

Introduction

To assure the best quality of education for our students it is imperative that all students follow established rules, regulations, and procedures. Proper conduct and behavior on the part of the student body is essential in assuring students the best possible educational school environment in which to learn.

The 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 policies, procedures, rules, and regulations that are described in this manual. The Board of School Directors officially adopted this manual as school district policy.

The Cambria Heights School District is proud of the behavior that is maintained by our students. We hope that all citizens will help us to continue to practice and follow policies that have been an integral part of maintaining our high standards of education and positive student behavior. If, after reading this booklet, 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, as well as to empower 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.
Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily except when excused, as well as be on time to school, classes, and other school meetings, activities, and events.
9. Make all necessary arrangements for making up work when legally absent/tardy from school.
10. Pursue and attempt to complete to the best of their ability the courses of study.
11. Avoid inaccuracies in student newspapers or publications as well as indecent or obscene language.
12. Strive for mutually respectful relations with fellow students, teachers, administrators, other school staff, and school visitors.
13. Know and respect the rights of teachers, administrators, support staff members, other students, and other guests.
14. 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 the child. The school can provide the setting for this training 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 parent, student 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 child 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 child to take pride in his/her appearance.
6. Insist that their child 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 child and be firm, fair, and consistent in applying them.
9. Help their child learn to deal effectively with negative peer pressure.
10. Provide a place conducive for study and for completion of homework assignments.
11. Help their child 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 child is free of communicable disease and is in as good a state of health as possible in order to ensure effective classroom performance.
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.
17. 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 child.

Teacher Responsibilities

Generally, it is the teacher's responsibility to handle discipline problems occurring in the classroom. For more serious problems, it is the teacher's responsibility to provide the administration a written documentation of the case. Teacher responsibilities include:

1. Promote a climate of mutual respect and dignity, which will strengthen the student's positive self-image.
2. Utilize classroom routines, which contribute to the total instructional program and to the student's 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 the 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. To develop close, cooperative relationships with parents for the educational benefit of the student.
8. Distinguish between minor student misconduct best handled by the teacher and major problems 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.
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 of the teacher, 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. To review confidential health records which are provided by the parents.

Administrative Responsibilities

1. To develop a sound and healthful atmosphere of mutual respect in the school.
2. Develop 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 which may occur.
5. Maintain on-going 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.

Contacting the School

The best time to contact the Cambria Heights Schools is between the hours of 7:30 a.m. and 3:00 p.m. If you have a transportation concern, you need to contact the Transportation Coordinator at Tri-County Transportation at 344-5073 ext. 4101. If you have an attendance concern, you need to ask to speak with the Building Principal or School Counselor. If you have a concern about your child's schedule, or any concerns that may be impacting your child's performance/functioning at school, you need to 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.

DISTRICT WIDE 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 the lessons about HIV/AIDS or see the videotapes that pertain to HIV/AIDS instruction must complete a request for each child.

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 and a hearing will be set up with the Superintendent for 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 nor 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. Students may be given up to a ten (10) day out-of-school suspension and a hearing with the Superintendent will be scheduled.

Athletics

Admission Prices for Athletic Events will be determined before the season begins.

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 the PIAA rules as listed.
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. We compete in District Six.

Teams

The high school sponsors the following teams in league competition:

Girls

Basketball, Track, Volleyball, Cheerleaders, 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 a.m. on that day without a legal excuse.
2. If a student is sent home by the school nurse for illness, they are 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 are reinstated or until they have served the suspension.
4. Students assigned detention (and in-school detention) must report to the assigned detention prior to reporting to any practice session, production, or contest or event.
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 the bus/van to an athletic event. Once the athletic event is completed the athlete is permitted to ride home with a parent or guardian, if the parent or guardian has supplied the coach with written permission.
8. It is recommended that all athletes dress appropriately for away games, i.e. shirt and tie. No jeans, no T-shirts, no sleeveless shirts and no midriff shirts.
9. All athletes that have tattoo(s) may be required to cover the tattoo(s) before being permitted to participate in a sporting event.
10. All jewelry and earrings including body piercings must be removed before participation can occur in any athletic event.
11. Athletes may be suspended upon the filing of civil or criminal charges until resolution of said matter.
12. Coaches may remove players from their team who have been convicted in a criminal misconduct.
13. Student activities are a privilege not a student right. Any sponsor or coach may remove a student for a violation of the Student Code of Conduct, team rules and regulations, violation of classroom rules and regulations, deportment violations and attendance violations.
14. All coaches must hand out written guidelines and have a sign-off sheet for the participants acknowledging they understand the rules. A copy of the written guidelines will be filed in the Principal's Office. The Cambria Heights Coaches Handbook shall also apply.
15. Students are responsible to file incident reports with the coach and school nurse.
16. The coaching staff in each sport will determine the eligibility of players for awards.
17. Students attending charter schools or those who are home-schooled will be eligible for extracurricular activities providing that the parent(s)/guardian supply the school district with the proper records of attendance and academics.

