker, and all valuables must be secured in these lockers. **The school is not responsible for items which are taken from lockers and/or locker room lockers that have not been secured with locks.**

Students may be permitted to place locks on their lockers. Whenever it is determined necessary, the administration or any authorized school district employee reserves the right to cut the lock to gain entrance to the locker. (See the Handbook section on Searches.)

Lost and Found

Students who lose articles should check the school office for lost and found items.

Lunch Program



*Complete Food Service Provider of the
Cambria Heights School District*

The Nutrition Group has served as the contracted food service company to the Cambria Heights School District since 1994. Additional information is available on the company website at thenutritiongroup.biz. At the site, click on the Wellness Committee to review our Mission Statement. Nutrition, Inc. is a Pennsylvania corporation founded in June of 1975. Our corporate office is located in West Newton, PA. Our current yearly average meal production is 54,000,000 meals, or approximately 300,000 meals per day.

Students' meals are restricted to those normally brought from home or provided by the school cafeteria. Deliveries of take-out to the school are strictly forbidden. Students shall not cut or jump in front of others who are already standing in the lunchroom line. Students shall not throw anything while in the lunchroom. While eating lunch, students shall follow all school rules and regulations.

Students are not permitted to leave the lunch area during lunch period except when excused. Whenever accidents occur during lunch, students are expected to conduct themselves in a mature manner. No clapping or jeering will be tolerated when such accidents occur. A student who drops a tray or spilled a beverage is expected to assist with the clean-up. Students are expected to keep the lunch area as neat as possible during lunch and are expected to clean up properly after the lunches have been eaten. Please see Policy No. 808, Section: Operations, Title: Food Services on the district website regarding meal charges and delinquent account practices.

Cambria Heights School District participates in the Federal/State Free and Reduced Lunch Program. Application forms may be obtained from any school office or the district website at www.chsd1.org. Online applications may be processed through <https://www.schoolcafe.com/>. (formerly www.paschoolmeals.com). Please complete one application per household each school year unless your family's financial situation changes during the course of the school year. Completed applications should be returned to your child's homeroom teacher or school office as soon as possible.

Families that are eligible should apply for the lunch program whether they intend to use it or not because greater federal and state funding comes to the school district based on the number of families and students involved in the lunch program. If at any time your household income changes, you may resubmit a new lunch application.

A breakfast program is available for grades K-12. The Commonwealth's budget for the 2023-2024 school year again includes universal free breakfasts for all students enrolled in Pennsylvania public schools. The cost of lunch is \$2.25 for elementary students and \$2.30 for secondary students. The cost of those eligible for reduced meals is .40 cents for lunch. The cost for an adult lunch is \$3.90. The cost for an adult breakfast is \$2.25. The cost of regular and flavored milk is .65 cents.

Computerized Debit System/Student Accounts

Each student has a Personal Identification Number (PIN) to access his or her account. On any day, students can make deposits into their accounts. Please send a check for the amount you wish to place in your child's debit account by mail or to the district cafeteria office. The check should be made out the "CHSD Cafeteria Fund." At breakfast and/or lunch time, your child will enter the service line and make a payment. Each student has a Personal Identification selection from the food items offered on a daily basis. At the end of the line, the cashier will ask students to enter their PIN numbers in a key pad. If the student has sufficient money in their account, they will proceed into the dining room. If they are paying cash on a daily basis, they will be asked for the amount due. **ALL STUDENTS WILL BE EXPECTED TO USE THEIR PINs** (grades K through 12) whether or not they are making pre-payments or paying cash each day.

What if my child is eligible for free or reduced meals?

If your child is eligible for FREE meals, the computer will read the student's PIN, act as if the student has cash in the account, and will not ask for money. For REDUCED meals, it will recognize the student is to be charged the reduced meal price and deduct it from the student's cash balance. The cashier will not necessarily know that a student is eligible for Free or Reduced meals.

Each Household is Encouraged to complete a Meal Application each school year which determines your child(ren)'s eligibility status unless otherwise notified. A student's lunch status does not carry over from the previous school year. All households must complete a new lunch application each school year or whenever their financial situation changes. Parents may complete an online application through <https://www.schoolcafe.com/> or www.chsd1.org. Paper applications are also available through each school office.

Why Should I Visit School Café (formerly ParentOnline.net)?

Cambria Heights School District is using School Café at <https://www.schoolcafe.com/>, a service to prepay for your child's school breakfast, lunch, and any a la carte food items by using your credit or debit card. All previously registered user accounts will remain unchanged. Parents may still use the same login (username and password) for the new system. Outstanding debts may result in charges being filed with the magistrate or theft of service charges with the District Attorney's office. **Easy:** Enrolling and funding is simple and completed online. **Convenient:** Once your account is established, you can check balances, view student purchases, set spending limits and fund your child's account from your computer, phone or fax. **Secure:** Your personal and payment card information is protected by the most advanced internet security. **Never have to worry about it again:** With our recurring payment option, money will always be in your child's account. When a low balance is reached, money is automatically deposited.

How Do I Enroll?

Go to School Café at <https://www.schoolcafe.com/> and create an account for yourself and your child(ren). Follow the instructions to set up your account. You may also call our toll-free customer support center at 1-855-729-2328 for questions or assistance with enrollment. Our support personnel are available Monday – Friday from 8 am ET – 7 pm ET. You can also email us at customercare@parentonline.net. You may also visit chsd1.org for a link to the "School Café" website.

Make-up Work

Students are responsible for making up work they have missed when they are absent from class or school. Arrangements for completing this make-up work should be made by the student when he/she immediately returns to class or school. The make-up work shall be completed in a period of time specified by the individual classroom teacher. The teacher will make the judgment as to the amount of time allowed for the completion of the make-up work according to the length of time the student was absent. When out-of-school suspensions occur, students are responsible for making arrangements with teachers to complete their make-up work.

Medical Information Accident Insurance

Student accident insurance will be offered by an independent insurance company. Information concerning the premiums and plans will be available on the district website. Insurance may be purchased anytime during the year. In the event a parent purchases insurance, the contract will be with the insurance company, not with the school district. If parents do not choose student accident insurance, the parents' health plan is used at the time of need.

Guidelines for the Administration of Medications During School Hours

The Cambria Heights School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, the staff realizes that the health of some children requires that they receive medication during school. When medication (prescription or over the counter) must be given during school hours, certain procedures must be followed:

1. The **parent/guardian** must sign the consent form for medications. See Medical Forms, on the district website chsd1.org under departments – health/school nurse.
2. Your **healthcare provider** must complete the medication form. See Medical Forms, on the district website chsd1.org under departments – health/school nurse.
3. Any medication to be given during school hours must be delivered directly to the school nurse or her designee by the parent or responsible individual. The medication must be brought to school in the **original pharmaceutical dispenser and properly labeled container**.
4. In the absence of the school nurse, her appointed designee will administer the medication.
5. An amount greater than a 30-day supply should not be stored in the school.
6. All medication taken by students at home should be brought to the attention of the school nurse in case a reaction occurs during the school day.
7. In the event there is a change in the dosage or type of medication, parents/guardians are required to re-file the parent and physician forms.

8. Triple antibiotic ointment, Neosporin, calamine lotion, Benadryl cream and hydrocortisone creams are on our school doctors' standing orders to use for first aid treatment. If you do not want us to use these creams/ointments on your child, please notify us in writing.

Our school health care provider has approved the following medications to be given with written permission from parent/guardian:

- Ibuprofen
- Acetaminophen/Tylenol
- Antacids (Tums)
- Cepacol Lozenge for sore throat

Health Examinations

The Pennsylvania School Code requires all children to have a medical and dental exam upon original entry into school and a medical exam in the 6th and 11th grades. Dental exams are also required in the 3rd and 7th grades. Parents will be notified when these exams will be held. Private physical and dental exams completed within one year prior to a student's entry into the grade where an exam is required will be accepted. Parents may choose to have examinations done by their family physician and dentist who are in a position to recommend immediate steps for any needed remedial care.

In the event you desire to have examinations done by your family physician and dentist, a form should be secured from the school nurse. (The expense for private examinations is the responsibility of the parents.) In such cases, the examination must be recorded on the proper school district form and filed with the school nurse. In this way, health records of each child can be kept up to date.

Children receive hearing screenings in the following grade levels: kindergarten, 1, 2, 3, 7, and 11.

Illness in School

Certified School Nurses are on staff on each campus in the Cambria Heights School District. Students who are sick or injured during the day report to the nurse's office. Students may not leave the school due to illness without first reporting to the school nurse or the office. Parents of children who suffer from a physical disabilities or illnesses are requested to supply the school nurse with appropriate information.

Immunization Requirements / Policy

Cambria Heights School District requires all children at any grade, kindergarten through 12, to show proof of immunization upon enrollment. The Pennsylvania Department of Health (PADOH) is mandating all PA schools exclude students whom have not met these requirements by the first five days of school. We do not want to have to exclude any students and are asking parents to please complete this as soon as possible. Exemptions to immunizations, including medical, religious or philosophical reasons, will be accepted as long as it is presented in writing stating objection. Students exempt from immunizations, may still be excluded from school during an outbreak. If a student is missing required doses, he/she must obtain the next or final dose within the first five days of school or will be excluded from school. If the next dose is not the final dose or if it is not medically appropriate to receive the immunizations, a medical plan must be completed and signed by a physician outlining the dates scheduled for immunizations. *This medical plan will be reviewed every 30 days and must be followed or the student will be excluded from school, as mandated by the PADOH. If the requirements are not met, the school administrator shall not admit the child to school nor permit continued attendance.

The PA Department of Health requires students in all grades to have the following properly spaced immunizations for attendance in school:

- 4 doses of tetanus, diphtheria, and acellular pertussis (*1 dose must be on/after 4th birthday*)
- 4 doses of polio (*3 doses if third dose is given on or after 4th birthday and at least 6 months after previous dose given*)
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of Hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity

On the first day of 7th grade, the following additional immunizations are required:

- 1 dose of tetanus, diphtheria, and acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate (MCV4, MenACWY, Menactra)

On the first day of 12th grade, the following additional immunization is required:

- 1 additional dose of meningococcal conjugate (MCV4, Men ACWY, Menactra) *(If the dose was given at 16 years of age or older, only one dose is required; to be immunized for 12th grade and college, dose must be on or AFTER 16th birthday)*

Questions may be directed to the Certified School Nurse at the building your child attends.

Injuries (Including Athletics)

The Cambria Heights School District is not responsible for injuries that occur while students are participating in various programs. The school district will not reimburse individuals for expenses incurred because of such injuries.

Obscene or Abusive Language, Gestures, or Symbolism

1. No student shall use auditory and/or visual communications that are obscene and/or abusive in nature.
2. No student shall knowingly possess, handle, or transmit any obscene or abusive material.

Off Campus/Leaving the Premises without Permission

Any student who, without authorization from the school authorities, is present on school premises and who leaves the said premises before the dismissal bell will be disciplined by the school administration for being off campus and for leaving the premises without permission. Students who violate this regulation will also be truant, and these students must realize that they are in violation of the state attendance laws and Board Policy.

Out of Assigned Area

Students are to be in assigned areas at all times. A student must realize that leaving an assigned area on or off the school premises will result in disciplinary action.

Parent-Teacher Conferences

Parent-teacher conferences will be held November 9, 2023 from 12:00 to 7:30 PM. Conferences may also be arranged for other times as requested by either the parent or teacher.

Parents are urged to call or contact the school when they have questions or problems concerning school matters. A conference with a teacher, school counselor, or administrator may be arranged by request.

Parent-Teacher Organization

The Cambria Heights School District has an active Parent Teacher Organization (PTO). The PTO is a general service organization. Two of its main objectives are to help parents and teachers appreciate the ideals of education and to promote and encourage educational responsibilities of parents and teachers. The PTO sponsors such activities as Santa's Secret Shop, Book Fairs, and Honors Day. If you desire more information, please contact the PTO at (814) 344-8506 ext. 1023.

Pesticide Application Notice

The Cambria Heights School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. These ends are achieved through routine cleaning and maintenance and by monitoring the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff, and includes our student.

Pest sightings are reported to our IPM coordinator, who then evaluates the problem and determines the appropriate pest management techniques to employ. The techniques can include increased sanitation, modifying storage practices, sealing entry points and/or physically removing the pests. From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and antimicrobial products; self-contained baits placed in areas not accessible to students; and gel type baits placed in cracks, crevices, or voids. Each year the district will prepare a new notification registry.

Physical Education

The Commonwealth of Pennsylvania requires that all students participate in Physical Education. Any student with a physical condition requiring adaptive programming must have a Physical Education Medical Report completed by a doctor or school nurse. If a student is scheduled to participate in a Cambria Heights athletic event, they may participate in a modified physical education class on that same day.

Possession and/or Use of Tobacco

1. The possession and/or use of any tobacco or electronic vaping products by students will not be permitted in school buildings, on school provided transportation, or on school property that is owned by, leased by, or under the supervision of the school district.
2. No student may sell or otherwise furnish tobacco in any forms.
3. Students who violate this policy will be disciplined in the following manner:
 - a. **First Offense:** After-school detention or in-school suspension, along with completion of an educational program on the dangers of tobacco and/or vaping
 - b. **Second Offense:** 1-3 days of in-school suspension and referral to civil authorities
 - c. **Third Offense:** Up to 5 days of in-school suspension and conference with parent/guardian
4. Students who are caught chewing tobacco/tobacco products violate Senate Bill 26, School Tobacco Control law, Section 3.5, and are subject to a fine and the costs of prosecution which are imposed by the proper civil authorities.

Privacy Practices Notice

This notice describes how medical information may be used and disclosed and how you can get access to this information. Please review this section carefully.

1. **Purpose of this Notice:** Pursuant to the Health Insurance Portability and Accountability Act of 1996, this notice explains how the Cambria Heights School District may use and disclose your PROTECTED HEALTH INFORMATION. This NOTICE describes the types of information that is collected and YOUR rights with regards to that information.
2. **Definitions:** As used in this NOTICE, the following capitalized terms shall have the meanings ascribed to them unless the context clearly indicates otherwise: “INCLUDES” and/ or “INCLUDING” means inclusive of and not limited to and by way of example and not limitation. “NOTICE” means this Notice of Privacy Practices. “PROTECTED HEALTH INFORMATION” means your individually identifiable health information maintained in any form or medium by the Cambria Heights School District. PROTECTED HEALTH INFORMATION INCLUDES the following: health history; medical records; name, address and date of birth; marital status; sex; social security number; information regarding dependents; and other similar information that relates to past, present or future medical care. PROTECTED HEALTH INFORMATION does not include individually identifiable health information maintained in education records, as defined by the Family Education Rights and Privacy Act.

“PROVIDER” refers to all employees, agents, and subcontractors of the Cambria Heights School District who provide medical care or health services for which the Cambria Heights School District seeks reimbursement through electronic means.

For the purposes of this NOTICE and YOUR rights under the Health Insurance Portability and Accountability Act of 1996, PROVIDER refers to the health care component designated as the PROVIDER by Cambria Heights School District. “YOU” and “YOUR” refers to the individual whose PROTECTED HEALTH INFORMATION is covered by this NOTICE.

In the case of an unemancipated minor, “YOU” and “YOUR” refer to the unemancipated minor, or the parents or other legal guardians entitled to exercise rights under this NOTICE, as the context requires.

3. **Permitted Uses and Disclosures of Protected Health Information:**
 - A. Uses and Disclosures for Treatment: The PROVIDER may use or disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all treatment purposes as allowed by law, INCLUDING to doctors, nurses, laboratory technicians, medical students, psychologists, physical therapists, speech therapists, and other health care and personnel involved in YOUR treatment.
 - B. Uses and Disclosures for Payment: The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for its own payment activities as allowed by law, INCLUDING to obtain reimbursement for eligible medical and health services under the Medical Assistance program.

- C. Uses and Disclosures for Operations: The PROVIDER may use and disclose YOUR PROTECTED HEALTH INFORMATION without YOUR authorization for all of its own health care operations as allowed by law, INCLUDING the provision of “related services” as required by the Individuals with Disabilities Education Act.

4. Other Uses and Disclosures for Which Your Authorization is Not Required: In the situations described below, Cambria Heights School District may disclose YOUR PROTECTED HEALTH INFORMATION without obtaining YOUR authorization:

- When requested by a public health authority for the purpose of prevention or controlling disease, injury, or disability;
- When requested by a public health authority in connection with reporting of child abuse or neglect;
- To a government authority of the PROVIDER: (1) that reasonably believes that YOU may be the victim of abuse, neglect, or domestic violence; (2) is required by law to make the disclosure; (3) YOU are unable to consent to the disclosure; and (4) the PROVIDER reasonably believes, in the exercise of professional judgment, that informing YOU of the disclosure would place YOU at risk of serious harm;
- To a health oversight agency for oversight activities authorized by law, including: audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight of the health care system;
- In response to an order of court or administrative tribunal, but only to the extent required by the order;
- In response to a subpoena, discovery request, or other lawful process, if the requesting party demonstrates that it made a good faith attempt to notify you of the request;
- To a law enforcement official, as required by law, pursuant to a warrant, subpoena, or other Administrative summons;
- To a law enforcement official, upon request, for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person;
- To a law enforcement official, upon request, for identification of a victim of a crime, where you are unable to consent, where such information is not intended to be used against you, where immediate law enforcement activity depends upon the disclosure, and where the PROVIDER determines that it is in YOUR best interest to make the disclosure;
- To a law enforcement official, for the purpose of alerting law enforcement of the death of the Individual, if the PROVIDER has a suspicion that such death may have resulted from criminal conduct;
- To a law enforcement official, where the PROVIDER believes in good faith that the protected health information constitutes evidence of criminal conduct that occurred on the premises of the Cambria Heights School District;
- To a law enforcement official to avert a serious threat to health and safety;
- To a coroner, medical examiner, or funeral director, as required by, or consistent with, applicable law;
- To organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating organ, eye, or tissue donation and transplantation;
- To military, national security, and intelligence officials, as required by law.

5. Statement of Privacy Policy and Practices: - It is the policy and practice of the Cambria Heights School District to maintain YOUR PROTECTED HEALTH INFORMATION confidential and to not use or disclose YOUR PROTECTED HEALTH INFORMATION unless YOU authorize such use or disclosure, or such use or disclosure is permitted or required by law as described in the “Permitted Uses and Disclosures or Protected Health Information.”

Any use or disclosure of YOUR PROTECTED HEALTH INFORMATION by the Cambria Heights School District other than as listed in the “Permitted Uses and Disclosures of Protected Health Information” or “Other Uses and Disclosures for Which Your Authorization is Not Required” sections of this NOTICE will only be made with YOUR prior written authorization. In situations where YOU authorize the Cambria Heights School District to disclose YOUR PROTECTED HEALTH INFORMATION, YOU may revoke that authorization. Such revocation must be in writing to the Contact Person designated in this NOTICE. If YOU provide proper written notice of revocation of authorization, the Cambria Heights School District is bound by that revocation except to the extent that it has acted in reliance on the authorization. The Cambria Heights School District has adopted appropriate administrative, technical and physical safeguards to prevent unauthorized uses and disclosures of YOUR PROTECTED HEALTH INFORMATION.