Letter Requirements

1. Football – 50% of quarters.
2. Cross Country – A 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 – 50% of half.
10. Volleyball – 75% of games.
11. Special Situations
 - A. Managers – fulfill the duties assigned by the coach for one full year in a sport. A recommendation by the coach is required.

Athletes injured and unable to complete the season or the following season, as certified by a physician, or other situations which may arise and must be decided on the basis of extenuating circumstances. In such cases the coach may recommend a letter to be awarded.

For additional athletic and PIAA information please go to the District website at chsd1.org and select athletics.

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

SPECIAL LETTER TO PARENTS AND ATHLETES

TO: Parents and Athletes
FROM: Cambria Heights Athletic Department

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences which assist students in personal adjustments.

We, who are concerned with the educational development of boys and girls through athletics, feel that a properly controlled, well-organized sports program meets the student's needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. **FAILURE TO COMPLY WITH THE RULES OF TRAINING AND CONDUCT MEAN EXCLUSION FROM THE SQUAD.** This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. We do not want uniformity or blind conformity as a means of achieving team responsibility and discipline. There is not, however, a place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence, and do not want our athletes to compromise with mediocrity.

It is the role of the Department of Athletics to make rules that govern the spirit of competition for the community. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this letter.

Responsibility to Yourself The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult.

Responsibilities to Your School Another responsibility you assume as a squad member is to your school. Cambria Heights cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Cambria Heights proud of you and your community proud of your school by your faithful exemplification of these ideals.

Responsibilities to Others As a squad member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game "all out" you can keep your self-respect, and your family can be justly proud of you.

The younger students in the Cambria Heights schools are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

Training Rules and Regulations

It is the overwhelming opinion of health educators and coaches that athletes perform best when they follow intelligent training rules, which include restrictions on tobacco, alcohol and drugs. Medical research clearly substantiates the fact that use of tobacco, alcohol and any type of mood modifying substances produce harmful effects on the human organism.

The board of school directors and the staff of the Cambria Heights schools, concerned with the health habits of the student athletes of this community, are convinced that athletics and the use of these substances are not compatible. It is also a fact that when students have a strong interest to participate in athletics, their desire to use these substances is greatly reduced. **STUDENTS HAVE TO DECIDE IF THEY WANT TO BE ATHLETES.** If you wish to be an athlete, "YOU HAVE TO PAY THE PRICE" in order to be a competitor. A big part of this price is following a simple set of training rules, which the Department of Athletics believes to be appropriate.

It is a fact that use of tobacco, use of alcohol and drug abuses are injurious to the development of human growth. You cannot compromise athletics with substance abuses. The student who wishes to experiment with such abuses should remove himself from the team before he jeopardizes team morale, team reputation, and team success and does physical harm to himself.

Use of Tobacco Research emphasizes that use of tobacco is physically harmful to young adults. The harm done by this is not only a health problem. The community follows the progress of young athletes, and any deviation from accepted training rules marks one as unwilling to “pay the price”. If one squad member breaks the rules, the whole team is branded as non-trainers. **THIS RULE MEANS NO USE OF TOBACCO ALL YEAR, IN OR OUT OF SEASON.**

No Alcohol Beverages There is no way to justify athletes, using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the athlete into drinking sessions will be the first to criticize the athlete if he does not “come through” in a game. **THIS RULE ALSO MEANS NO DRINKING ALL YEAR, NOT JUST DURING THE SEASON.**

Drugs Simply stated drug abuse is the consumption of any chemical substance or the smoking of some plain derivatives for the purpose of mood modification. The use of misuse of drugs is a social problem. Students with a strong sense of purpose have no need for mood modifiers. **THE RULE AGAINST SUBSTANCE ABUSE IS IN EFFECT ALL YEAR.**

Violations The importance of enforcement of all regulations in this letter should be apparent. A firm and fair policy of enforcement is necessary to prevent a travesty being made of regulations. The community, school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics.