6. Your Rights under the Health Insurance Portability and Accountability Act of 1996:

- A. **Restrictions** - YOU have the right to request restrictions on how the PROVIDER uses or discloses YOUR PROTECTED HEALTH INFORMATION. Such requests must be in writing to the Contact Person designated in this NOTICE. The Cambria Heights School District is not bound by YOUR request and may refuse to accept the requested restriction. If the Cambria Heights School District agrees to YOUR request for a restriction, the Cambria Heights School District will notify YOU in writing of its acceptance of the restriction.
- B. **Communications** - YOU may request to receive communications of YOUR PROTECTED HEALTH INFORMATION by reasonable alternative means or at reasonable alternative locations, if disclosure of all or part of that information could endanger YOU. Such request must be made in writing to the Contact Person designated in this NOTICE, must specify how the alternative communication is to be made, and must explain that the reasonable alternative means or reasonable alternative locations are requested because disclosure of all or part of the information could endanger YOU.
- C. **Right to Inspect** - YOU have the right to inspect and/or copy YOUR PROTECTED HEALTH INFORMATION that is maintained in a designated record set by the Cambria Heights School District. A request to inspect or copy must be made in writing to the Contact Person designated in this NOTICE. The Cambria Heights School District will act on YOUR request within 30 days of receipt. If the Cambria Heights School District grants YOUR request, YOU may be charged a reasonable fee for copying and postage. If the Cambria Heights School District denies YOUR request, the Cambria Heights School District will inform YOU in writing and will explain how YOU may contest the denial.
- D. **Right to Amend** - YOU have the right to request an amendment of YOUR PROTECTED HEALTH INFORMATION maintained by the Cambria Heights School District. A request for an amendment of YOUR PROTECTED HEALTH INFORMATION must be made in writing to the Contact Person designated in this NOTICE and must explain in sufficient detail the reason for the amendment. The Cambria Heights School District will act on the request for amendment within 60 days of receipt. If the Cambria Heights School District denies YOUR request for amendment, the Cambria Heights School District will inform YOU in writing of the denial and will explain how YOU may contest the denial.
- E. **Right to an Accounting** - YOU have the right to request an accounting of all disclosures by the Cambria Heights School District of YOUR PROTECTED HEALTH INFORMATION in the six years prior to the date on which the accounting is requested, or since April 14, 2003, whichever period is shorter. A request for an accounting must be made in writing to the Contact Person designated in this NOTICE. The Cambria Heights School District will provide an accounting of all disclosures of YOUR PROTECTED HEALTH INFORMATION, except those that it is not required by law to disclose.
- F. **Right to Receipt of this Notice** - YOU have the right to receive a written copy of this NOTICE by requesting a copy from the Contact Person designated in this NOTICE.

7. **Cambria Heights School District's Duties:** The Cambria Heights School District is required by law to maintain the privacy of PROTECTED HEALTH INFORMATION and to provide individuals with notice of its legal duties and privacy practices with respect to PROTECTED HEALTH INFORMATION. The Cambria Heights School District will abide by the terms of the NOTICE in effect at the time action is taken.

8. **Right to Change Notice:** The Cambria Heights School District reserves the right to change the terms of its NOTICE and to make the new NOTICE provisions effective for all PROTECTED HEALTH INFORMATION that it maintains.

If the Cambria Heights School District revises its NOTICE in any substantive manner, the Cambria Heights School District will notify YOU by regular mail of the revision. YOU may obtain a copy of the revised NOTICE by requesting it from the Contact person designated in this NOTICE.

9. **Complaint Procedure:** YOU may complain to the Cambria Heights School District and to the Secretary of the United States Department of Health and Human Services if YOU believe that the Cambria Heights School District has violated YOUR privacy rights. If YOU wish to initiate a Complaint with the Cambria Heights School District, YOU may do so by writing to the Contact Person designated in this NOTICE, stating the grounds for YOUR complaint and the individual(s) or entity(ies) that YOU believe violated YOUR privacy rights. The Cambria Heights School District will investigate YOUR complaint and will take appropriate action.

The Cambria Heights School District will not retaliate against YOU for filing a complaint, either with the Cambria Heights School District or with the Secretary of the United States Department of Health and Human Services.

10. **Contact Person:** The Contact Person for the Cambria Heights School District designated by this NOTICE is Mr. Kenneth J. Kerchenske, Superintendent. In the event that YOUR complaint concerns actions by the Contact Person, YOU may alternatively contact the Privacy Officer(s): Stephanie Renninger, Business Manager, or Robert Diamond, Director of Special Education.

11. **Effective Date:** The effective date of this NOTICE is April 14, 2003.

R.E.A.C.H. Counseling (Cambria County R.I.S.E. Project)

Starting in the 2022-2023 school year, students on Cambria Heights' secondary campus (grades 6-12) have had access to services from a Professional Master's Level Counselor from R.E.A.C.H., Inc. (Reaching Educational Achievements with Clinical Mental Health) at no cost, sponsored by the Cambria County Drug and Alcohol Program's R.I.S.E. Project. For more information, visit the R.E.A.C.H. counseling website at www.reachschoolmentalhealth.com or the Cambria Heights R.E.A.C.H. webpage at <https://www.chsd1.org/Page/4997>.

Reading and Mathematics Program – Elementary and Secondary Education Act (Federal Title I Program)

The Cambria Heights School District conducts a Title I Program for both public and parochial school children in grades K-5 that are at risk of failing to meet the state standards in reading and/or mathematics. Services may be provided to identified students as in-class instruction or pull-out instruction. Parents may contact the classroom teacher or Mr. Eric Nagel concerning this program. For more information, visit <https://www.chsd1.org/domain/31>.

Refusal to Identify

No student shall fail or refuse to identify himself/herself properly and courteously when requested to do so by school authorities. Failure or refusal to identify will result in disciplinary action being taken by the school authorities.

Falsifying one's identity will also result in disciplinary action being taken by the school authorities. When requested, students must produce their hall pass cards or proper identification materials.

Report Periods

Marking periods should end on the following dates in the elementary, middle school and high school:

October 26, 2023	January 17, 2024
March 21, 2024	May 29, 2024

Marking period dates may be adjusted for snow days. Report cards will follow in several days.

School Functions

Students may not plan school functions without the supervision of a member of the faculty, in an official capacity, and approval of the Principal.

School Police Officer (SPO)

The Cambria Heights School District employs School Police Officers and Armed Security Guards whose duties include assisting and providing education to students and working with the administration and faculty to investigate incidences on both campuses of the Cambria Heights School District.

School Trips

Before any school trip, the supervising faculty member will send home with students permission forms for parental signatures. These forms must be returned to the teacher sponsoring the event. If any class teacher feels that, because of a pupil's conduct or poor scholarship in class, the pupil should not be excused, the teacher may report such information to an administrator. (The Principal reserves the right to review such teacher refusal.)

Field trips conducted during the school day are confined to related subject area activity; therefore, club activity trips may not be so planned as to cause pupil absence during regular class time. A Principal may grant exceptions.

Searches

School lockers and storage spaces are school property loaned to the student for the student's convenience and use for legitimate purposes only. These storage areas remain school property, and as such, are subject to periodic administrative inspections by school authorities. School authorities may search a student's locker if they have reasonable suspicion that a student has violated a rule or guideline set forth in the Student Code of Conduct. Prior to such locker search, the student shall be notified and given an opportunity to be present. Any inappropriate or illegal materials found in the locker will be seized and shall be used as evidence against the student in disciplinary proceedings. However, *where school authorities have reasonable suspicion that a locker contains materials that pose a threat to the health, safety, and welfare of the students in the school*, student lockers may be searched without prior warning and any contraband seized. Such material shall be used as evidence against the student in disciplinary proceedings.

Selling of Merchandise

1. No student, school-sponsored student group, non-school sponsored student group, or other individual will be permitted to sell merchandise on the school premises without the written authorization of the school Principal or his/her designee.
2. The administration will confiscate such material with no option of return.

Sexual Harassment

Sexual harassment is the act of discriminating against someone because of that person's sex or gender. It is behavior or words that: are directed at a person because of his or her sex; are unwanted, unwelcome, and uninvited; cause a person to feel uncomfortable or offended; create an environment that makes learning difficult; and may be repeated or may be very offensive on a one-time basis.

Sexual harassment is illegal in schools and in the workplace because this behavior violates federal and state laws. Students who violate this sexual harassment policy will be disciplined by the administration and will be subject to receiving detention, in-school, or out-of-school suspension.

If a student feels that an employee, teacher, support staff, sponsor, or coach is sexually harassing him or her, that student should report the incident to the administration.

Sleeping Policy

If a student falls asleep in class, that student will be immediately sent to the Health Suite. The school nurse may conduct an assessment and contact the parents regarding this matter. On the second offense and thereafter, the student will be referred to administration for detention. If there is a medical reason for the student falling asleep, the detentions can be eliminated.

Sniff Search Procedure

The School District continues to strive to make its schools the safest educational environment in which your son or daughter can learn. It is our intention to keep parents abreast of all policies and procedures related to this goal.

As a part of the overall educational process, the following procedures have been adopted related to sniff searches of lockers, backpacks, book bags, and cars which are located on the school premises.

LOCKERS:

- a) As school property, lockers are subject to administrative inspections and searches as outlined in the "Searches" section of this handbook.

BOOK BAGS:

- a) Student who choose to carry book bags, backpacks, or other bags to school must understand that, first and foremost, the School District has a responsibility to create a safe educational environment conducive to learning.
- b) Students must understand that carrying a backpack to school is a privilege given to a student, and the School District has the right to conduct a sniff search and seize any or all items that are deemed suspicious or may prove to be a threat to the welfare of students or other individuals.

PARKING LOT:

- a) The student parking lot is an extension of the high school. Students who are granted the privilege of parking in the parking lot must understand that, on occasion, their vehicles may be subject to a canine sniff search.
- b) Completing and signing the High School Permission to Drive Form, in essence, will grant the School District the right to randomly conduct sniff searches of identified vehicles.
- c) Students and parents must understand that these identified vehicles will be subject to search by school administrators and legal authorities, to include but not limited to the police.

Special Education Services and Programs: Information from the Director of Special Education & Student Services

The Cambria Heights School District welcomes all students. The highly qualified professionals working within our district believe all students can learn, and are committed to this mission.

Flexibility, inclusion/co-teaching, differentiated instruction, and other research-based strategies/ best teaching practices are used daily to assist our students and provide them increased access to all educational environments and the opportunity to progress in the general education curriculum. Our department provides a variety of services for students. Department teachers and staff advocate for students with disabilities. The primary goal of our Department is to provide supports and services needed by students to have equal access to educational environments and the general education curriculum.

Our Department facilitates planning for students meeting eligibility under Pa Chapter 14 and IDEA, Pa Chapter 15 (ADA Section 504), Pa Chapter 16 (Gifted Support), as well as assuming a role in pre-referral and concussion management processes. The Department specialists continue to serve as liaisons to outside agencies that provide additional supports to our students and families.

The Special Education Link on the Cambria Heights District Web Site (www.chsd1.org) is developed and updated to provide helpful information and resources to students, school staff, and parents/guardians. Parents and Families may also visit the **new Student & Family Resource Center** located within the Special Education Office, located in Cambria Heights High School, 426 Glendale Lake Road, Patton) to view student and professional development resources for all stakeholders.

All visitors for the Special Education Office must enter/register through the High School main office and receive a visitor's pass. Please contact (814) 674-3601 ext. 4007 to make an appointment to visit the center.

Please contact the Special Education Department Office at (814) 674-3601 ext. 4007 or email Mrs. Theresa Finet at tfinet@chsd1.org if you have questions about our special education or other supportive programming. We welcome opportunities to assist you in taking an active role in your child's educational programming.

It is the responsibility of the Cambria Heights School District and Pennsylvania Department of Education – Bureau of Special Education to ensure that all children with disabilities residing in the District and Commonwealth, including children with disabilities attending private schools regardless of the severity of their disabilities, and who are in need of special education or related services, are identified, located, and evaluated. The Cambria Heights School District provides a Free Appropriate Public Education (FAPE) to district children with disabilities who need special education and related services. The Least Restrictive Environment is always the starting point of any planning process.

In Pennsylvania, school-age children with disabilities who need special education programming, specially designed instruction and related services are identified for eligibility in the following disability areas outlined in Pa Chapter 14 and IDEA: Deafness/Hearing Impairment; Autism/Pervasive Developmental Disorder; Blindness/Visual Impairment; Emotional Disturbance; Intellectual Disability; Multiple Disabilities; Neurological Impairment; Other Health Impairment; Physical Disability; Specific Learning Disability; and Speech and Language Impairment.

Early Intervention – The Individuals with Disabilities Education Act (IDEA and recent amendments) requires the provision of a Free Appropriate Public Education (FAPE) to children with disabilities between three years of age and the school district's age of beginners. In Pennsylvania, a child between three years of age and the school district's age of beginners who has developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school-age exceptional children, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, The Early Intervention Services System Act.

The Appalachian Intermediate Unit provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information contact the Intermediate Unit in Altoona at (814) 940-0223 or the Park St. office in Ebensburg at 472-7690.

Screening – Cambria Heights School District has established and implemented procedures to locate, identify, and evaluate students suspected of being exceptional.

These procedures include, but are not limited to, (1) screening annually prior to a child's entrance to kindergarten consisting of a child's personal, health and immunization history including assessment in speech/language and readiness; (2) a review of group-based data, such as cumulative records, enrollment records, health records, and report cards each marking period; (3) hearing screening annually at the beginning of the school year for kindergarten, special ungraded classes, first, second, third, seventh and eleventh grades; (4) vision screening annually at the beginning of the school year for every grade level; (5) motor screening as observed by classroom teacher and/or physical education teacher; and (6) speech/language screening as requested by a teacher or parent.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home unless other arrangements are necessary.

Early Intervening/Pre-Referral Procedure (K-12) - District teachers, support staff, and administrators receive on-going training to appropriately assess student needs and employ researched-based interventions including differentiated instruction. We invite parents, guardians, foster parents, and family members to participate in trainings as our partners. **You are our most valuable resource and we appreciate your participation and feedback.**

Input from parents, students, school staff, teachers and screening assessments (AIMSweb, Study Island, Plato, State Assessments) are analyzed by school professionals comprising an **Early Intervening or Student Support Team**. Team members may include parents/guardians/foster parents, regular teachers, special teachers, school counselors, reading specialist(s), speech and language support teacher, school psychologist, principal, and supervisor. The Team will convene to gather data (academic/health/behavior), observation, curriculum assessment related to the student's current performance etc.

Once students are identified in need of support, and parents consent to begin the intervention process, the team will discuss and plan to implement research-based interventions. Staff have been trained to implement multi-sensory and corrective strategies to meet the needs of the students and allow them the best opportunity to progress successfully and independently in the classroom. Interventions follow a 3-tier Response to “Instruction” and Intervention Model (RTII), which is now evolving to a Multi-Tiered Systems of Support (MTSS) model expanding academic and behavioral/emotional interventions.

Tier 1 or Universal Interventions may include academic supports such as tiered planning and station teaching, with most interventions implemented and evaluated by the general education teacher.

Behaviorally these interventions include positive intervention techniques and expectations provided by the general education teacher. Students not responding to these universal interventions may be considered by a Team for movement to Tier 2: Tier 2 academic interventions may require more intensive research-based academic and/or emotional/behavioral interventions within the general education classroom or in small homogeneous groups with district specialists (Title I, Special Education Teacher Consult, etc. Progress is monitored more frequently. At this stage, instructors with expertise in subject (e.g.: Reading Specialist, Speech & Language Teacher etc.) may provide additional interventions. Students not responding to this level of intervention may be considered by a Team for more intensive Tier 3 interventions.

Academic interventions in Tier 3 likely include specialized additional instruction in areas of need by district specialist: (Scripted/Specialized Supplementary Curriculum Programs. Behaviorally and emotionally, the Team may choose to conduct a Functional Behavior Assessment (FBA) to better define problem behaviors and barriers, antecedents and consequences maintaining behaviors, and a hypothesis regarding function.

From analysis of this data, a positive behavior intervention plan could then be developed and implemented. Interventions are again provided by specialist(s) and progress monitored with increasing frequency.

Early Intervening/RTII-MTSS intervention processes are not meant to delay evaluation for special education services. It is meant as a positive and preventative intervention to help all of our students work through barriers hindering their progress.

Outside Agency Staff Supporting Students Within Cambria Heights- Professionals from outside agencies are welcome in the Cambria Heights School District to provide assistance and support to our students. As with all other professionals working within district buildings, agency staff are expected to conduct themselves in a professional manner at all times. Agency staff must have and be able to provide evidence of appropriate state clearances. Staff will display appropriate identification, sign in and out of district buildings, dress appropriately, and interact with students and school staff in a professional manner as defined in CH School District policy and procedure.

Professional staff from outside agencies must maintain student confidentiality in and out of district school environments. Programming issues or any other concerns involving students and professionals should be addressed directly to building administration. Discussion of students or their actions with staff that do not have legitimate educational interest is not appropriate. Discussion of the actions of district students or staff outside of the school environment is a breach of professional ethics that often has a negative and disruptive impact. School administration must approve any request for services involving an outside agency (e.g.: Therapeutic Staff Support, Behavioral Specialist, Mobil Therapy, etc.) Prior to meeting with or providing any service to a district student, agency staff must meet and coordinate with the building administrator.

If a Treatment Plan is involved, the building administrator and/or appropriate school staff should receive a copy of this plan. The plan should specifically outline duties and responsibilities.

The administrator must examine and approve any plan to ensure compliance with building/district policy and procedure. School officials reserve the right to examine all documentation in the possession of the agency staff.

****If the student support has an Individualized Education Plan, procedures defined in the IEP take precedence over those in any other plan.***

Within the school/classroom setting, school officials and/or classroom teachers reserve the right to determine the location, rate of interaction, etc. of the support staff. This is to prevent disruption of the instructional process. Meeting and discussing expectations with individual teachers prior to providing services is strongly recommended.

Collaboration between professional staff is vital to providing effective support within the school environment, and prevents any miscommunication.

Student Assistance Program (SAP Team)

CHAPS – the Cambria Heights Student Assistance Program – exists to help students in dealing with a variety of behaviors that interfere with their school performance, as well as their social, emotional, physical, and mental development. This team is comprised of interested teachers, counselors, support staff members, administrators, and county specialists and works with much care and concern for the welfare of all students. The SAP team identifies appropriate assistance for students who are in need.

Administrators, support staff members, teachers, parents, and peers may make referrals concerning students. In addition, staff designated by the Cambria County and Drug and Alcohol Program serve as ad hoc members of the CHAPS team. CHAPS is now a program that includes the Early Intervening Team (EI) and therefore is a K-12 program available to all Cambria Heights Students. A referral form may be obtained by calling any of the school offices.

Student Information System

The Student Information System (SIS) is the portal through which school administration, faculty, parents, and students enter and access information such as grades and contact information.

Again in the 2023-2024 school year, it is important that parents and guardians keep all contact information up to date in the system, as these contact numbers are used to send voice and text messages regarding school closures and other important information. If you are unable to update the contact information yourself, or if you need help retrieving your child's password, please call the appropriate school office for assistance.

Student Placement with Teaching Staff

The building Principal will make the final decision on student placement with the teaching staff after considering all educational variables.

Student Services and Programs

Cambria Heights School District complies with the requirements of 22 PA Chapter 12 and with policies and procedures of the Pennsylvania Department of Education. Examples of services and supports are included within other headings of this handbook.

Student Use of the Telephone

During the regular school day, students will not be excused from classes or study halls to use the telephone. Students will not be called from class to receive telephone calls. Violations of this procedure may result in assigned after-school detention.

Tardiness to Class, Meetings, Activities, and/or Events

1. Students should enter their classrooms without delay, go directly to their seats, and await instruction from the teacher.
2. Students are tardy to class if they are not in their assigned classroom by the time the bell rings.
3. Students who are tardy for class shall be required to produce a slip from the appropriate school official/teacher that states the reason for the tardiness. Failure to produce said authorization will result in disciplinary action. Habitual, excessive, or flagrant tardiness will not be tolerated and shall result in further disciplinary action.
4. Students who are tardy for school sponsored meetings, activities, and/or events will be required to produce a slip from the appropriate school official or parent/guardian that states the reason for the tardiness before being admitted to participate in the meeting, activity, or event.

Terroristic Threats

1. Students shall at no time threaten to commit any crime of violence with the purpose of terrorizing another or to cause evacuation of a building, place of assembly, or vehicle of transportation. A student will not otherwise cause serious public inconvenience or behave in a reckless disregard of the risk of causing such terror or inconvenience.
2. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities. Any student accused of making terroristic threats will receive at least a five (5) day out-of-school suspension. An expulsion hearing with the Superintendent will be scheduled within 48 hours.

Testing Program – PSSA and Keystone Exams

Under the Pennsylvania System of School Assessment (PSSA), every student in grades 3 through 8 is assessed in English/Language Arts (ELA) and Mathematics annually. Every Pennsylvania student in grades 4 and 8 is assessed in Science. Additionally, every student will complete the Algebra 1, Biology, and Literature Keystone exams prior to high school graduation. The Keystone exams are administered 2-3 times annually. Availability of these tests will be announced in the fall. Parents may have children excused from the assessments by notifying the Superintendent in writing. Excusal from state assessments includes a written notification to the Superintendent, scheduling an appointment and examining the testing materials for religious objection, and confirming objection in writing to the Superintendent.

Title IX and Section 504 Coordinator

The Business Manager [Mrs. Stephanie Renninger, 426 Glendale Lake Road, Patton, PA 16668; (814) 674-3626 ext. 4004] shall be designated as the employee responsible to coordinate the efforts of the Cambria Heights School District to comply with and carry out its responsibilities under Title IX and Section 504, including any investigations of any complaint communicated to such recipient alleging its noncompliance with Title IX and Section 504 or alleging any action which would be prohibited by Title IX and Section 504. All employees and students shall be notified of the name, office address, and telephone number of the employee or employees appointed as stated above.

The Director of Special Education and Student Services is designated as the ADA Section 504 facilitator for students in need of supports and accommodations for eligible conditions that temporarily or permanently impair a major life function and pose a barrier for the student in the school environment or process of learning.

The Director will coordinate with the School Psychologist and other relevant school professionals to determine eligibility for accommodations and work with the student and family to develop a Section 504 Plan to address specific student strengths and needs and accommodations needed to reduce/eliminate barriers.

Tobacco Free Environment

By federal law, the Cambria Heights School District is a tobacco free environment. All visitors to the property must refrain from using tobacco or vaping devices on school grounds.

Transfer of Students

All pupils transferring from the school system must obtain transfer forms from the office of the appropriate building. Please notify the office a few days in advance of your anticipated leave so that transfer cards can be prepared.

Unauthorized Presence on the School Premises

1. A student shall not intentionally make any unauthorized appearance or remain after having been ordered or requested to leave by any school employee possessing apparent authority over student conduct on the school grounds where the student is currently enrolled, during any period of suspension, expulsion, or exclusion from the school or regular enrollment, and/or any period of suspension from extracurricular activities from the school of regular enrollment, where such order of suspension, expulsion, or exclusion has been, in fact, made known to the student prior to the incident of unauthorized appearance.
Additionally, a student shall not be on the school grounds of any school other than that student's school of current enrollment at any time other than when a school activity, function, or event is being held and the student's presence is either required or permitted based upon a predetermination by the Principal of the school at which the activity or event is being held.
2. A student shall abide by rules related to suspension from extracurricular activities when consideration is given to attending a school activity, function, or event on the grounds of any school other than that student's school of current enrollment, where such order of suspension has been made known to the student prior to the incident of unauthorized presence.
3. Presence on school premises while in the company of a parent/guardian for the purpose of meeting with a school employee to discuss the student's status or presence on the school premises for the purpose of proceeding directly to the school office with prior permission of the Principal or his/her designee shall not be considered a violation of this rule.
4. Referral to the Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.
5. Under guidelines from the Pennsylvania State School Act, no unauthorized personnel will be permitted on school grounds. Violation of this rule will result in criminal trespass charges being filed.

Use of School Facilities

When a school organization wishes to use the school facility after school hours or on the weekend, an officer of the organization should complete a Use of Facilities Form (found on the district website or obtained from a building secretary) so that the administration and custodial staff are aware of the activity that is being held in the building. All faculty supervisors, advisors, and coaches are responsible for the security of the building, and under no circumstances should students be in the building without faculty supervision.

Vandalism and Lost School Property

In cases of vandalism or lost school district property, the offending student, parent, or guardian will be required to pay for the repair or replacement of the damaged property. The student may be suspended from school and civil authorities may be notified. Students may not receive report cards or diplomas until restitution is made.

Visitors in the Building

All school buildings have designated entrances with ID verification systems. Visitors must identify themselves with a valid government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area and report their purpose prior to being permitted entrance.

Once permission is granted, the visitor will be issued a visitor's pass, and this pass must be returned to the main office prior to the visitor's leaving the building. No one is permitted to simply enter the building and report to any location without receiving prior approval from school office personnel.

Weapons and Dangerous Instruments

1. A student or individual shall not knowingly possess, handle, or transmit any object that can reasonably be considered as a weapon:
 - a. on the school premises at any time;
 - b. off school premises at any school activity, function, or event;
 - c. off school premises at any time involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such or conditions may directly and/or immediately result in adverse effects on the educational process when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is unreasonableness in the effect including danger to the health, safety, welfare, and morals of students within the school system.
2. This rule does not apply to normal school supplies, such as pencils or compasses, unless such instruments are utilized in such a manner as to reasonably be construed as weapons or dangerous instruments.
3. This rule does apply to, but is not limited to, any firearm, shotgun, or rifle; any explosive, including firecrackers, teargas canisters, smoke bombs, or other incendiary devices; any knife, razor, cutting instrument, or cutting tool; nun-chuck sticks; chains; squirt guns; water balloons; slingshots; snowballs; and other dangerous objects, tools, instruments, or implements capable of directly and/or indirectly inflicting bodily injury, and is of no reasonable use to a student at school, or any other device or instrument which, in the manner in which it is used or intended to be used, is calculated or likely to produce bodily injury.
4. Referral to Civil Authorities for charges under the Pennsylvania Criminal Code shall be made when deemed necessary by school authorities.
5. A ten (10) day out of school suspension will be given. An expulsion hearing with the Superintendent will be scheduled within 48 hours.

**CAMBRIA HEIGHTS SCHOOL DISTRICT
PATTON, PENNSYLVANIA**

<u>Administration/Business Office (814) 674-3626</u>		<u>Email Address</u>	<u>Phone Ext.</u>
Superintendent	Mr. Kenneth Kerchenske	kkerchenske@chsd1.org	4000
Business Manager/ Board Secretary	Mrs. Stephanie Renninger	srenninger@chsd1.org	4004
Executive Assistant to the Superintendent	Mrs. Angie Passonetti	apassonetti@chsd1.org	4000
Exec. Assistant to the Business Manager	Ms. Amy Kuntzman	akuntzman@chsd1.org	4008
Exec. Assistant to the Business Manager	Mrs. Jenny Maurer	jmaurer@chsd1.org	4005
Director of Special Education and Student Services	Mr. Robert Diamond	rdiamond@chsd1.org	4007
Secretary – Special Education	Mrs. Theresa Finet	tfinet@chsd1.org	4007
<u>Cambria Heights High School (814) 674-3601</u>		<u>Email Address</u>	<u>Phone Ext.</u>
Principal	Mr. Alan DuBreucq	adubreucq@chsd1.org	3000
Athletic Director/ Director of Development	Mr. James Kane	jkane@chsd1.org	3004
Transportation Office	Mrs. Jeanette Taylor	jtaylor@chsd1.org	3005
High School Counselor	Mr. Jeffrey Koss	jkoss@chsd1.org	3326
High School Counselor	Mrs. Kimberly McCullough	kmccullough@chsd1.org	3327
<u>Cambria Heights Middle School (814) 674-6290</u>		<u>Email Address</u>	<u>Phone Ext.</u>
Principal	Mr. Jarrod Lewis	jlewis@chsd1.org	2000
Middle School Counselor	Mrs. Rhonda Sprenger	rsprenger@chsd1.org	2105
<u>Cambria Heights Elementary School (814) 344-8506</u>		<u>Email Address</u>	<u>Phone Ext.</u>
Principal	Mrs. Hilary Yahner	hyahner@chsd1.org	1000
School Psychologist	Dr. Jill Little	jlittle@chsd1.org	1008
Director of Special Programs	Mr. Eric Nagel	enagel@chsd1.org	1016
Secretary – Title I, State, and Federal Programs	Mrs. Mary Kay Paronish	mparonish@chsd1.org	1001
Elementary School Counselor	Mrs. Megan Zadziklo	mzadzilko@chsd1.org	1010

Tri-County Transportation – Carrolltown Office (814) 344-5073 ext. 4101

BOARD OF SCHOOL DIRECTORS

President	Mr. Kenneth Vescovi
1 st Vice-President	Mr. Jerry Brant
2 nd Vice-President	Mr. Donald Owens
Treasurer	Mr. Brent Lewis
	Dr. Bobby Anderson
	Mr. Thomas Bearer
	Mrs. Stacy McDonald
	Mr. Tom Malloy
	Dr. Russell Miller
Board Secretary	Mrs. Stephanie Renninger
Solicitors	Fanelli & Willett Law Offices

Individuals who wish to speak to the Board are asked to state their business one week in advance, in writing, to the Superintendent or the Business Manager. Groups of individuals wishing to speak publicly at a Board meetings are asked to select one spokesperson. Microphones, cameras, or listening devices are not permitted on the tables directly in front of Board Members.

HIGH SCHOOL

Time Schedule for the High School

Grades 9 – 12 7:50 AM – 3:00 PM

(The school may adjust times if a need arises.)

1:1 Initiative – Chromebooks

Each high school student will receive a district-issued Chromebook for his/her use for *instructional purposes* at home and in school. To receive a Chromebook, students and their parents/guardians must complete all required permission forms, including the district's Internet Use Agreement. Students are responsible for their devices, as they will keep the same Chromebooks for the duration of their high school careers.

Absences

If a student is absent from school, he/she may contact the school office to arrange to have assignments sent to the office for pick-up or sent home with a sibling or friend. In most cases, materials and assignment will be posted to the Google Classroom.

Academic Detention

Classroom teachers have the authority to assign Academic Detention to students who continually lack preparation for and participation in class. Academic Detentions are held on Thursdays after regular school hours from 3:00 to 5:00 PM. Students may ride the activity bus home from these detentions.

Activities

Students are encouraged to complement their regular program of studies by participating in one or more of a variety of activities sponsored by the school. These include:

School:

Fellowship of Christians Athletes (FCA)
Foreign Travel Club
Forensics Club
FCCLA
Theater Club
Interscholastic Reading Competition
National Honor Society
Student Council
PA Junior Academy of Science (PJAS)
Scholastic Quiz
SADD
Spirit Club
Technology Student Association (TSA)

Music:

Marching Band
Contemporary Music Ensembles
Chorale
Vocal Extension
Concert Band

Publications:

Yearbook
School Newspaper (Online)

Drama:

Fall Play Production
Winter Musical Production

Announcements

Daily announcements are made in the morning and afternoon by student announcers to highlight activities, accomplishments, and other important information for the student body. Announcements must be brief, related to school clubs or activities, and have the approval of the administration.

Attendance

In November 2016, the Commonwealth of Pennsylvania enacted new regulations related to school attendance. These regulations identify students as **truant** when they accumulate three unexcused absences during the current school year and **habitually truant** when they accumulate six unexcused absences during the current school year. After three unexcused absences, the Principal will send a letter to a truant student's parents/guardians offering them the opportunity to participate in an attendance improvement conference, either in person or over the phone. After six unexcused absences, the Principal will refer a habitually truant student to Children and Youth (CYS), magisterial district court, or the county juvenile court system.

Students with 25 or more absences of any type during a school year may be required to attend school during open campus finals week to log hours for the time they missed during the year. Students with 30 or more

absences may be required to attend summer school to be promoted to the next grade level. The Principal will review such cases on an individual basis.

Car Regulations – Policy/Procedures for Students who Drive to School

1. No student is permitted to park on the school premises unless he/she has registered the vehicle and has received a parking permit.
2. Parking stickers must be visibly displayed at all times. In the event of an emergency, district personnel must be able to determine which vehicles are permitted to park in the student lot. Failure to display parking passes will result in a warning (first offense) and revocation of driving privileges for two weeks (subsequent offenses).
3. Students must park in the designated student parking area. Students parking in designated staff or teacher parking areas will lose their driving privileges.
4. Students must maintain a speed at/under 10 mph when driving on the school premises.
5. Reckless driving, speeding, discourteous behavior and/or horseplay involving private vehicles while on the school premises will result in immediate disciplinary action as determined by the High School Principal.
6. Students who drive to school do not have the right to leave the school premises during lunch or at any other time during school hours except with proper authorization from the Principal or his/her designee.
7. Tardiness and absence from school that result from problems arising from the use of private transportation cannot be accepted as legal excuses since transportation is provided by the Cambria Heights School District.
8. No student is permitted to use another's vehicle while it is on the school premises.
9. Violation of the parking rules and guidelines will result in the revocation of parking privileges.
10. All rules outlined in the Student Code of Conduct are applicable to the parking area.
11. No student will be permitted to drive off school premises when excused by the school nurse.
12. At the Principal's discretion, student drivers may not be permitted to leave the parking lot until all buses have left the school lot.
13. When a student's parking privileges are revoked, he/she may not drive to school and park in a neighboring lot (i.e., across the street). Such action will result in the permanent loss of the student's parking permit. Cambria Heights will not be responsible for towing fees or damages to a student's vehicle parked off school property.

Cheating

No student shall intentionally cheat on an assignment, quiz, test, or project by copying another's work or by giving another student his or her work to copy. Additionally, students must not plagiarize – or present another's writing or ideas – as their own.

First Offense:

1. Score of zero on assignment
2. Removal from the National Honor Society or consideration for membership
3. Notification of parents
4. Two hour detention

Second Offense:

1. Score of zero on assignment
2. One day of in-school suspension
3. Drop in letter grade (if infraction occurred in the same class)
4. Conference with parents

Class Cuts

1. Class attendance will be taken by each teacher at the beginning of each period.
2. Students missing from class who are not on the daily absentee report shall be reported to the Principal or to his/her designee.
3. Students found to have cut class will receive after-school detention. Students who leave the building without permission will receive one day of in-school suspension.

Container Policy

Students are **not** permitted to carry open containers in the school building from class to class and may not keep open containers in their lockers, with the exception of water bottles as outlined later in this handbook. (Additionally, see Container Policy under the District Wide section of this handbook).

Dance Policy

1. **Only students currently enrolled in grades 9 through 12 or graduates who are 18 – 20 years old on the day of a dance** may attend school dances. Students in grades 9 – 12 may sign in one guest each. Cambria Heights students are responsible for the actions of their guests.
2. **The Administration reserves the right to restrict any visitor or Cambria Heights student from attending Cambria Heights dances.** The Administration reserves the right to check a guest's disciplinary history at his/her home school prior to a dance. For guests who are no longer in high school, the Administration can refuse entry to any student who has been charged with or convicted of an offense that is documented on the Pennsylvania Judiciary Web Portal (or equivalent system in another state).
3. If a student leaves the building during the dance, he/she may not return to the property.
4. Students may not sit on tables.
5. Coats/purses/book bags will not be brought into the multi purpose area during dances.
6. Extreme signs of affection will not be tolerated.
7. A minimum of eight chaperones is required at dances on school property. **All chaperones must have state-mandated clearances to supervise students.**
8. The use of tobacco is not permitted. Offenders will be reported to the Administration for discipline according to the school disciplinary chart.
9. Students should not open lockers.
10. Students demonstrating behaviors consistent with drug and/or alcohol use will be referred to law enforcement.
11. Sponsoring organizations should use care when decorating the school for dances and will be responsible for any damage resulting from decorations.
12. Sponsors of the dance are responsible for hiring **two** security officers for each dance. The Administration reserves the right to request that additional officers be hired if deemed necessary.
13. Students may be required to show their Cambria Heights identification cards or other proof of age to enter a dance.
14. A chaperone or chaperones must stay at the event until all students have vacated the property.
15. Sponsors are responsible for putting furniture and equipment back to its original position after the dance. Sponsors must pick up trash from the floor and wipe tables, but the custodian on duty will be responsible for vacuuming.
16. If a student fails to attend school on the day of a school dance without a legal excuse, the student will not be permitted to attend the school dance.
17. Chaperones and dance sponsors may not use tape or anything that could damage the walls to hang decorations at the high school.

Deficiency Report Procedure

Because student grades are available anytime online, deficiency reports **will no longer be mailed** to parents/guardians. Parents may request a copy of their student's grades from the High School office. Teachers will notify a student's parents/guardians if a student is in danger of failing for the entire school year.

Discipline Code and Definitions**CAMBRIA HEIGHTS HIGH SCHOOL DISCIPLINE CHART**

Level 1 (1-4 Points)	DETENTION (1 or 2 Hours)
Infraction (Points)	Definition
Disruptive Conduct (1)	Behavior that interferes with another's learning or the educational process in general.
Destruction / Defacing School or Personal Property - Minor (3 + Restitution)	Willfully and maliciously destroying, defacing, or disposing of any item of school property or personal property of another. Minor examples include, but are not limited to, books, small items, and personal property. Students will be held responsible for repair or replacement costs.
Driving without Permit (2)	Driving/parking on school property without registering vehicle and receiving an approved parking permit.

Failure to Follow Procedures (2)	Any violation of the discipline policy not specifically delineated in the discipline chart. Examples include, but are not limited to, abuse of hall passes or failure to sign out for activities.
Failure to Serve Detention <ul style="list-style-type: none"> 1st Offense (Time Doubled + loss of school activities until detention is served) 2nd Offense (1 Day ISS) 	Failing to serve an assigned detention without a proper excuse.
Late to Class <ul style="list-style-type: none"> 1st Offense (Warning) 2nd Offense (1) 	Arriving to class after the late bell without authorization.
Tardy to School <ul style="list-style-type: none"> 1st Offense (Warning) 2nd Offense (3) 	Arriving to school and/or reporting to class after the late bell has rung at 7:50 AM.
Inappropriate Dress <ul style="list-style-type: none"> 1st Offense (Warning + Change of Clothes) 2nd Offense (1) 	Dress and/or appearance in violation of the District Dress Code Policy.
Obscenity/Profanity – Minor (2)	Displaying materials, making gestures, or using vile or indecent language inappropriate to the educational setting.
Public Display of Affection (2)	Actions such as embracing or kissing in the school setting.
Unprepared for Class (1)	Attending class without materials required by the classroom teacher, such as textbooks, notebooks, writing utensils, or Phys. Ed. uniforms.
Pattern of Doing Nothing in Class (1)	Making no effort to participate or engage in class work during assigned class time. Failure to be actively engaged in the learning process.
Sleeping in Class <ul style="list-style-type: none"> 1st Offense (Warning + Referral to Nurse) 2nd Offense (1 + loss of school activities until detention is served) 	Sleeping during instructional time. Students will report to the school nurse for a medical evaluation.
Locker Violations (1)	Misusing lockers by placing pictures, stickers or signs on the inside or outside of lockers; using or sharing another student's locker; or deliberately altering the locking mechanism.
Forging School Documents (3)	Forging or using forged hall passes, excuses, or other school documents.
Dishonesty (4)	The act of lying to school personnel.
Possession or Use of Cell Phone, Electronic, or Laser Device <ul style="list-style-type: none"> 1st Offense (Confiscation) 2nd Offense (4) 	Possession or use of cell phones, iPods, or other devices that disrupt the educational process and potentially violate the privacy of others.
Possession of Tobacco or Electronic Cigarettes - First Offense (4) <ul style="list-style-type: none"> Student will complete an educational program while in detention. 	Possession of tobacco or electronic cigarettes on school grounds, including at school events and bus stops.