It is our intent to preserve rules that reasonably pertain to the health and safety of the individual and to the orderly conduct of sports. We do not wish to establish arbitrary personal preferences to insure absolute uniformity. The welfare of each student is our major consideration. What happens to them is of primary importance. Hopefully, their welfare transcends any other consideration.

The precise period of suspension/probation will depend on the violation and the attitude of the athlete and parent. Generally, a minimum suspension/probation of two weeks will be necessary to prove the desire to participate and to comply with the standards, which have been established for the benefit of the athlete and the team. Repeated or flagrant violations may result in total suspension from the interscholastic athletic program.

Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise the coaches will get together and work out a solution so the student does not feel in the middle. If a solution cannot be found, then the principal will make a decision based on the following:

- A. The relative importance of each event.
- B. The importance of each event to the student.
- C. The relative contribution the student can make.
- D. How long each event has been scheduled.
- E. Talk with parents.
- F. Once the decision has been made and the student has followed that decision, he will not be penalized by the faculty. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he should withdraw from that activity.

Attendance Policy

Your child is expected to be in school every day school is in session. Students will meet in their classes every day at specific times. The failure of a student to be in his/her seat at the proper time or for a scheduled class is considered lateness, and unless excused, this failure to be on time will be penalized as such. The laws of the Commonwealth of Pennsylvania permit student absenteeism only for illness, quarantine, and religious holiday, family related death and emergency situations.

Following an absence, an excuse for such an absence must be signed by the parent or legal guardian and presented 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) the parent’s/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 its authorized school representative to investigate any situation of absence. 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 must 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. On the morning 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. The excuses will be dropped off in the office.
2. A parent'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 the 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. For students under age seventeen (17) who accumulate three (3) illegal days of absence, an official notification will be sent to the parent/guardian. On the fourth illegal absence the student will 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 in-school suspension.
6. For students over the age of seventeen (17) 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.
7. Elementary school students: On the fifteenth day of absence, or before, an official letter will be sent to the parent/guardian that will require a physician's excuse for all subsequent absences from school.
8. Middle school students & 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 the fifteenth day of absence, or before, 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, that student must take final examinations in all of his/her subjects.**
9. Elementary school students will be charged with one-half day of absence when arriving to school after 10:00 a.m. or leaving before 1:00 p.m. Middle school students will be charged with one-half day of absence when arriving to school after 9:00 a.m. or leaving school before 2:00 p.m. High School students will be charged with one-half day of absence when arriving to school after 8:00 a.m. or leaving school before 2:45 p.m.
10. 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, C.O.P.E., Student Assistance/CHAPS/ Support Team). Teams may consider completing a Pa Truancy Elimination Plan which helps a Team determine student strengths and barriers to attendance. Then the Team develops a plan to increase attendance and to evaluate progress.

***High rates or patterns of absenteeism should be reported** to the building School Counselor and/or Building Principal who should 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, C.O.P.E., Student Assistance/CHAPS/Support Team). Teams should consider completing a Pa Truancy Elimination Plan which helps a Team determine student strengths and barriers to attendance. Then the Team develops a plan to increase attendance and to evaluate progress.

Early Excusal Procedure

1. Students who have early excusal requests are to report to the school office the morning of the request. Students must provide the name of the doctor/dentist prior to dismissal and must provide a note from the doctor/dentist 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. Signature of parent/guardian.
 - f. 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 the parent/guardian.
2. The student is to bring the written excuse to school at the time of return from the tardy, and excuses for these tardies must be written on the school issued form.
3. If written excuses are not provided on the date of tardiness, the tardy may be considered unexcused and illegal. A detention will be assigned. After three late student absences at the High School, one hour of detention will be assigned, four tardies – 2 hours of detention will be assigned, five tardies - 3 hours of detention will be assigned, six tardies - 4 hours of detention will be assigned.
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, CD players, tape players, record players, walkmans, televisions, bull horns, laser devices, beepers, and cell phones, etc.
3. The unauthorized possession and/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, commons, restrooms, or the classrooms during regular school hours. All electronic devices, including cell phones, must be turned off and stored in the student's lockers. Cell phones are not permitted in book bags, handbags, or pockets during school hours. Violations to this policy will result in discipline action. It is the students responsibility to secure the locker where an electronic device is stored.

Bullying Policy

This policy can be viewed on the district website at chsd1.org or copies are available on request.