Level 2 (5-9 Points)	1-2 DAYS IN-SCHOOL SUSPENSION
Infraction (Points)	Definition
Disobedience (5)	Willfully and/or defiantly refusing to cooperate with the instruction of school personnel.
Extortion/Larceny – up to \$10.00 (9)	Stealing or taking the property of another; using intimidation or threats to obtain money, information, or anything of value from another person.

Hazing (9)	An action that forces another student to undergo a humiliating or abusive ordeal, as in initiations.
Improper Web Site or Computer Use – Minor (5)	Use of a computer during unauthorized time, accessing a web site that is not related to school, or using school email for personal communication.
<i>Possession of Tobacco or Electronic Cigarettes - Second Offense (8)</i> Referral to SAP and Charges filed/ completion of vaping cessation program	Possession of tobacco or electronic cigarettes on school grounds, including at school events and bus stops.
Obscenity/Profanity – Major (5)	Displaying materials, making gestures, or using vile or indecent language inappropriate to the educational setting.
Skipping Class/ Leaving the School Building/Being in an Unauthorized Area (7)	Leaving the building without permission, going to an unauthorized area of the school/grounds without permission, or failing to report to an assigned area or class.
Libel/Slander – Student to Student (7)	Malicious written or verbal defamation expressed to impeach another student's honesty or reputation.
Possession or Use of Cell Phone, Electronic, or Laser Device -Third + Offense (9)	Possession or use of cell phones, iPods, or other devices that disrupt the educational process and potentially violate the privacy of others.
Harassment – Minor or First Offense (7)	Threatening injury or damage to property by words or conduct that places the person receiving the threat in reasonable fear that the threat will be carried out. Harassment on the Internet is punishable if carried out in school or out of school if it disrupts the educational process or school setting.
Significant Disruption to School/School Functions (9)	Actions that significantly disrupt the classroom or school setting and/or interfere with the learning of others.

Level 3 (10-14 Points) 3-10 DAYS IN-SCHOOL SUSPENSION	
Infraction (Points)	Definition
Trespassing on School Property (10)	Being on school property at inappropriate times and/or without permission. Examples include staying after school when not in activities or being at school functions when suspended from such events.
<i>Extortion/Larceny - \$10.01 - \$200.00 (14)</i>	Stealing or taking the property of another; using intimidation or threats to obtain money, information, or anything of value from another person.
Throwing Substances or Objects (10)	Throwing anything in the classroom, cafeteria, auditorium, gymnasium, or on other school property or at or on any vehicle on school property.
Misuse of Emergency Systems (10)	Tampering with rescue assistance devices, call buttons, or fire extinguishers.
Improper Web Site or Computer Use – Major (12)	Use of a computer to access illegal, pornographic, obscene, vulgar, or racist websites or in a manner that could harm the computer or network. Additional consequences include the possible suspension or revocation of computer use in school.
Illegal Possession of Over-the-Counter Medication (14)	Possession or use of over-the-counter medication without proper authorization or documentation.

Level 4 (15-19 Points) 1-2 DAYS OUT-OF-SCHOOL SUSPENSION	
Infraction (Points)	Definition
Computer/Network Misuse or Damage (15 + Restitution)	Damage to a school computer or network as a result of intentional misuse.
<i>Fighting – First Offense (15)</i>	Physical engagement of two or more individuals.

Destruction / Defacing School or Personal Property - Major (15 + Restitution)	Willfully and maliciously destroying, defacing, or disposing of any item of school property or personal property of another. Minor examples include, but are not limited to, computers, electronics, or physical parts of the building. Students will be held responsible for repair or replacement costs.
Possession of Tobacco/Electronic Cigarettes – Third Offense (15) Charges filed	Use of tobacco or electronic cigarettes on school grounds, including at school events and bus stops.
Disorderly Conduct/Disturbing the Peace (18)	Action that creates unrest in the school environment.
Sexual Harassment – First Offense (18)	Unwanted verbal or physical conduct of a sexual nature imposed on the basis of sex.
Harassment – Major or Repeat Offense (18)	Threatening injury or damage to property by words or conduct that places the person receiving the threat in reasonable fear that the threat will be carried out. Harassment on the Internet is punishable if carried out in school or out of school if it disrupts the educational process or school setting.

Level 5 (20-24 Points) 3-10 DAYS OUT-OF-SCHOOL SUSPENSION	
Infraction (Points)	Definition
Assault on Student (24)	An unlawful attempt, coupled with a present ability, to commit a violent injury to another person; any unsolicited touching or application of force to another person.
Under the Influence of Drugs/Alcohol (24)	Attending school or school functions while under the influence of drugs, alcohol, or other banned substances.
Fighting – Repeat Offense (21)	Physical engagement of two or more individuals.
Libel/Slander – Student to Staff (21)	Malicious written or verbal defamation expressed to impeach another student's honesty or reputation.
Burglary/Robbery (21)	The unlawful taking of another's property against his/her will by force, violence, or fear of injury.
Sexual Harassment – Repeat Offense (24)	Unwanted verbal or physical conduct of a sexual nature imposed on the basis of sex.
Group/Gang Activity (21)	Group activity that intimidates students, faculty, or staff. Examples of unacceptable behaviors include graffiti on school property, intimidation of others, gang fights, initiation rituals, or wearing of gang attire or colors.

Level 6 (25 Points) ALTERNATIVE PLACEMENT/EXPULSION	
Infraction (Points)	Definition
Arson (25)	The intentional setting of a fire.
Assault on Staff (25)	An unlawful attempt, coupled with a present ability, to commit a violent injury to another person; any unsolicited touching or application of force to another person.
Bomb Threat/False Threat (25)	Willfully conveying by mail, written notes, telephone, or any other means of communication any threat, knowing it to be false.
Possession of Drugs/Alcohol (25)	Possession of drugs or alcohol on school grounds, including at after-school events.
Possession/Use of Explosive Devices or Fireworks (25)	The possession, sale, furnishing, use, or discharge of explosive or incendiary devices or fireworks.
False Fire Alarm (25)	Knowingly reporting a fire or activating a fire alarm when no fire exists.
Possession of Weapons (25)	Possession of weapons or replicas of weapons. See additional information below this chart.
Intent to Distribute, Sell, or Pass Drugs (25)	Possession of drugs on school grounds, including at school events, with the intent to sell or pass these items to another.

<i>Terroristic Threats</i> (25)	Making verbal threats, demonstrating uncontrollable anger, or involvement in any type of repeated serious offense directed at any person on school property.
<i>Indecent Exposure</i> (25)	An openly indecent or obscene exposure of one person direct toward one or more persons.

*All infractions in *italics* require referral to law enforcement.

“Weapon” shall include, but not be limited to, firearms, bombs, knives, metal knuckles, chains, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, air guns or spring guns, sling shots, or other items fashioned with the intent to harm, threaten or harass students, staff members, parents, and patrons. Weapons do not include personal items such as nail files, pens, etc., unless used as weapons in a fight.

“Dangerous weapon” means any weapon, device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Discipline Levels Total Point Consequences

Level 1	0-5 Points
Discipline by Chart	
Level 2	6-10 Points
Discipline by Chart	
Level 3	11-15 Points
Discipline by Chart	
Possible suspension	
Formal Meeting with Principal	
Level 4	16-20 Points
Discipline by Chart	
Suspension / possible short term alternative placement	
Meeting with Principal and Superintendent	
Level 5	21-24
Possible Alternative education placement	
Possible hearing with the Board and possible expulsion vote	
Level 6	24+ Points
Alternative education placement, hearing with the Board of Education, and possible expulsion vote.	

Discipline at the High School (Policy Handbook Pupils – 216.1-218-218.1-218.2-227)

- Students must follow all district policies listed in the handbook.
- Students who are suspended for three (3) or more consecutive days will be required to attend an informal hearing with their parents/guardians in front of the Principal and other personnel designated by the Principal. Parents may bring legal representation to these meetings. A student may not be permitted to attend regular classes until the hearing is held.
- Police will be notified in the following situations and charges may be filed on behalf of the district if necessary: **Assault, Drug Related Activity, Harassment, Threatening Behaviors, Theft, and Property Damage.**
- Detentions - Teacher Based Discipline:**
Teachers may assign two forms of detention: Academic Detention and After-School Detention. **Academic Detention** is discipline a teacher can utilize when a student repeatedly fails to be actively engaged in the learning process. Teachers may assign **Academic Detentions** for one or two hours on Thursday afternoons, beginning at 3:00 PM. Teachers are required to notify parents of assigned detentions, and a letter from the High School office will follow the call. **After School Detentions** are issued by a teacher for offenses of a more serious nature (refer to the discipline chart). **After School Detentions** are held at 3:00 PM on Thursday

afternoons, and can be assigned for one or two hours depending on the severity of the infraction and the student's past discipline. Notification will be given to parents in the same format as Academic Detention. Serious discipline issues will be handled by the Principal's Office.

5. **In-school suspensions** will be held in the in-school learning lab. Students will be required to complete all assignments while serving in-school suspension.

Discipline Hearing (Policy Handbook Pupils - 218)

High School students assigned out-of-school suspension for three or more consecutive days will be required to attend an informal hearing with the High School Principal and other appropriate personnel to determine a course of action. Parents or guardians will be required to attend the hearing before the student is allowed back into the school system. If a student is placed into Alternative Education outside of Cambria Heights, he or she is not eligible to attend activities at Cambria Heights and the student is not permitted to participate in graduation with his/her classmates.

Disorderly Behavior

If a student becomes uncooperative during the school day or at a school function, the student's parent or guardian will be summoned to remove the disorderly student from the high school. Police may be contacted when deemed necessary by the administration for the safety of other students or the appropriateness of the educational environment. Any student removed for disorderly conduct will be charged ½ day absence.

Dress Code Discipline

A student who does not adhere to the Cambria Heights dress code at the high school level will be issued a warning on the first offense and must comply with the dress code before returning to class. The student may be sent to the in-school learning lab or nurses office until he/she obtains acceptable attire. On the second and third offenses, the student will be issued an after-school detention for two hours. The student must change any inappropriate attire immediately. On the fourth occurrence, the Principal may request a meeting with the student's parent(s) or guardian(s) to determine appropriate action.

Early Dismissal Requests/Excusal of Students

Students may bring requests to be excused from school to the high school office before the start of homeroom each morning. Individuals picking up students will be required to present a valid, government-issued photo identification – such as a driver's license, state ID, military ID, permanent resident ID card, or passport – at the check-in kiosk located inside the high school's secure entry vestibule. The office staff may only release students to individuals listed as emergency contacts. Students will not be released from classes before the time indicated on the written excuse.

Emergency Cards

All students are required to submit completed emergency cards, which are kept on file in the Nurse's Office. Please contact the school office immediately if any of the information on a student's emergency card needs to be updated.

Failure for Year Notification

If a student is in danger of failing a course for the year, a parent will be notified in writing near the start of the 4th marking period. Parents are encouraged to schedule a meeting with their child's guidance counselor to develop a strategy for academic success.

Final Exam Policy

It is a procedure at Cambria Heights High School that when final exams are given, students having an average of 87% or higher and who have missed fewer than ten (10) days of school are exempt from taking final examinations; however, if they so desire, students may request permission from their teachers to take final exams. A student electing to take the final examination cannot lower his/her grade. A teacher may require a student to take the final examination because of excessive tardiness or as part of the course requirement, particularly for dual-enrollment courses. When a teacher requires all students to take the final exam for a given course, he or she will notify the students during the first week of the course.

Graduation Policy

Any student eligible to receive a diploma must pay all school and related debts in order to receive a diploma and a cap and gown. Diplomas, caps, and gowns will be held until all debts have been satisfied. For example, students must have returned all sports equipment and books and must have paid any outstanding balances on their lunch accounts. If a student is placed into Alternative Education outside of Cambria Heights School District,

he or she is not eligible to attend activities at Cambria Heights or participate in graduation with his/her classmates.

GRADUATION REQUIREMENTS

In the Cambria Heights School District, the high school graduation requirements will be as follows:

1. Successfully complete 24 credits as outlined in the Student Handbook
2. Successfully complete the culminating project (Senior Seminar).
3. Demonstrate a level of proficiency as determined by the Pennsylvania State Board of Education through completion of the content and mastery of the Academic Standards in the ten academic areas as specified by Chapter 4, Section 4.24 through one of the following options for the Class of 2022 and beyond:
 - 1) Scoring proficient on each of the three Keystone exams: Algebra I, Biology, and Literature.
 - 2) Earning a composite score of 4452 or above on the three Keystone exams.
 - 3) Earning a passing grade on a course associated with each Keystone exam *and* satisfactorily completing another assessment, such as the SAT, PSAT, ACT, or a dual-enrollment course *as defined by PDE at the time of graduation*.
 - 4) Earning a passing grade on a course associated with each Keystone exam *and* passing the NOCTI or NIMS assessment through a program at Admiral Peary.
 - 5) Earning a passing grade on a course associated with each Keystone exam and demonstrating readiness for post-secondary engagement through three pieces of evidence in a career portfolio.
 - *These pathways have been taken from the Pennsylvania Dept. of Education's official website (accessed 12/26/2019).*
- B. Students may also leave high school prior to their senior year to attend accredited institutions of higher education on a full-time basis under the policies of the Cambria Heights School District. A high school diploma shall be awarded to these students upon successful completion of requirements at the regular graduation ceremony; however, college courses taken outside of Cambria Heights cannot be placed on a student's high school transcript.

Graduation Project

All students will be required to complete a culminating graduation project prior to graduation. Students will meet this requirement by satisfactorily completing the assignments in their Senior Seminar course.

Graduation Requirements by Subject Area

Chapter 4, section 4.24 regulations of the Pennsylvania Department of Education state: "Each district shall specify requirements for graduation in the strategic plan." At Cambria Heights High School, these requirements shall include:

1. Successful completion of 24 credits in the following areas:

Courses	Credits	Courses	Credits
English	4	Social Studies	3
Science	3	Mathematics	3
Health & Physical Education	2	Electives	9

2. Successful completion of a culminating graduation project (Senior Seminar).
3. Demonstration of proficiency on the Keystone Algebra I, Biology, and Literature exams or demonstrate proficiency through one of the [alternate pathways defined in act 158](#).

Guidance Department

The guidance department is concerned with the educational and personal growth of all students. School counselors will help students select courses, improve study skills, define the students' intellectual and creative interests and skills, and plan for post-secondary employment and/or education.

Through individual and group conferences and with the cooperation of faculty and the students' families, the counselors try to assure that all students develop personally and intellectually to their fullest potential. The

guidance staff welcomes suggestions and questions from parents and students. To arrange an appointment with a counselor, students and parents may contact the Guidance Office.

Senior High Counselors: Mr. Jeffrey Koss (674-3601 extension 3328)
Mrs. Kimberly McCullough (674-3601 extension 3327)

Hall Passes/Hall Pass Card

No student will be allowed in the corridors during scheduled classes, activities, or homeroom periods without a hall pass. Teachers will record students' sign-in and sign-out times and destinations to report to the High School Office as needed.

Health Examinations

All students in 11th grade are required to have a medical exam on file.

Honor Roll Requirements

1. A Grade Point Average of 92% or higher, with no grade lower than 85% on a student's report card, is required for High Honor Roll consideration.
2. A Grade Point Average of 87% to 91.9%, with no grade lower than 80% on a student's report card, is required for Honor Roll consideration.

In-School Learning Lab

The In-School Learning Lab (ISLL) is a self-contained classroom in the high school. Students can be assigned to this classroom for a variety of reasons, including:

- short- or long-term in-school suspension (assigned by Principal);
- habitual truancy (determined by team including Principal and parents);
- social or emotional concerns (with input from the School Counselors and/or School Psychologist);
or
- expanded curricular or credit opportunities.

Throughout the school day, the ISLL is staffed by certified teachers in the core subject areas (English, math, social studies, and science), special education teachers, and school counselors.

Lockers

During the high school renovation, original student lockers were replaced with larger lockers. In order to protect and preserve the condition of these lockers, the following procedures will be in effect starting in the 2019-2020 school year:

1. Students may only place belongings in their assigned lockers. Unassigned lockers must remain empty and locked at all times.
2. Students should not allow others to keep items in their lockers, as each student is responsible for the contents of his/her own locker.
3. Students may not use tape or any other adhesive to hang anything on the inside or outside of their lockers. Students may use magnets to display items inside their lockers, providing the magnets do not scratch the painted surface of the lockers.

These procedures are in addition to those listed in the district-wide section of this handbook.

National Honor Society Selection Process

1. To be eligible for membership, junior and senior students must have a cumulative grade point average of 93% or higher. Additionally, students must demonstrate high standards of leadership, service, and character as evidenced by their application and disciplinary record.
2. The National Honor Society advisors will hold a meeting with all eligible students after the second marking period of the students' junior and senior years. At this meeting, students will be given information about National Honor Society membership and an application form. On this form, the students list their qualifications

in the areas of extracurricular activities (school), leadership, community activities, work experience, recognition, and special awards. Students have approximately two weeks to complete the forms and to obtain required signatures. Signatures are required for all activities listed on the forms and serve as verification that the students have completed the listed activities. The forms must be returned by the specified date and will not be accepted after the deadline. If students choose not to return the forms, they are no longer considered for selection. The forms should be neat and the writing legible. **Completion of this form does not guarantee acceptance into the National Honor Society; it is only one step in the process.**

3. The High School office will compile a disciplinary history for each applicant. This report will become part of the student's file for the Faculty Selection Committee to review during the selection process. The Faculty Selection Committee will consider this information when determining acceptance to the organization.
4. The Faculty Selection Committee will review candidates on the merits of their activities, character, service, and leadership. The Faculty Selection Committee reviews and discusses each application form. The committee votes on membership for the candidates, and the list of selected candidates is given to the NHS advisor(s). Students are notified by letter of the committee's decision. **The decision of the Faculty Selection Committee is final.**

Physical Education / Locker Assignments

Each pupil is assigned a locker in the boys' or girls' locker room and should keep it locked at all times.

The school makes every effort to prevent the loss of personal property through pupil activity. The school is not responsible for property lost when students share lockers or property that is not secured.

PROGRAM OF STUDY

Cambria Heights High School offers a diverse academic curriculum that is outlined in the Course of Study, which is available on the High School webpage.

Upon entering high school, students will choose to follow the **University Track** or the **Associate/Career Technology Track**. Students may select the **Vocational-Technical Pathway** in grade 10.

All students enrolled in the **University Track** are given rigorous academic classes not only as a part of four year college admission requirements, but also to understand the rigor and study habits essential for the successful completion of college programs. Due to various foreign language requirements at different colleges and universities, it is up to the student to know and understand the requirements for admission. **Therefore, it is recommended that students take two or more years of a foreign language to be certain they meet college admission requirements.**

Due to the ever-changing demands for employees with technical and trade skills, Cambria Heights High School is committed to providing students an opportunity to enter the workforce upon graduation or to enroll in two-year trade school or Associate Degree programs. Students enrolled in the **Associate/Career Technology Track** are given advanced technical and academic courses to prepare them for the workforce, an education that can lead to a two year Associate Degree, and/or the opportunity to continue their education toward a four-year degree.

Each spring, the Guidance Department sends home a copy of every student's tentative schedule for the following school year. A parent or guardian is required to sign this form and return it to the high school office before the Guidance Office can finalize a student's schedule. If a student wants to change his or her schedule, the student should visit the Guidance Office and fill out a schedule change form. Students may change course selections prior to the predetermined deadline for schedule changes. After this predetermined date, no changes will be made, including at the beginning of the new school year.

Admiral Peary Area Vocational-Technical School:

Admiral Peary Area Vocational-Technical School, located in Ebensburg, provides local school districts the opportunity to enhance the school curriculum by providing career education in the following areas: Small Engine Mechanics, Auto Body, Auto Technology, Carpentry, Early Childhood Education, Cosmetology, Electrical Technology, Culinary Arts, Health Assisting, Heating - Ventilation & Air Conditioning/Plumbing, Masonry, Engineering Technology (MET/CAM), Network Technology, and Welding.

Students enrolled at Admiral Peary spend their mornings at the vocational-technical school and their afternoons at Cambria Heights High School, where they receive the required courses necessary for graduation as specified by the

Pennsylvania Department of Education. A separate booklet on the Admiral Peary Vocational-Technical curriculum and course descriptions is available at the high school or from Admiral Peary Area Vocational-Technical School.

Any student initially scheduled for classes at Admiral Peary will be permitted to return to the high school **during the first five days of the school year**. However, after the first five days of the student's initial year at Admiral Peary, a student who has not made a schedule change may be required to complete the entire school year at Admiral Peary. Any student who initially desires to attend Admiral Peary must be passing all of his/her major courses at the end of the third marking period of the prior school year. Enrollment is not permitted by Cambria Heights until the student passes all major subjects for the prior school year.

REMIND Texting Service

Students, parents, and community members who wish to receive text message alerts about high school delays, cancellations, or events may sign up through Remind. By signing up, school personnel will see your name on a list of users, but your cell phone number will remain private.

Scheduling

The school day is divided into nine (9) periods. Each student has eight class periods – which may include a study hall or Keystone Exam remediation – and one lunch period. Students will attempt to schedule 7.0 credits per school year; however, students taking College Chemistry, College Biology, or courses at Admiral Peary may have fewer than 7.0 credits due to extended lab periods.

It is recommended that students not select sequential courses (i.e., Spanish 1 to Spanish 2) after earning a score of 74% or below in a prerequisite course. In some cases, a minimum grade in a prerequisite course is required for admittance into another course. Such instances are listed in the Course of Study. Course offerings are affected by student demands and/or teacher availability. If there is low student demand for a course or if a teacher's schedule is full, the Principal may drop a course for a given year.

Electives: Electives are courses that students can select after all state and district requirements are met. Students cannot select a course as an elective when that course is a part of their program of study or when that course fulfills another graduation requirement. Students need nine (9) elective credits as part of their graduation requirements.

Dual Enrollment: Cambria Heights offers many classes for college credit. Students enrolled in the classes listed below may elect to pay a fee to the institution(s) awarding credit to have these courses included on an official college transcript.

College Reading and Writing
College Biology
College Chemistry
College Calculus
College Statistics
Anatomy & Physiology
Intro to Exercise Science
College Psychology
Microcomputer Applications
Visual Basic Programming
Music Theory

Penn Highlands Community College
Saint Francis University & Mount Aloysius
Saint Francis University & Mount Aloysius
Penn Highlands Community College & Mount Aloysius
Mount Aloysius College
Penn Highlands Community College & Mount Aloysius
Saint Francis University
Mount Aloysius College
Penn Highlands Community College
Penn Highlands Community College
Saint Francis University

Students who take courses at an accredited college or university while still in high school may use those courses to advance in an academic area at Cambria Heights. However, a student cannot receive credit for the course at Cambria Heights, nor will the college course appear on his/her high school transcript, unless it is taken through a dual enrollment agreement. The student must submit to the guidance office an official transcript from the college or university verifying he/she received a grade and credit for the course.

Summer School

Summer school courses are offered at Cambria Heights High School for credit recovery and attendance purposes. Any student needing credit for high school graduation may complete this requirement in an approved summer school program with prior permission from the High School Principal and at the student's expense. The High

School Principal will review each case on an individual basis. A student may not complete a summer school course for credit if he/she has already passed the course during the academic year.

Testing –College Admissions

Students should listen to morning and afternoon announcements for college admissions testing dates. Information about college admissions testing is also available in the Guidance Office. The most frequently used test is the **SAT** (Scholastic Aptitude Test). The SAT is taken at test centers outside the Cambria Heights School District. The **PSAT/NMSQT** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is a preview of the SAT. Students' scores on this exam are used for the National Merit Scholarship competition. The PSAT/NMSQT can be taken at Cambria Heights each October. Students must pre-register and pay the test fee of approximately \$13.00. Further information will be available from the Guidance Office.

Water (Open Containers)

While open containers are generally prohibited in school, the Health and Wellness Committee at Cambria Heights recognizes the importance of proper hydration on student wellness, particularly for student athletes and those recovering from illnesses. Therefore, during the school year, students are permitted to carry water bottles with them throughout the school day and to refill them at the bottle filling stations attached to the fountains in the high school. For the safety of others, students must dispose of bottles properly and wash reusable bottles (Hydro Flasks, etc.) nightly. The administration will review these procedures throughout the year as conditions change.

Weighted Ranking System

Cambria Heights High School uses a weighted course-ranking system designed to encourage students to challenge themselves academically without threat of negatively affecting their GPA. The most academically challenging courses require study that goes beyond the classroom and includes work through the summer. At Cambria Heights, a weighted ranking system is used for calculations in determining GPA, Class Rank, and eligibility for other honor programs, such as the Academic Banquet and membership into the National Honor Society. The district's computerized grading system displays the student's actual grade, not weighted grade, on report cards. The actual grade is considered for the honor roll policy. All weighted courses will have a weighted value of either 1.05 or 1.10.

The following Courses will be weighted with a value of 1.10

College Biology	College Chemistry	College Psychology	Music Theory
College Reading/Writing	College Calculus	College Statistics	

The following Courses will be weighted with a value of 1.05:

Enriched English 9	Honors English 10	Honors English 11	Honors Physics
--------------------	-------------------	-------------------	----------------

Working Permits

All working minors 14 – 17 years of age are required to have working permits. The hours when minors can work during the school year and during vacation time are stipulated by law. For employment in Pennsylvania, a student should obtain an Application for Work Permit from the High School office. The application should be filled out completely, signed by a parent/guardian, and returned to the office. The student will then be issued a permit to work legally. The student should carry this work permit on his/her person while working. Additionally, any minor under the age of 16 years will be required to complete a Parental Acknowledgement of Minor's Duties and Hours of Employment form, which is to be filled out by the employer and signed by the parent/guardian. All forms and additional information may be obtained in the High School office.

For out-of-state working permits, students should contact a high school in the state where they plan to be employed and request information for obtaining working permits.

HIGH SCHOOL ATHLETICS

Admission Prices for Athletic Events

Varsity Football, Basketball, Volleyball, Swimming, and Wrestling	\$5.00 Adults	\$2.00 Students
Varsity Football Pre-Sale	\$5.00 Adults	\$1.00 Students
JV and Junior High Football	\$4.00 Adults	\$1.00 Students
District 6 and Inter-District Playoffs	Prices set by the District 6 committee	

Single game tickets are also available online (prices and fees vary)

Multi-game passes are available online (prices and fees vary)

\$40/10 game pass or \$20/5 game pass*

<https://chsd1.hometownticketing.com/embed/all>

Pennsylvania Interscholastic Athletic Association

Cambria Heights School District is governed by the athletic regulations set forth by the Pennsylvania Interscholastic Athletic Association (PIAA). The school's classification in each sport is determined by the total enrollment of boys and girls in grades 9, 10, and 11 when the enrollment snapshot is reported. Cambria Heights School District is located in District 6 as determined by boundaries established by the PIAA.

Eligibility

In order to practice or participate in any sport, a pupil must:

1. submit a certificate of consent signed by his/her parent or guardian,
2. be examined by a licensed physician and be approved for athletic participation,
3. meet all PIAA requirements,
4. purchase school insurance or submit a form signed by a parent indicating that he/she is fully covered by a home policy, and
5. agree to abide by all rules of the PIAA and the Department of Athletics.

Academic Eligibility

Per PIAA requirements, to be academically eligible to participate in an interscholastic competition, *"(A student-athlete) must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If (the student fails) to meet this requirement, (he/she) will lose eligibility from the immediately following Sunday through the Saturday immediately following the next Friday...."* Complete PIAA eligibility requirements can be found online at <https://www.piaa.org/schools/eligibility/default.aspx>.

College Athletics/NCAA Eligibility

Students who are interested in playing collegiate athletics at the Division I, II, or III level should create an account on the NCAA Eligibility Center website. Please visit

[http://fs.ncaa.org/Docs/eligibility_center/Student Resources/Registration Checklist.pdf](http://fs.ncaa.org/Docs/eligibility_center/Student%20Resources/Registration%20Checklist.pdf) or talk to a Guidance Counselor for more information.

Interscholastic Sports Teams

The high school sponsors the following interscholastic athletic teams:

Girls:

Cross Country, Soccer, Volleyball, Basketball, Swimming, Softball, and Track & Field

Boys:

Cross Country, Football, Soccer, Basketball, Swimming, Wrestling, Baseball, and Track & Field

HIGH SCHOOL FACULTY AND STAFF

Mr. Alan J. DuBreucq, Principal

Mr. James Kane, Athletic Director/Director of Development

426 Glendale Lake Road

Patton, PA 16668

(814) 674-3601

www.chsd1.org

ADMINISTRATIVE ASSISTANTS

Mrs. Fees
Mrs. Murphy
Mrs. Taylor

ART

Mrs. Manifest

COMPUTERS

Ms. A. Pecora

DRIVERS EDUCATION

Mr. Jenkins

ENGLISH

Mrs. Carpinello
Mrs. Covey
Mrs. Mislevy
Ms. Murphy
Mrs. Szymusiak

FAMILY AND CONSUMER SCIENCES

Mrs. Schirato

FOREIGN LANGUAGE

Mrs. Kline
Ms. P. Pecora

LEARNING SUPPORT

Mrs. Andrews
Mrs. Galinis
Ms. Hayes
Mr. Morealli
Mrs. Schirf

MATHEMATICS

Mrs. Beunier-Smith
Mr. Mislevy
Mr. Terza
Mrs. Venesky
Mr. I. Vescovi

MUSIC

Mr. Kokus

NURSES

Mrs. Lacue
Mrs. Yarnish

PARA-EDUCATORS

Mr. McConnell
Mrs. Hendrick
Mrs. Sowers
Mrs. Wholaver
Mrs. Zimmerman

PHYSICAL EDUCATION

Mrs. Fees
Mr. Lobick

SCHOOL COUNSELORS

Mr. Koss
Mrs. McCullough

SCHOOL PSYCHOLOGIST

Dr. Little

SCIENCE

Mr. P. Eckenrode
Mr. M. Thomas
Mr. Rankin
Ms. Toth
Mrs. Yahner

SOCIAL STUDIES

Mrs. Chapman
Mr. S. Coy
Mrs. Kirsch
Mr. Kiss

TECHNOLOGY EDUCATION

Mrs. Manack
Mr. Meidinger

Student Drug and Alcohol Policy						
A drug/alcohol offense remains on record through a student's schooling. Should the school year end before the penalty is complete, the violation will continue into the next year. Suspensions from extra-curricular activities include participation or attendance at events from the date of occurrence.						
SITUATIONAL CATEGORY	IMMEDIATE ACTION BY SCHOOL PERSONNEL	INVESTIGATION	NOTIFY PARENTS	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/REHABILITATION
1. A student volunteers information about personal drug or alcohol use and asks for help.	The student is referred to SAP team.	Collection of data by SAP team.	If student requests SAP services, only with the written consent of the student, unless there is a clear and immediate danger.	Not applicable.	Not applicable.	No discipline.
2. A student contacts a staff member in regard to the drug or alcohol use of another student.	Referral of student suspected of drug and alcohol use to SAP team.	Collection of data by SAP team.	If there is a clear and immediate danger and if data warrants it.	Not applicable.	Not applicable.	No discipline.
3. The possible use of drugs, alcohol, or mood-altering substance by a student is indicated, but there is no evidence of violation of law or school regulations.	Referral to SAP team.	Collection of data by SAP team.	If data warrants it.	Not applicable.	Not applicable.	No discipline.
4. The student has a drug, mood-altering substance, or alcohol related medical emergency.	The school nurse will be summoned immediately. All standard first aid procedures will be followed.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes, if the emergency indicated drug or alcohol use.	Analysis will be made by medical facilities and a report will be given to school and legal authorities.	Referral to the SAP team. If there is evidence of a Drug and Alcohol policy violation, see appropriate situational category.
5. A student possesses drug related paraphernalia on school grounds at anytime.	Paraphernalia is confiscated. Principal is summoned. Staff members write an anecdotal report of the incident.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes.	Confiscate for analysis and maintain for evidence.	Referral to the SAP team. Assessment by licensed drug and alcohol provider when evidence of drug & alcohol violation exists & compliance with its recommendations. Failure to abide with recommendations will result in a Board hearing. 1st offense--mandatory 3 days out-of-school suspension & 10 days suspension from extra-curricular activities. 2nd offense--5 days out-of-school suspension & 20 days suspension from extra-curricular activities. Additional offense--10 days out-of-school suspension & 180 days suspension from extra-curricular activities and referral to school board for expulsion hearing.
6. A student is found to be in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending a school sponsored function and is a member of that function.	Evidence is confiscated. The chaperone will contact the group advisor and principal. An anecdotal report of the incident will be written and submitted to the principal.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug and alcohol provider & compliance with its recommendation. Failure to abide with recommendations will result in Board hearing. The student will be detained until a parent/ guardian can accompany the student home or the student will be accompanied home by the chaperone/police at parent's expense. Further discipline as provided by appropriate situational category.

SITUATIONAL CATEGORY	IMMEDIATE ACTION BY SCHOOL PERSONNEL	INVESTIGATION	NOTIFY PARENTS	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/REHABILITATION
7. A student possesses uses or is under the influence of drugs, mood-altering substances, or alcohol on school property at anytime. 1st offense-- Fully cooperative including full disclosure to authorities.	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug and alcohol provider & compliance with its recommendations. Failure to abide with recommendations will result in Board hearing. Ten days out-of-school suspension. Exclusion from extra-curricular activities for 20 days. The student will be detained until a parent/guardian can accompany the student home or the student will be accompanied home by the chaperone/police. The assignment of points shall be either 11 points or 21 points depending on the student being fully cooperative.
8. A student possesses, uses, or is under the influence of drugs, mood-altering substances, or alcohol on school property at any time. 1st offense-- uncooperative.	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug & alcohol provider and compliance with its recommendations. Failure to abide by recommendations will result in Board hearing. Ten days out-of-school suspension. Exclusion from extra-curricular activities for 45 days.
9. A student is caught again in possession, use, or under the influence of drugs, mood-altering substances, or alcohol on school property at any time. 2nd offense	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Ten days out-of-school suspension 180 days exclusion from extra-curricular activities. Formal Board hearing for expulsion. Conditions for returning to school following an expulsion will be an assessment at a licensed drug/alcohol facility and abide by its recommendations. The student will be detained until a parent/guardian can accompany the student home or the student will be accompanied home by the chaperone/police.
10. A student is distributing or selling a drug, mood-altering substance, or alcohol on school property at any time.	Principal is notified. Staff member writes an anecdotal report of the incident. Police notified.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Same as number 9.
11. Student is found to be in possession, use or distribution of medication to include prescription or non-prescription on school property without approval.	Principal and school nurse will be contacted and medication s confiscated.	Principal and school nurse will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.	Yes	No	Confiscated and kept in school health office.	1st offense--2 hour detention. 2nd offense--2 - 2 hour detention 3rd offense--Weekday and/or Saturday In-School Suspension
12. A non-student is found to be in possession using or distributing drugs on school property.	Principal will contact police.	Police will handle investigation from a legal point of view.	NA for non-students.	Yes	Substance will be turned over to the police.	NA for non-students. (To be handled by police.) Letter of trespass served on non-students.

Cambria Heights Middle School

**414 Glendale Lake Road
Patton, PA 16668
Phone: 814-674-6290
Fax: 814-674-5054**

Principal: Mr. Jarrod Lewis

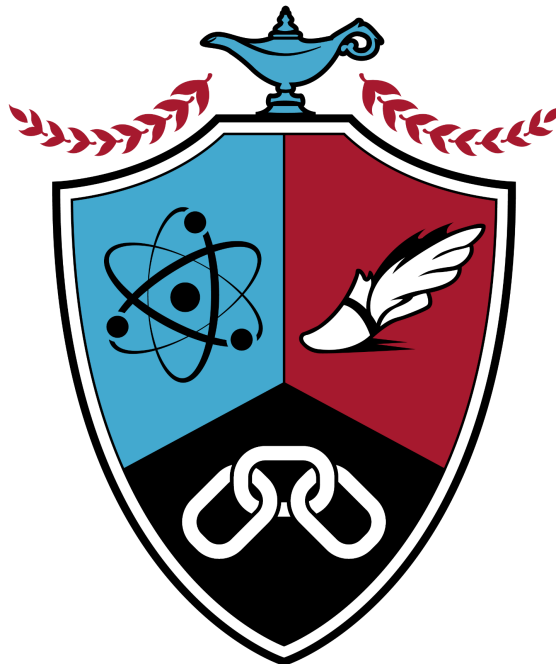
Guidance Counselor: Mrs. Rhonda Sprenger

On the web: chsd1.org

The Cambria Heights Middle School strives to serve the unique developmental time of life where the social, emotional, and physical needs of children are not set apart from a curriculum that is challenging, exploratory, integrative, and relevant.

It is our goal through a holistic educational approach that each child's unique strengths and needs are met so they may reach their full potential.

**CAMBRIA HEIGHTS
SCHOOL DISTRICT**



Extension Directory

Jarrod Lewis

Middle School Principal

email: jlewis@chsd1.org

Web Site: <http://www.chsd1.org>

Phone Number: 674-6290 Fax Number: 674-5054

6 th Grade			7 th Grade			8 th Grade	
	Phone Extension			Phone Extension			Phone Extension
Mr. Bearer	2128		Mrs. Albright	2207		Mr. Krug	2221
Mrs. Davis	2126		Mrs. Beach	2205		Mrs. Link	2219
Mr. Fees	2130		Mr. Bracken	2210		Mrs. McCombie	2216
Mrs. Keener	2123		Mrs. Bracken	2211		Mrs. McEvoy	2222
Ms. Kinney	2129		Mrs. Scott	2208		Mrs. Nagel	2218
Mrs. Wargo	2125		Mrs. Terza	2214		Mr. Vescovi	2220
Computer Lab	2124		Computer Lab	2213		Computer Lab	2217

Offices/Miscellaneous Phone. Extensions			Related Arts Team			Para Educators	
	Phone Extension			Phone Extension			Phone Extension
Mr. Lewis	2101		Mrs. Anna	2106		Ms. Campbell	2130
Mrs. Packard	2000		Mr. Blake	2104		Mrs. Kent	2222
Conference Room	2002		Mrs. Hite	2102		Ms. Lieb	2205
Mail/Work Room	2001		Mr. Kline	2108		Schools and Office Numbers	
Mrs. Lacue/Mrs. Yarnish	3329/3014		Miss Koenigsberg	2113			
Cafeteria/Kitchen	2201		Mrs. Poole	2109			
Tech–Ryan/Brian/Mike	2300/2206		Mr. Ropp	2119		Elementary School	344-8506
Copy Room	2114		Miss Scalese	2116		Business Office	674-3626
Gr. 6/RA Team Room	2115		Mrs. Sprenger	2105		High School	674-3601
Gr. 7 & 8 Team Room	2204		Mrs. Strasser	2103			
Custodians	2120		Mrs. Strayer	2107			
Mrs. Finet	4007						

CAMBRIA HEIGHTS MIDDLE SCHOOL WEB SITE

To Navigate to Web Site

- ❖ In your internet browser address bar type www.chsd1.org. This will take you to the district site.
- ❖ Click on *Schools*, then select the *Middle School*.
- ❖ The top navigation bar (channel) will direct you toward a variety of school information including staff directory, guidance, school calendar, teacher pages, school activities and much more. (Certain links will return you to the district site.)

To Navigate to Parent Grade Viewer

- ❖ Click on the A+ Grades icon to the right of Cambria Heights School District title. This will take you to <https://chsd1-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>.
- ❖ Log-in by clicking on the Parent Portal Login using the student's username, password, and pin number. This information will be given to each student during the first week of school.
- ❖ A Highlander Highlights link is located on the district home page. If you have any highlight that you would like to add contact jblake@chsd1.org.

To Access to Sample Lessons, Activities, and Parent Resources

- ❖ In your internet browser address bar type www.chsd1.org. This will take you to the district site.
- ❖ Click *Schools*, then select *Middle School*.
- ❖ On the Middle School Home page select the link to Common Core Parent Resources.

Co-Curricular Activities

- Student Government Association
- Intramural Sports
- Library Aides
- Ski Club

- Bagpipe - Yearbook
- Reading Competition
- Technology Student Association (TSA)
- Computer Competition

- PA Jr. Academy of Science (PJAS)
- Family, Career, Community Leaders of America (FCCLA)

Extra-Curricular Activities

Girls

Basketball (winter)
Softball (spring)
Volleyball (fall)
Track & Field (spring)
Soccer (fall)
Marching Band (fall)
Color Guard (fall)
Cross Country (fall)
Cheerleading (fall/winter)

Boys

Football (fall)
Basketball (winter)
Wrestling (winter)
Track & Field (spring)
Soccer (fall)
Baseball (Spring)
Marching Band (fall)
Cross Country (fall)
Color Guard (fall)

Clubs & Organizations

There will be a variety of clubs for students to join during the school year. Students may sign-up for various in-school activities and clubs.

SECTION I - GENERAL INFORMATION

Building	Start	End
Cambria Heights Middle School	8:00	3:00

Advisory

The mission of the Cambria Heights Middle School Advisory Program is to assist students with understanding their own developmental needs so they can better make sense of themselves and the world around them, and become caring, responsible, ethical citizens. This is accomplished by each faculty member serving as an advisor to a small group of students with whom they will foster a close relationship throughout the school year. The faculty advisors work together in grade level teams to plan a program to help students learn more effectively and efficiently in their academic work, including helping them to grow socially and personally as they journey through the middle school years.

Advisory time will be incorporated within all three grade levels throughout the 23/24 school year. The purpose of advisory is to advise students about academic decisions, monitor academic achievement, and promote student accountability and independence. The goals are to create a strong support system for each student, increase the connection between school and students, and develop skills that foster academic, personal, social, and emotional development.

Announcements

Morning announcements are live streamed each morning on youtube by the CHMS TV staff. These announcements can be accessed by visiting our youtube channel at [CHMS TV](#).

Bus Policy

Students are expected to obey the rules adopted by the district. The bus is an extension of the classroom. The same rules of behavior apply to the bus and classroom. Parents will be contacted and detentions, in school suspensions, and suspension from riding the bus may result due to inappropriate behavior. **Students must ride their assigned buses and get on and off at their assigned bus stops.** Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal or director of transportation. Day-to-day changes in a student's bus assignment are reserved for emergency situations. For school bus routing information, contact Tri-County Transportation at 814-344-5053.

"Don't lose your riding privilege!"

Follow these rules:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Stay in your seat.
7. Keep head, hands and feet inside the bus.
8. Bus drivers are authorized to assign seats.

Contact Information

Please report any change of address or phone number to the school secretary as soon as possible. Up-to-date information on office records and emergency cards is essential for effective communication with the home. Parents/Guardians can update. Please be sure to notify the school of any changes or corrections to the parent contact information provided.

Contacting the School

If you have any concerns about your child, the following steps should be taken:

If the concern or question is about a classroom incident or academic progress, contact the teacher of that class by calling the school and asking to leave a message for that teacher.

If the question or concern is about a matter outside the classroom or if the matter was not resolved by a discussion with the classroom teacher please call the principal and arrange a time for a phone conference or school visit.

You can also send an email message to the teacher or principal. Email contacts can be found on our school or district website.

Computer Use

The information available on the Internet is a valuable tool for increasing student research and learning. The use of computer equipment is a privilege, and inappropriate use will result in the loss of that privilege.

COPE

Cambria Heights Middle School offers a COPE program. This program is designed to support students both academically and socially and allows students to have their needs met in a small group or individual setting. Teachers will have the opportunity to develop personal relationships with their students and will work with each individual's strengths and needs.

This is not a special education program. The students will be taught the same curriculum as other regular education students. We will work with the students to improve their organizational and study skills, their social skills, help them to begin to set goals for themselves, and help them increase their self-esteem.

Dances

Only 6th, 7th, and 8th grade students who are currently enrolled in CHMS are permitted to attend. Students leaving early may not return to the dance. Students exhibiting inappropriate behavior will be sent home without a refund of their ticket price and may be prohibited from attending future dances.

Dress Standards

All students should be dressed and groomed so as not to distract the attention of others or to cause disruption with the educational process or orderly operation of the school. Since fashion trends change quickly, the administration reserves the right to deem certain articles of clothing inappropriate even if not outlined in this student handbook. When a student is recognized as not being in compliance with the stated practices, the principal or guidance counselor shall meet with the student to discuss the reasons and render a decision following their discussion. If a student is in noncompliance with the regulations, disciplinary action will be taken and the student will be required to make appropriate modifications before re-entering class and/or school.

Clothing that is not permitted:

- Shorts and skirts shorter than your fingertips when standing with arms at the sides.
- Clothing that is excessively worn, or that contains holes above fingertips when standing with arms at the sides.
- Clothing that allows your stomach/midriff to show.
- Shirts/tops must have a sleeve or shoulder cap. Muscle shirts, tank tops/spaghetti straps or see-through clothing are not permitted.

- Clothing with obscene or suggestive pictures, or clothing displaying or promoting drug use, alcohol, tobacco, violence, sexual innuendos, profane gestures or profanity.
- Clothing which is excessively tight. Clothes must fit and pants must be worn around the waist.
- Clarification regarding yoga pants/excessively tight pants:
Yoga pants, leggings, and other similar excessively tight fitting pants may be worn to school if clothing (skirt, shorts, shirt, etc) is worn over them that covers the student's legs to fingertip length or longer when standing with arms at the sides.
- Chains, exposed safety pins, needles, or other ornamental jewelry that could be potentially dangerous.
- Hats or head coverings may not be worn in the building unless on a designated hat day.
- No hoods may be worn in the building. Hooded sweatshirts may be worn with the hood down.
- Coats, overcoats and jackets should be kept in lockers during the school day.

Electronic Devices

Students may possess cellular telephones while on school property and during school-sponsored activities; however, all cell phones must be turned off and no voice, picture, and/or text messages during class unless authorized by the respective teacher.

Therefore, students are not allowed to use cell phones during the school day. Phones are available in the office of each school should a student need to contact their parent or guardian. If families believe that their child needs access to a cell phone before or after school, it will be the student's responsibility to ensure that their phone remains stored safely while they are at school.

Cell Phones/Electronic devices are not permitted during the school day and will be confiscated.

******The school prohibits the use of any video device in or near any restroom, locker room, or other location where individuals have a reasonable expectation of privacy. Taking or transmitting images or messages during testing is also prohibited.

Emergency Closings & Delays

When weather conditions or utility problems dictate a delay of school opening or other changes in the school day schedule, local radio and television stations are notified immediately and parents are encouraged to use these as sources of information, as well as signing up for the Remind Messaging Service from each building. This information also is posted on the district Facebook page.

Entrance/Exit Doors

All exterior doors must remain locked during the school day. No one is permitted to open a locked door to let someone enter the school. This act will be treated as a breach of security. After entering the building, students are not permitted to leave the building without permission.

Field Trips

Field trips are occasionally a part of the learning experience. Parental/Guardian permission is required for students to attend.

Fire, Lock Down, and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly evacuation of the building.

Guardianship/Custody/Legal Documents

It is the parent's/guardian's responsibility to provide the office with a copy of any custody orders or other legal documents that specify guardianship, restrictions on school visitation, or access to student information. This information should be updated yearly.

Guidance Office

Guidance and counseling services are available to students who may wish to discuss a situation or problem with a counselor. These problems may be related to your schoolwork, friends, family, teachers, or other situations that concern you. If you would like to speak with the guidance counselor, stop in the Guidance Office. If your problem is an emergency and no one is in the guidance office, inform the secretary, and she will contact the counselor for you. The guidance counselor is also available to meet with parents and teachers to help define problems, explore resources, and resolve issues. Throughout the year, students may have the opportunity to participate in group experiences related to a specific problem or situation.

Lockers

Each student is assigned a locker at the beginning of the school year. All non-clear book bags and coats are to remain in lockers throughout the entire school day. The contents of the locker and the condition of the locker are the responsibility of the student. Locker clean out and periodic inspections will occur. Students may not use stickers or hang inappropriate material in their lockers. Glass containers, open beverage containers, and open food are not permitted in lockers. Student lockers are school property and remain at all times under the control of the school district. School property is subject to search at any time by school officials.

Lunch Procedures

Each student is assigned to a half-hour lunch period in the cafeteria each day. Students may buy lunch in the cafeteria or many bring lunch from home. Three types of lunches are available: full price, reduced, and free. Eligibility for reduced and free lunches is determined by the Federal Lunch Guidelines. Additionally, a breakfast program is available to all 6th, 7th, and 8th grade students from 7:30 AM to 8:00 AM.

Parent/Teacher Conferences

Parent/Teacher conferences are held each year in November. The purpose of the conference is to exchange information with parents regarding the strengths of their students and areas still needing improvement. Parents are encouraged to share information at this time that they deem necessary to the success of their child.

Photography & Media Coverage of Student Activities

Students are involved in many activities that are covered by local media and our school staff. If you DO NOT want your child to be included in newspaper articles, pictures, web site photos, or videotape of programs and events, please notify the school of your request in writing each year.

Student Safety

Student safety is a responsibility of our staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado drills, and accident reporting procedures. However, we also believe that everyone working together makes CHMS a safer place. Should a student be aware of a dangerous situation or accident, he/she should notify any staff member immediately.

Student Search

A student's person and/or personal items may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Illegal or contraband materials found in such a search will be turned over to proper authorities for ultimate disposition with parent notification.

Student Assistance Program - Cambria Heights Assistance Program for Students (CHAPS)

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations that are interfering with academic, social, or emotional progress may request assistance through a counselor, administrator, school psychologist, social worker, or teacher. All referrals will be handled sensitively and confidentially.

The Student Assistance Program (CHAPS) consists of a trained group of school personnel. This team has been trained in a systematic process to identify and refer students who are having difficulties in or out of school. Team members take referrals from teachers, students, and family members who have concerns about a student's grades, appearance, or behavior that might indicate a problem. These problems may include drug, alcohol, or tobacco abuse, physical or sexual abuse, pregnancy, depression, anxiety, family or personal problems, eating disorders and suicidal thoughts. Parents will be contacted if the team feels action is necessary. As the parent/guardian, you will be involved in the decision-making process to access appropriate services. The information gathered for the Student Assistance Program is kept confidential and is used solely for the purpose of helping the student.

Student Self Awareness

This school year we will be starting a new program to help students understand their behaviors. Sometimes students will have behavior concerns at school such as being disrespectful to others, annoying others or being mean spirited. In some of these cases students are behaving this way because of an underlying concern or they may not even know that they are behaving in these manners. If a student is displaying such behaviors, Mr. Lewis - School Principal and Ms. Sprenger - School Counselor will decide if the student would be a good candidate for a brief after school program that would help the student to understand their behavior and give them tools to improve their behavior. This is not a counseling program but a program to help students become more self aware.

Testing

Cambria Heights Middle School complies with all state and federal requirements for annual testing of students. For information regarding the state summative assessments, please visit the Pennsylvania Department of Education website for current and specific information related to the state assessment.

Assessment	Dates	Grades
English Language Arts	April 22-26, 2024	Grades 6,7, & 8
Math	April 29, - May 3, 2024	Grades 6,7, & 8
Science	April 29, - May 3, 2024	Grade 8

Textbooks

Students are responsible for the materials and books issued to them. In the event that a book is lost or damaged, fines will be assessed to the student. The principal will determine the cost based on the condition and the price of the book. Replacement books, grades, and report cards may be withheld until payment for lost or damaged textbooks, library books, or other debts are paid.

Visitors

Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. Once entry is approved, School Gate Guardian will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

Withdrawal Procedures

If a student is leaving school, the parent/guardian should contact the office for exiting information. School officials, when transferring student records to another school, are required by law to transmit disciplinary records including suspension and expulsion actions against the student. Student records will be released upon receipt of the request for records from the new enrolling school. Textbooks and chromebooks must be turned in and all fines or fees paid.

SECTION II - ACADEMICS

Grading

The school year is divided into four 9 - week quarters. At the midpoint and end of each quarter, grade reports will be sent home with students. Parents are able to monitor their child's performance through the use of the Sapphire Community Portal located on the school website. A variety of support services are available for students who are not performing adequately. In-school and after-school tutoring is available to assist students who are struggling. Teachers, parents and the administration will work together to find the best program or service to improve student learning for each individual.

Students may be retained or required to attend Summer School programs if they have received failing grades in their core subjects.

CHMS maintains an Honor Roll of students whose grades are all 92% or higher.

Grading Scale:

92 – 100 A 83 – 91 B 74 – 82 C 73 – 65 D 64 – 60 F

Honor Roll

CHMS maintains an Honor Roll of students whose grades are all 92% or higher.

Makeup Work

There is a shared responsibility between the teacher and student to communicate regarding work that has been missed. Make-up work must be completed within three (3) school days after the student's return or the student will receive a zero for all missing assignments or tests. If the excused absence is longer than three days, the student has the same number of days to make up the missed work. Teachers have the discretion to be more lenient than the guidelines stated in this policy based on specific student situations.

Report cards

Report cards are issued at the end of each marking period. Grades for a student whose work in a given subject is incomplete will appear on the report card as "I" and the student will not attain honor roll status. Upon satisfactory completion of the work, the grade will be issued and appear on the next report card. Unless there are extenuating circumstances pre-approved by the instructor or the administration, a student has two weeks after the grading period to complete any course work. Failure to complete subject requirements in a satisfactory manner may result in the withholding of credit for the subject.

SECTION III - STUDENT CONDUCT

Discipline

Each teacher has the authority and responsibility in the classroom or study hall to maintain order so that effective learning can take place. If a student's behavior is disruptive, appropriate action will be taken. This may include loss of classroom/school privileges, infractions, referral to the principal, loss of activities, parent conference, lunch detention, after-school detention, in-school suspension or out-of-school suspension, or expulsion.

It is at the building principal's discretion that a student can be moved to a higher level infraction, for any repeated infraction within the same category.

Minor Referral:

- ❖ The teacher will deal with minor behavior issues with an infraction.

	Infractions	Infractions will be recorded and will accumulate over each nine week grading period. At the beginning of the new marking period, each child's number of infractions will return to zero, with the exception of infractions received in the last three weeks of the previous marking period. The chart to the left shows the consequences for the accumulation of infractions.
3	Conference with homeroom teacher/team and parent(s)/ guardians contacted.	
6	Meeting with the Principal, 2 hours of after school detention and could result in elimination of school day activities, after school activities, and dances for 3 weeks.	
9	Meeting with the Principal, in-school suspension, and could result in elimination of school day activities, after school activities, and dances for an additional 3 weeks.	
12	Meeting with the Principal, out-of-school suspension and could result in elimination of school day activities, after school activities and dances for the succeeding or remaining grading period.	

Major Referral:

- ❖ The teacher will refer the major infraction to administration.
- ❖ Administration will discuss the behavior with the child, assign the consequence, call home.

SCHEDULE OF DISCIPLINARY CONSEQUENCES

The following is not all-inclusive and any offense that causes or has the potential to cause a disruption of the educational process or constitutes a health or safety hazard could be classified as a disciplinary infraction.

Interpretation of infractions and applicable discipline will be at the discretion of the school principal. Disciplinary action will follow the guidelines of the Student Handbook, Student Code of Conduct, Cambria Heights Board of School Directors Policy Manual, and any applicable local, state, and federal laws.

Detention will be held for one hour or two after school in the high school office. Suspension will be in the form of an in-school or out-of-school suspension and students will not be permitted to attend after-school activities for the duration of the suspension.

	Violation 1	Violation 2	Violation 3	Office Referral Consequences
<i>LEVEL 1 Disciplinary Infractions</i>				
In unassigned area	1st violation - Infraction	2nd violation -Infraction	3rd violation -Infraction -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension
Inappropriate language	1st violation - Infraction	2nd violation -Infraction	3rd violation -Infraction -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension
Peer to peer misbehavior	1st violation - Infraction	2nd violation -Infraction	3rd violation -Infraction -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension
Food or drink outside cafeteria	1st violation - Infraction	2nd violation -Infraction	3rd violation -Infraction -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension
Use of cell phone	1st violation -cell phone will be confiscated until end of day	2nd violation -cell phone confiscated until end of day	3rd violation & additional violations -cell phone confiscated until end of day - 2 hours of after school detention	- Lunch detention - 2 hours after school detention - In-School suspension
Cafeteria misbehavior	1st violation - Infraction	2nd violation -Infraction - Lunch detention	3rd violation -Infraction -Lunch detention -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension
Violation of dress code	1st violation -warning	2nd violation -require change of clothing - call home	3rd violation -require change of clothing -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension

LEVEL 2 Disciplinary Infractions				
Public display of affection	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Throwing any food or object	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Failure to follow directive	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Disrespect in classroom	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Skipping class	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Disorderly conduct	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting

Misuse of technology/ device	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Plagiarism/ cheating/ academic dishonesty	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Touching/ Damaging property of others	1st violation - Infraction	2nd violation -Infraction -Office referral	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Bus infractions	1st violation - Infraction - Conference with Principal	2nd violation -Infraction - Conference with Principal	3rd violation -Office referral	- Lunch detention - 2 hours after school detention - In-School suspension - Out-of- School Suspension - Parent Meeting
Bus infractions *Dependent on action	<u>May result in:</u> Warning Assigned seat Suspension Parent notification Temporary or permanent removal from bus Police notification			

LEVEL 3 Disciplinary Infractions				
Unchanged Level 1 or 2 Behaviors	-Repeated violations of level 1 or level 2 infractions - Office referral	-Repeated violations of level 1 or level 2 infractions - Office referral	-Repeated violations of level 1 or level 2 infractions - Office referral	- In-School suspension - Out-of- School Suspension - Parent Meeting -Referral to Student Assistance Program - Charges filed
Insubordination	1st violation - Office referral	2nd violation -Office referral	N/A	- In-School suspension - Out-of- School Suspension - Parent Meeting -Referral to Student Assistance Program - Charges filed
Leaving school without approval	1st violation - Office referral	2nd violation -Office referral	N/A	- In-School suspension - Out-of- School Suspension - Parent Meeting -Referral to Student Assistance Program - Charges filed
Harassment or bullying	1st violation - Office referral	2nd violation -Office referral	N/A	- In-School suspension - Out-of- School Suspension - Parent Meeting -Referral to Student Assistance Program - Charges filed
Possession or use of tobacco/vaping devices	1st violation - Detention - Completion of educational packet	2nd violation -1-2 Days In-School Suspension -Charges filed/ Completion of Vaping Program - Referral to Student Assistance Program	N/A	- In-School suspension - Out-of- School Suspension - Parent Meeting -Referral to Student Assistance Program - Charges filed
Theft	1st violation - Office referral	2nd violation -Office referral	N/A	- In-School suspension - Out-of- School Suspension - Parent Meeting

				-Referral to Student Assistance Program - Charges filed
LEVEL 4 Disciplinary Infractions (Skip minor referral and move straight to major referral)				
Unchanged Level 3 Behaviors	N/A	N/A	3rd violation of Level 3 infraction	Up to 10 days suspension Parent meeting required to readmit Police involvement Referral to Student Assistance Program Loss of all privileges - 45 days Potential expulsion actions
Fighting/ assault/ battery	1st violation - Office referral	N/A	N/A	Up to 10 days suspension Parent meeting required to readmit Police involvement Referral to Student Assistance Program Loss of all privileges - 45 days Potential expulsion actions
Creating a public disturbance	1st violation - Office referral	N/A	N/A	Up to 10 days suspension Parent meeting required to readmit Police involvement Referral to Student Assistance Program Loss of all privileges - 45 days Potential expulsion actions
Vandalizing school property	1st violation - Office referral	N/A	N/A	Up to 10 days suspension Parent meeting required to readmit Police involvement Referral to Student Assistance Program

				Loss of all privileges - 45 days Potential expulsion actions
Possessing, using, or being under the influence of any alcoholic beverage and/or illegal chemical substance	1st violation - Office referral	N/A	N/A	Up to 10 days suspension Parent meeting required to readmit Police involvement Referral to Student Assistance Program Compliance with D/A assessment recommendations Loss of all privileges - 45 days Potential expulsion actions
Possessing drug paraphernalia	1st violation - Office referral	N/A	N/A	Up to 10 days suspension Parent meeting required to readmit Police involvement Referral to Student Assistance Program Compliance with D/A assessment recommendations Loss of all privileges - 45 days Potential expulsion actions

Drug & Alcohol Policy

Students are not permitted to possess, sell or use alcohol, drugs or drug-related paraphernalia in school buildings, on school grounds or leaving and then returning to school grounds, or on school buses during school hours or during school sponsored events or activities. Violators of this regulation will be disciplined according to the guidelines listed below.

Possession of drug related paraphernalia:

- Principal will confiscate paraphernalia. The student's locker, possessions, will be searched
- Parents/guardians of the student will be notified
- Police will be notified
- At the principal's discretion, the paraphernalia is confiscated for analysis
- The student is referred to the Student Assistance Program and will comply with the team's recommendations, i.e., assessment by Drug and Alcohol Counselor.

Harassment

It is the policy of the Cambria Heights School District to maintain a learning and working environment that is free from harassment. All forms of unlawful harassment of students by all district students, faculty, staff members, contracted individuals and vendors, and volunteers in the schools are strictly prohibited.

Title IX prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence. Complaints of harassment will be investigated promptly and corrective action will be taken when verification of the allegations occur. Confidentiality of all parties shall be maintained, and will be consistent with the District's legal and investigative obligations. No retaliation or reprisals will occur as a result of good faith charges of harassment.

Tobacco Policy

Smoking includes possession of a lighted cigarette, cigar, pipe, or other smoking equipment. School district policy prohibits students from having tobacco products in their locker or in their possession. Tobacco violations will result in school discipline and referred to our School Police Officer for prosecution.

Vaping

Tobacco violations will result in school discipline and referred to our School Police Officer for prosecution.

The student will be referred to the Student Assistance Program Team and an assessment will be required with the Cambria County Behavioral Health Liaison. Students will comply with any and all of the recommendations of the Cambria County Behavioral Health Liaison in lieu of referral to the district magistrate.

All vaping devices will be tested for THC.

Weapons

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The **definition of a weapon** shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. **A student is in possession of a weapon when** the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Consequence of violating the weapons policy: The school district shall expel for a period of not less than one year any student who is determined to have brought a weapon onto any school

property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

SECTION IV - ATTENDANCE

Attendance

A purposeful, caring attendance policy is an integral part of the school's effort to provide a meaningful education for all students. The school ascribes to the belief that a student cannot receive maximum benefit from his or her school experiences, nor a parent maximum return on the tax dollar, when students are not in regular attendance.

Attendance Guidelines

If your student accumulates 3 illegal absences (absences for which either a doctor's excuse or a parent/guardian excuse has NOT been submitted to the office), then a SAIP (School Attendance Improvement Plan) meeting will be scheduled.

Educational Trips

Students may be excused for an educational trip provided a "Student Educational Trip Request" form is submitted two weeks in advance of the trip. This request form is submitted to the Principal for approval.

Excuses

Students must submit an excuse within 3 days of an absence in order for the absence to be categorized as "excused."

- If an excuse is NOT submitted 3 days after the absence, the absence will be categorized as "illegal" absence.
- If your student accumulates **10 TOTAL absences** (total of excused and/or illegal absences), the parent/guardian will receive a letter regarding these absences and details about action that is taken for further absences.

Parent Notice of Absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Submitting Excuses

Excuses (both parent/guardian excuses and doctor's excuses) can be submitted for your student in a variety of ways:

- Email the secretary with your student's excuse - spackard@chsd1.org
- Have your student bring the written excuse to school and drop it off in the main office
- Call the main office - 814-674-6290

ELEMENTARY STAFF**Principal** Mrs. Hilary Yahner

hyahner@chsd1.org

138 East Campbell Street, Carrolltown, PA 15722

(814) 344-8506 **Fax:** (814) 344-6274 **Website:** www.chsd1.org**Title I** Mr. Eric Nagel-Federal Programs Coordinator 344-8506 ext. 1016**Special Education** Mr. Robert Diamond-Director of Special Education 674-3601 ext. 4007**School Counselor** Mrs. Megan Zazilko 344-8506 ext. 1010 **Cafeteria** 344-8506 ext. 1018**PRE-K**-Mrs. Hritz**KINDERGARTEN**

Mrs. Valeria

Ms. A. Lane

Mrs. Malloy

Mrs. Farabaugh

Mrs. Cifelli

ART

Mr. Beyer

COMPUTERS/MEDIA

Mr. Thomas

SPECIAL EDUCATION

Mr. Diamond – Director

Dr. J. Little – School Psychologist

Mrs. Commons– Learning/AUT

Mrs. A. Frydrych – Learning Support

Mrs. A. Hite – Learning Support

Mrs. A. Magulick – Learning Support

Mrs. K. Hoover – Speech/Language

Mrs. J. Ludwig – Learning Support

Mrs. C. Barnosky – Learning Support

Ms. M. Thomas – Learning Support

Mrs. T. Finet - Dept. Secretary

GRADE 1

Mrs. S. Bender

Mrs. Sherry

Mrs. Holtz

Ms. J. Lane

Mrs. O'Hara

ESL

Mrs. Leamer

GUIDANCE

Mrs. Zadzilko

GRADE 2

Mrs. J. Cence

Mrs. Ford

Mr. Neff

Mr. A. Strasser

LIBRARIAN

Ms. Duclou

MUSIC

Mrs. Mulligan

Mrs. Kemerer-Instrumental

PARA-EDUCATORS

Mrs. P. Cymbor

Mrs. D. Westrick

Mrs. D. Hite

Mrs. B. Lane

Mrs. C. Swarden

Ms. M. Cavallo

Mrs. D. Suda-Adams

Mrs. T. Treon

Mrs. S. Weakland

Mrs. N. Wyland

Mrs. K. Pierce

Mrs. A. Thomas

GRADE 3

Mrs. Walls

Mr. Olenchick

Mrs. McGinnis

Mrs. Lennon

NURSE

Mrs. A. Bender

PHYSICAL EDUCATION

Ms. Wharton

GRADE 4

Mrs. Berzonsky-Math/Science

Mr. Sowers – ELA/S.S.

Mrs. Wharton-Math/Science

Mr. Brown-ELA/S.S.

SECRETARIES

Mrs. Hebert

Mrs. M. Paronish - ½ Day

IDEAL LEARNING**EXPERIENCE PROGRAM**

Mrs. Petre

Mrs. Nehrig

Mrs. Pearce

Mrs. T. Paronish

GRADE 5

Ms. Fox-ELA/S.S.

Mrs. Jones-Math/Science

Mrs. D. Bender – Math/Science

Mrs. King -ELA/S.S.

TITLE 1 STAFF

Mr. Nagel-Federal Programs Coordinator

Mrs. M. Paronish-Secretary ½ Day

IU 8 STAFF

Mrs. Fleming-Multi-District MDS

TIME SCHEDULE

7:30 a.m.	Students begin arriving
7:30 - 8:00 a.m.	Breakfast is served
8:00 a.m.	School begins
2:35-2:45 p.m.	Bus Dismissal
2:45 p.m.	Walker & Parent Pick Up Dismissal

**** Students arriving after 8:00 a.m. must be signed in at the office by Parent/Guardian.**

ARRIVAL/DISMISSAL/EXCUSAL PROCEDURES

If parents provide transportation for children, do not have your child at school before 7:30 am. Please pick up your child promptly at dismissal time. Those parents transporting their own youngsters at dismissal are requested to arrive after the busses have departed. Please refer to the School Day Time Schedule and adhere closely to the starting and dismissal times. This will help minimize the disruption and congestion occurring in the hallways and the main lobby adjacent to the office. If you happen to arrive early, please wait in your vehicle. If you are walking your child to and from school, you should wait outside the main entrance. If you are planning to pick up students, you must send a **written** note with your child on the day of the change.

ATTENDANCE

Whenever students are absent for reasons of illness, they must present to their homeroom teacher on the day they return a written excuse, signed by a parent or guardian, giving the date and the reason for their absence. These are kept on file. **Students must submit an excuse within a three-day period after returning.** **If an excuse is not submitted within this three-day period, the absence will be considered unexcused.** The administration reserves the right to request the submission of a physician's statement to substantiate the nature of claimed illness.

A. The following reasons constitute excused absences:

- Illness - supported by a parent's or doctor's written excuse
- Quarantine
- Death in the family
- Family vacations **when prior administration approval has been given**
- Out-of-school suspension
- Religious holiday
- Impassable roads or inclement weather, when deemed by a school administrator

B. The following reasons constitute **unexcused/illegal absences**: truancy, parental neglect, oversleeping, missing the bus, shopping, babysitting, visiting relatives, hunting, fishing, working at home, and remaining home to do homework.

- C. The Commonwealth of Pennsylvania and Cambria Heights School District identify students as truant when they accumulate three unexcused absences during the current school year and habitually truant when they accumulate six unexcused absences during the current school year. After three unexcused absences, the Principal will send a letter to a truant student's parents/guardians offering them the opportunity to participate in an attendance improvement conference, either in person or over the phone. After six unexcused absences, the Principal will refer a habitually truant student to Children and Youth (CYS), magisterial district court, or the county juvenile court system.

ATTENDANCE CLARIFICATION

- A. If students arrive at school after 10:00 a.m., they are considered absent for ½ day.
- B. If students leave school before 1:00 p.m., they are considered absent ½ day.
- C. If students leave school between 1:00 p.m. and 2:30 p.m., their absence will be considered an early dismissal.
- D. Absence for students leaving and returning within one school day shall be determined by hours attended.

ACTIVITIES/CLUBS

Chorus: All fourth and fifth grade children are invited to join the chorus. Practices occur within the school day during enrichment time. The children perform in-school and after-school winter and spring concerts. They sing a varied repertoire of music including music from various time periods. Chorus expands the learning in music class by incorporating the elements of music into their performances.

Band: Fourth and fifth grade students have the opportunity to study a musical instrument at CHES. Students may choose to play the flute, clarinet, alto saxophone, trumpet, baritone, trombone, or percussion (snare drum and bells).

Fourth Grade Band: Students have a half hour lesson, full band rehearsals on scheduled days during enrichment. Students perform in an after-school spring concert.

Fifth Grade Band: Students have a half hour lesson, full band rehearsal during enrichment, and band rehearsal during their music special once a week. Instead of reporting to the general music room for their music special, band students come to the band room. Students perform in in-school and after-school winter and spring concerts.

Art Club: Fifth grade students have the opportunity to create special art projects throughout the year. This club meets during enrichment periods or as needed.

Steam Club- Fifth grade students are given opportunities to complete coding, robotics, and other STEAM related projects on enrichment days most of the year. Some students can choose to do a more in depth project to display for the CHES Academic Showcase.

Book Club - Students in 5th grade may participate in the Book Club. The team reads a list of books and competes in a Fall and Spring Competition held at local school districts.

Spring Play - Fifth graders may try out for a selected play at the end of January or beginning of February. Practices are after school, mostly Tuesdays and Thursdays with the show in April.

Lego League - For fifth graders, Lego League will begin in September and last until the competition (January). Practices will be after school on designated days.

BUSES

School Bus Disciplinary Policy

All pupils are under the jurisdiction of the School Board at all times when riding to a school-sponsored activity, including extra-curricular activities.

All reports of violations must be submitted in writing on the approved Bus Conduct Report Form after being signed by the respective bus contractor.

The Cambria Heights School District reserves the right to charge for repairs or file civil or criminal charges in addition to enforcing the disciplinary policy.

Bus Rules

1. No food or drink will be consumed while the bus is in motion. This includes gum and candy. This is a State Law violation.
2. Stay in your seat.
3. Keep all parts of your body to yourself and inside the bus.
4. No pushing, shoving, or fighting at any time.
5. No cursing, swearing, or loud talking

Students violating these rules may be denied transportation by school authorities. If a student receives a bus conduct report, it will be processed at the discretion of the administration. Consequences for bus misconduct may include but are not limited to:

- Student Conference, Parent Contacted, Loss of Privilege, Assigned Bus Seat, Assignment to a Bus Behavior Class, After School Detention, Bus Suspension (2-10 days), or Loss of All Bus Privileges
- Parents are responsible for transporting students to and from school in the event of a bus suspension or bus dismissal.

BUS & WALKER ARRIVALS/BREAKFAST PROGRAM

1. Buses arrive at the elementary school between **7:30 and 8:00 a.m.** Students **should not** report to the school **before 7:30 a.m.**, as there is no organized supervision.
2. All students should be in their classrooms by 8:00 a.m.
3. Students report directly to their assigned classroom if they are not having a school breakfast.
4. Students participating in the breakfast program report **directly** to the cafeteria upon arrival. They do not go to their assigned classroom until after their school breakfast. Students can place their backpack, coat, and other belongings in the designated spot in the gym before going through the serving line.

5. Students may be required to utilize the Grab N Go Breakfast Carts located in the hallways when the cafeteria is closed. Students will eat their breakfast in their homerooms when using the Grab N Go Cart.
6. Students will promptly eat breakfast, gather their belongings, and report directly to their assigned homeroom.

CAFETERIA

Nutrition, Inc. has incorporated a student ID number system, whereby parents send payment for breakfast, lunches, and snacks. The money goes into each child's own personal account. Every time a child makes a purchase, it will then be deducted from his/her account.

CELL PHONES

Students are NOT permitted to use cell phones during school hours. If a student possesses a cell phone, it must be turned off and stored in his or her backpack at all times while in the building.

If you need to get a message to your child, please call the main office and an adult can relay the message.

LUNCH MONEY PAYMENT

Due to the complications and delays during the serving of lunch, the following procedure will be in effect: any student paying for his/her lunch on a day-to-day basis must arrange for payment first thing in the morning before the daily lunch count. This money is to be sent down with the daily lunch count in the brown envelope provided by the cafeteria. Students coming in late are able to make arrangements as soon as they arrive.

DETENTION

1. Whenever a student commits a rule infraction in a classroom or on the school premises, the student will be issued a discipline notice.
2. Depending on the severity of the misbehavior, the administration reserves the right to determine the type and the amount of consequence handed out.
3. Parents will be notified at least a day in advance of the date and time of the assigned detention.
4. Detentions are regularly scheduled After School from 2:45-4:30 on Tuesdays and Thursdays as needed.
5. Parents must sign the detention form before taking their child home after the detention is served.

DISCIPLINE CODE

Students are expected to behave in an orderly fashion which will not infringe upon the rights of others and which permits the normal daily operation of the school's activities to continue without interruption. Therefore, the following regulations are required for determining the proper behavior of students:

GENERAL SCHOOL BEHAVIOR: DISCIPLINE DEFINITIONS

Absences (Illegal): See Attendance Policy

Bullying: Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time

Destruction or Defacing Property: Willfully and maliciously destroying, defacing, disposing or injuring any item of school property or personal property of another.

Disobedience: Any student who willfully and/or defiantly refuses to cooperate or does not follow the instruction of any district personnel.

Disruptive Conduct: Conduct that interferes with the educational process, examples are, but not limited to, disrupting class.

Extortion: Using intimidation or the threat of violence to obtain money, information, or anything else of value from another person.

Failure to Follow Procedures: Any violation of the discipline policy not specifically outlined. Some examples are, but not limited to, card playing, games of chance, possession/use of squirt guns, matches, lighters, or any item inappropriate for a school setting, food/snacks, open containers in hall area of classrooms; loitering in halls; shooting paper/rubber bands/objects; throwing snowballs, and/or objects in class.

Fighting: Engaging in violence, combat, or aggression

Forging School Documents: Forging excuses or other school documents.

Harassment: Threat of bodily injury, threat to cause physical damage to another's property, or threat of physical confinement or restrain a person by words or conduct that places the person receiving threat in reasonable fear that the threat will be carried out.

Improper Web Site: Privileges: The use of the Cambria Heights network services and the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a faculty member pertaining to the proper use of the network.) The system facilitators/administrators will deem what is inappropriate use, and their decision is final! Also, the system administrators may close an account at any time, as required. The administration, faculty and staff may request a system administrator to deny, revoke, or suspend specific user accounts.

Larceny: Stealing, taking or carrying away property of another.

Leaving Building/In Unauthorized Area: Leaving the building without proper authorization, going to any area of the school/grounds without authorization, failure to be in assigned area/class without authorization.

Libel: A maliciously written defamation expressed to impeach a person's honesty, virtue or reputation.

Misconduct on School Vehicles: Step One violations, Step Two violations, and Step Three violations are covered in school bus disciplinary policy.

Misuse of Emergency Systems: Tampering with rescue assistance call buttons, fire extinguishers.

Obscenity: Displaying material or gestures that are indecent and have the potential of being disruptive to the educational community.

Plagiarism and Cheating: Use of a created production without crediting the source or to use dishonestly obtained information.

Unauthorized Use or Possession: Possession of radios, tape players, CD players, or any audio, video or photographic device; portable/cell phones, pagers or communication device; any electronic game device, laser/light device.

Profanity: Use of vile or indecent language inappropriate to the educational setting.

Public Display of Affection: Embracing, kissing, walking with arms around each other.

Sexual Harassment: (Unwanted) Verbal or physical conduct of a sexual nature imposed on the basis of sex.

Slander: A maliciously verbal defamation expressed to impeach a person's honesty, integrity, virtue or reputation.

Stolen Property: Receiving or possessing stolen property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.

Throwing Substances: To throw any objects or substances in the classroom, cafeteria, auditorium or gymnasium or at any vehicle on school property.

Administrators, teachers, and support staff members of the Cambria Heights School District believe that the educational environment of our student-centered school must be one of mutual respect. We believe that attainment of this goal requires a code of discipline that categorizes unacceptable behavior and provides for appropriate disciplinary options.

In that no written code can cover all possible situations, the following code may be adapted by the principal when his or her judgment deems necessary. Every student and situation is different. The administration will assign consequences that reflect each individual situation and student(s) involved.

- **DISCIPLINARY OPTIONS - May include, but are not limited to the following:**
 - **Verbal reprimand.**
 - **Student Conference**
 - **Parent conference (person or phone)**
 - **Behavior Instruction**
 - **Assigned Location or Seat**
 - **Recess Reflection Time**
 - **Loss of Privileges**
 - **After School Detention**
 - **In School or Out of School Suspension**

DRESS CODE FOR STUDENTS

Evaluation of student dress with respect to good taste and community standards is an unending process. The opinions and attitudes of all parties involved in the operation of Cambria Heights School District will be considered in any alterations of the dress guidelines. The Administration and the enforcement of the resulting guidelines will be the responsibility of the professional staff. Clothing should be neat and appropriate for school in all cases. Articles of clothing which are questionable in the minds of the parents will undoubtedly be inappropriate.

The Administration reserves the right to decide fashionable dress that may be considered inappropriate and is not addressed in this code. The rule of common sense is clean, neat and decent.

1. Long shorts or skirts may be worn, but must have a neat, tailored appearance.
2. See-through blouses and shirts and strapless tops are not acceptable. Undergarments must be worn at all times.
3. Tank tops are recognized as a part of the current fashion, but these must be worn with another shirt or blouse as a covering. The shirt or blouse worn as a covering must be buttoned.
4. Midriff blouses and shirts are not permitted.
5. The following are considered disruptive or unacceptable in regard to clothing: any printed words or pictures promoting drugs, alcohol, smoking, smokeless tobacco, sex, or violence, including

advertisements or brand names promoting these items. Printed obscenities, profanity, or messages with a double meaning that is related to sex, obscenity, or profanity are also unacceptable.

6. Mini-skirts or tight-fitting skirts are unacceptable dress for school.
7. Outer garments, such as coats and jackets, shall be placed in the student's locker, and these items must not be worn during the school day or in the classroom at any time. Hats, bandannas, and other head garments are not to be worn inside the school building during the regular school day.
8. For safety and health reasons, proper footwear must be worn. No one shall be permitted on the school premises with bare feet. Sandals without manufacturer's back straps, flip-flops, or shower-type shoes are not permitted.
9. Hair must be clean and styled so as not to disrupt the educational program as well as for health and safety reasons.
10. Jewelry that is a potential health/safety hazard, suggestive, or that depicts obscene, vulgar, disturbing, distracting, or otherwise inappropriate terminology or images shall not be worn while on the school premises.
11. All pants must be worn at the waistline, and undergarments cannot be exposed. Baggy, low-hanging pants or shorts are also unacceptable.
12. Chains or heavy metal objects are considered a school safety hazard and cannot be worn.
13. Students are permitted to carry book bags to and from school. Book bags must be kept in the locker.
14. Because of safety issues, no body piercing jewelry other than earrings may be worn (in ears only). During certain physical activities, a student may be asked to remove earrings.
15. Face Masks with school appropriate designs may be worn as needed or when required.

ENTRANCE PROCEDURES

- All parents and visitors to the elementary school **must be buzzed into the main entrance door to enter the foyer.**
- If you are just dropping off your child, you may do so in the foyer by signing his or her name and your name in the Sign-In Book. The student will then be buzzed into the main office.
- If you are picking your child up, you must follow the instructions on the School Gate Guardian kiosk. All parents and/or guardians **MUST** have their Driver's License available to pick up a child or enter the main office.
- To gain entry to the main office, you must have your Driver's License to swipe at the School Gate Guardian kiosk. School Gate Guardian will print you a Visitor ID Pass that you must wear. You will then be buzzed into the main office. The office staff will be able to direct you where you need to go if you are visiting to meet with a faculty or staff member.

These procedures not only help facilitate better security for your child, but also prevents congestion, confusion, and disruption in the hallways and classrooms. To prevent classroom interruptions, students will not be dismissed from class until the specified time on the parent's written note. Please make every effort to be prompt. All doors are locked during the day. Admittance to the school will be through the front door buzzer, foyer, cameras, and intercom lock system.

- If you must pick up your child without prior notice to the school, you must report to the office through the School Gate Guardian in the foyer to do so and provide a written note.

You may not have the student(s) meet you in your car or outside the school. These precautions are necessary to insure the safety and welfare of your child.

Parents are requested to provide a **written** notice to the office of the building principal if the child is not to return home via the assigned bus on a given day. If the child wishes to visit the home of a friend at the conclusion of a school day, parents are to provide the necessary transportation and advise the office of such arrangements in writing.

FAMILY EDUCATIONAL TRIPS

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

1. The maximum of five days permitted may be used for no more than two such trips in any one school year. Any number of days less than five used in two trips will be forfeited.
2. Any days beyond the maximum of five days permitted will be considered unexcused and unlawful for students under age seventeen, and appropriate legal action will be taken.
3. The Board and Administration strongly advise parents not to plan educational trips within the first or last ten (10) school days of the school term.
4. An educational trip beyond two school days will not be granted for the same student if it follows an approved educational trip in the same or previous school term.
5. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
6. Such a request shall be made by the parent five (5) school days prior to the student's anticipated absence using the proper form, which may be secured from the principal's office. The school principal shall review each request for compliance with the stated conditions. The following will be taken into consideration by the principal in granting permission for the trip:
 - a. the student's academic standing;
 - b. the student's attendance record;
 - c. the effect the absence will have on the student's educational welfare;
 - d. exceptionality of the request.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.

The student is expected to complete all schoolwork that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence.

DEFICIENCY REPORTS (PROGRESS REPORTS)

Using the Sapphire Program online, parents may log on to the system at any time to view their child's grades and progress. However, Progress Reports may be sent home anytime during the marking period. Progress Reports may be mailed at the 4 1/2-week point of each 9-week marking period. These progress reports must be signed by the parent or guardian and returned within 3 days to the issuing teacher. Teachers may use other forms to relay this information to parents.

ELECTRONIC DEVICES

Students in grades K-2 are issued an iPad to use in-school and out-of-school when needed. Students in grades 3-5 are issued a Chromebook to use in-school and out-of-school when needed. All devices come with a protective case, a charger, and a carrying case. These devices are monitored by school staff for appropriate use. Please refer to the Electronic Device Agreement to read about the details on device and internet usage including what to do about lost, stolen or damaged devices.

EXCUSALS

To prevent classroom interruptions, students will not be dismissed from class until the specified time on parent's written note. **Please** make every effort to be prompt!

EMERGENCY SCHOOL CLOSING

On a given day, weather conditions can occur that will cause us to close school earlier than the scheduled times. If a parent is not home to receive the children, arrangements **MUST** be made for someone to provide temporary shelter. Your child must know about this arrangement in advance. Please be sure he/she knows where to go in case of early dismissal! Emergency Early Dismissal Information forms are sent home with each child the first day of school. Please complete and return this form to your child's homeroom teacher as soon as possible.

- Sapphire Notification System – A One Call system is used through our Student Information System, Sapphire. Please make sure your phone numbers are up-to-date. If you need to update your phone number(s), please contact the elementary office.
- CHES also utilizes the REMIND Application. To join the Cambria Heights Elementary Remind Text List, text @chelem to 810-10. Your number will automatically be added to the text alert system.
- The following radio and television stations will also announce any school cancellations, delays or early dismissals due to weather or other emergencies.

RADIO:

Altoona WFGY - 98.1 FM

TV: Johnstown WJAC - Channel 6

Altoona WTAJ – Channel 10

FIRE DRILLS

Schools are required by law to hold monthly fire drills for their buildings. The staff and students are given specific procedures for fire drills.

GRADING SYSTEM

Parents may log into the Sapphire Community Portal at any time to view their child's current grades.

1. Log into: <https://chsd1-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>
2. Use your child's User Name, Password, and Pin to log in.
3. Please contact the main office if you need help with your log in credentials.

The following systems are presently in use for grades 3-5:

A	92-100	<u>Special Area Standards-Based Grading</u>
B	83-91	ME – Meeting Expectations
C	74-82	MP – Making Progress
D	65-73	LP – Limited Progress
F	64 or lower	NA – Not Assessed at This Time

In all cases, averages will be rounded off to the next whole number if .5 or more. The lowest grade a student could receive on his/her report card in any subject is 50%.

The following Standards-based Grading System is used in Grades K, 1, and 2:

ME – Meeting Expectations
MP – Making Progress
LP – Limited Progress
NA – Not Assessed at This Time

*Please refer to the Standards-Based Grading Handbook for more details located on the www.chsd1.org website.

HALLWAY BEHAVIOR

Hallway Rules:

1. Walk at all times.
2. Move quietly.
3. Keep hands to yourself.
4. Stay to the right.

HONOR ROLL REQUIREMENTS - FIFTH GRADE

The Board has approved the fifth grade honor roll proposal and corresponding requirements, effective September 22, 1997:

1. A grade point average of 92% or higher in Math, Social Studies, English, Reading, Health, PA Studies, and Science.
2. A minimum C-74% grade in all other subjects.
3. A "U" on any part of the report card eliminates you from the honor roll.
4. Any detention eliminates you from the honor roll.

GUIDANCE

Guidance services are provided for elementary students in grades kindergarten through five. Please contact the elementary school counselor at 344-8506 ext. 1010 to make an appointment to discuss specific student concerns or to find out more about programs offered.

KINDERGARTEN

Kindergarten Registration: In order to enter kindergarten in September, a child must be five years old on or before the 31st day of August of the year of entry. Birth certificate and immunization records are required before a child may be admitted to school.

Registration day for enrolling children in kindergarten is held in the spring. The date will be announced via **Parent Newsletter**, CHES Website, **Star Courier**, **Altoona Mirror**, and **Johnstown Tribune Democrat**.

PROGRAM OF LEARNING

PRE-KINDERGARTEN: The district operates a Pre-K program through a state grant called, “*Pre-K Counts*.” This program is available for 17 students who qualify under the guidelines of the grant.

KINDERGARTEN: The school district operates a full-day kindergarten program. The program is designed to provide introductory learning experiences for children that will promote positive self-concepts and readiness for skill involvement and development in the primary years.

PRIMARY GRADES 1-3: The learning activities of the primary grades are designed to introduce basic skills and concepts on a simple to a more complex continuum. Skills and concepts are introduced in the areas of reading, mathematics, and related areas. Classroom activities emphasize approaches that utilize individual and group learning experiences. Music, art, library, and physical education experiences are also presented in the primary grades. Computer literacy begins in the primary grades. The learning environment at the primary level represents a concern for skill and concept development, motivation, self-concept, and interest in learning. Learners will be assigned to one classroom to receive all of their academic instruction.

INTERMEDIATE GRADES 4-5: The intermediate program emphasizes the extension of skill and concept development and provides a variety of learning experiences appropriate to students in each grade level. A balanced program of both individual and group activities are provided through staff planning and implementation.

Reading and mathematics continue to be emphasized. Science, social studies, and language arts receive increasingly more attention. Activities and experiences attempt to stimulate positive attitudes toward self and the learning process. In computer education, the students learn Internet Use & Safety, keyboarding, and word processing skills, spreadsheets, and presentation software.

Learners will be assigned to a team of two facilitators to receive their academic instruction. One facilitator will teach Math and Science and the second facilitator will teach English Language Arts and Social Studies.

IDEAL LEARNING EXPERIENCE PROGRAM: This alternative educational model takes places during the regular school day and is for learners in grades 2-5 who have applied for the program. The Ideal Learning Experience (ILX) is about the implementation of a school structure that makes it possible to simultaneously meet the individual and personal needs of learners every hour of every day. Every learner, every day, comes to school and is met at his/her specific learning level, is challenged, is successful and looks forward to returning to school tomorrow. The focus is on the Math, ELA, Science, and Social Studies PA Standards written as Learning Progressions. There will also be a large focus on each learner’s Habits of Mind. All learners will participate in Special Area classes.

*More information can be found about this program on the www.chsd1.org website.

PARENT CONFERENCES

Parents who wish to speak to their child's teacher or the principal may do so by calling the school and setting up a time and day to have the conference. The elementary school's telephone number is 344-8506. There will be one regularly scheduled parent/teacher conference at the end of the first marking period.

PARKING

Please be aware that parking in front of the school or on either side is strictly prohibited. This area is meant for pick-up and discharge of students **ONLY!** There is to be **no curbside parking** for student pick up until all bus traffic is gone. This also ensures a much safer situation with all the traffic in, around, and about the school building. There is ample parking on either side of the building in the parking lots.

*PreK parents who are dropping off or picking up their PreK learner will temporarily park in the front of the school from 7:50am-8:00am and 1:45pm-2:00pm.

POSITIVE BEHAVIOR PLAN (School Wide)**S.O.A.R. to New Heights**

Showing Kindness

Owning Your Choices

Acting Responsibly

Respecting Yourself and Others

- It is a comprehensive framework that is comprised of research-based behavioral practices.
- It establishes an effective learning environment for all students.
- Here at CHES, we have chosen to “SOAR TO NEW HEIGHTS”.

CHES STAFF WILL:

- Teach the expected SOAR behaviors
- Consistently model and reinforce expected behaviors
- Reward students when expected behaviors occur

STAFF INCLUDES:

- Teachers, Administration, Office Personnel, Para-Educators, Bus Drivers, Cafeteria Workers, Custodians

- Everyone who works with students!
- Expected behavior is modeled and taught consistently by all staff.
- When expected behavior is observed, students may be rewarded with a Tartan Ticket.
- Tartan Tickets can be exchanged for opportunities to participate in activities or used for prize incentives.

RESPECTIVE SOLUTIONS GROUP – After School Program

RSG is a FREE after school program offered to all students in the elementary school. It is funded by a grant through the PA Department of Education's 21st Century Community Learning Center. The focus of the program is on academic assistance, STEAM, social/emotional learning, nutrition/wellness, reading/writing, creative arts, and more. It takes place 4 days a week from 2:30-5:30. Parents must provide transportation for pick up. More information can be found by calling the elementary main office.

RETENTION POLICY

1. A student who is being considered for retention for the second time prior to grade five should have been or should be referred for psychological testing to determine if an alternative program would be more beneficial. Only in an extreme case will a child be retained more than one time in grades K-5.
2. The decision to retain a student is the early intervention team's responsibility. When making that decision, the following are considered:
 - a. If the child's final report card grade average is less than 65%, he or she is strong candidate for retention.
 - Note: Parents also have the option of hiring a private tutor for courses not offered, or if their child's remedial needs exceed the maximum two sessions offered. A total of 30 instructional hours are required when utilizing a private tutor; the rate of compensation for a private tutor is negotiable, and it is the responsibility of the parents or guardians. Rates typically range from \$15 - \$20 per hour.
3. The parent's cooperation is desirable when a student is being retained. Parent approval is **not** necessary.
4. Parents must be informed within the last month of school prior to the final report card that their child is being retained. This allows parents to help their child cope successfully with retention.
5. Children receiving special education services may be retained. The retention of these students **must** be the cooperative decision of the special classes and basic education teachers.

SCHOOL SAFETY

The school encourages the practice of safety and takes seriously its responsibility for children.

- School buildings and equipment are properly maintained and inspected.
- CHSD employs a School Police Officer and a School Security Officer.
- All school activities are carefully supervised, and students are instructed in safety procedures.
- Regularly scheduled drills are conducted as part of the safety program.
- The outside and inside of the school are monitored by cameras.
- Please see “ARRIVAL/DISMISSAL” or “VISITORS” section to read about the new school entrance procedures.

SOCIAL EMOTIONAL LEARNING

On top of facilitating academic lessons, CHES knows how important the social and emotional well-being is of each individual student. Children benefit from social-emotional learning (SEL) at any time, but today it's especially important to help them develop the skills they need to connect and thrive. CHES uses the leading SEL program in US elementary schools, Second Step® Elementary, in order to address these lifelong skills. Age appropriate lessons are taught once a week throughout the year to all students in grades K-5.

SPECIALS DAY SCHEDULES

Students in grades K-5 will participate in 5 different Specials on a 5-day rotating schedule. These Specials include Physical Education, General Music/Instrumental Music, Library, Computers, and Art.

Grades K-2: Any students in grades K-2 will follow a Day 1, 2, 3, 4, 5 Schedule.

Grades 3-5: Any students in grades 3-5 will follow a Day A, B, C, D, E Schedule.

These Day Schedules are set up to allow students access to their Specials even when there are special programs or weather events that might have previously canceled these classes.

If Special classes have to be canceled, that Day Schedule will shift to the next available school day. Keep in mind, that the shift may only happen for one set of grades (Grades 3-5 in the AM & Grades K-2 in the PM).

Please refer to your child's planner or homework folders to check for the Day Schedules.

STUDENT PHONE CALLS

The student's homework and money for lunches should be his/her responsibility. **Students should not be making calls home unless in cases of emergency.**

SUSPENSION

1. In-School Learning Lab: Exclusion from regular classes and all other school activities. The student will report to the Principal's office immediately upon arrival at school.
2. Out-of-School Suspension: Not only exclusion from school, but also includes loss of rights and privileges as a student for those days.

3. Hearings: Formal - before School Board or committee thereof; Informal - before the Principal
4. Expulsion: Exclusion from school and all related school activities. This is for an indefinite period of time decided by the School Board. Students cannot be readmitted without School Board action.
5. All suspensions include exclusion from extra-curricular activities for that particular day.

TRANSFER OF BUSES (Updated 7/14/20)

Students MAY NOT ride home on a bus other than the school bus that was assigned to them by Tri-County Transportation. Even with a parent note, students will not be permitted to ride a bus that is not their assigned bus. If a student needs to go to another destination after school, an approved contact will have to pick them up from school or at the bus stop. There will be exceptions made for families who have joint custody.

VISITORS

The normal operation of our school cannot tolerate unexpected and unwarranted interruptions in order to maintain an efficient and secure learning process. Therefore, the following rules and regulations apply to all visitors to any of the District's schools:

1. For security, the elementary building will be locked during the school day. Upon arrival at the school, visitors must ring the buzzer at the main door. You will be asked to state your name and business. Upon approval, you will then be buzzed into the foyer.
2. Visitors that need admittance past the foyer will need to scan their Driver's License using the School Gate Guardian system.
3. A Visitors Pass will be printed with your picture on it. You will then be buzzed into the main office.
4. The person to whom the visitor wishes to speak, if available, should come to the office to meet with or escort the visitor or visitors to the designated meeting room.
5. If you wish to speak with a teacher, please call for an appointment. We will not interrupt teaching time, only in case of an emergency.
6. Visitors that are dropping off homework, treats, etc. can leave the materials on a table in the foyer with the student's name and homeroom teacher using the provided Post It Notes.