Bus/Van Behavior

1. The bus/van driver is in charge of each bus/van and is the authority. 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 the driver finds such a procedure necessary.
 - 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 absolutely 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. Eating on the bus is prohibited.
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 bus/van driver will be presented with these approved documents.

3. **For Working Parents:** Students may get on or off the bus/van at a sitter, 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 will not ask the bus/van driver to change a route or stop since no unauthorized stops will 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. However, parents should make every effort to get their child to school when school is in session
7. Parents having questions regarding children who got on the wrong bus, etc. should contact:
Tri-County Transportation – 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/she missed the bus/van. Students should arrive at the bus stop approximately five (5) minutes prior to going to school in the morning.
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 total 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/or 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 will be provided by the school district. However, parents are still primarily responsible for all transportation arrangements that are not to and from school at regular starting and dismissal times.
13. The present bus shelters that are in need of repairs will be the responsibility of those who use them. The school district does not own or provide bus shelters.
14. Students must be at the bus stop 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 possess, handle, or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution. No student shall intentionally assist another student(s) or conspire with other student(s) to intentionally possess, handle, or transmit any devices or maneuvers that could reasonably be construed as being utilized to deceive or defraud the educational institution. No student shall intentionally assist other student(s) or conspire with other student(s) to utilize tricks, theft, impersonation, copying or other means of obtaining improper access to answers or questions in an attempt to falsely represent oneself in a deceptive or fraudulent manner.

Child Find/Outreach (Title 22 Sec. 14.121 34 CFR Sec. 300.111)

The Superintendent and Director of Special Education and Student services 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 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 is published in the Student/Parent District Handbook and on the district web site – www.chsd1.org. Public awareness activities include information regarding potential signs of 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.

First Offense:

1. Zero score on assignment.
2. Removal from the National Honor Society.
3. Notification of parents. Lost exemption from finals.
4. Two hour detention

Second Offense:

1. Zero score on assignment.
2. One-day 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]

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Class Cuts

1. Class attendance will be taken by each teacher at the beginning of each period and all absences recorded in the class record book.
2. Class absentees 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 make up the time during Saturday detention. Time will be accumulated and be required to be made up.

Concussion Management Team (CMT)

When a concussion happens to a district student, it is important that the entire school community (students, parents, athletic staff, school professionals, and medical professionals) - know how to respond in ways that ensure the student's best chance of recovery. Concussions are both a medical and educational issue. Because every brain and every student are 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 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. 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, scheduling breaks to rest, etc.

The Cambria Heights SD Concussion Management Team (CMT) was officially formed and trained during the 2012-2013 school year to support concussed students. Team members include the injured student, parent / family member, school nurse, school guidance 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. Report all concussions to the building nurse- Elementary: 344-8506 (ext. 1026 or 1027) or Middle / High: 674-3601 (ext. 3329). Please visit our district website for additional resources /links.

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. At 3:10 p.m. students will be permitted to use the soda machines in the main entrance and in the locker rooms. However, the student is permitted to drink the soda only in the locker room itself or outside the building.

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 which whom the child resides.
5. The parent of record must live in Cambria Heights School District.
6. Enforcement of custody orders is a police responsibility, not one for the school.
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 cyber-schooling for the 2018-2019 school year. The Cambria Heights Cyber Academy at CPDLF Open Campus will be a full functioning on-line program available to students currently enrolled 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 344-8506 ext. 1016 or Cathy Cox at 814-682-5258 ext.114 at CPDLF.

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, nor attempt to steal school property or the property of others, nor otherwise deprive the school of said property.
 - a. The 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 that 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, which the student knows or has reason to know belongs to the school or others.
 - d. The student shall be required to provide restitution for damages and/or non-recovered property, including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of said property.
 - e. 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 property that the student himself/herself does not provide restitution.
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 p.m. to 5:00 p.m. The time will be assigned 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 to be followed:

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 extra-curricular 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 rule infraction in a classroom or on the school premises, the student will be issued a discipline notice. Depending on the severity of the misbehavior, the administration reserves the right to determine the type and the amount of consequence handed out. **Disciplinary exclusions considered for students with disabilities** are to be reported to and discussed with the Director of Special Education and student Services to 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 Guidance Office prior to September 15th of the present year. Forms requesting the withholding of “Directory Information” are available in the building Principal’s office. Cambria Heights Schools assume that failure to specifically request the withholding of categories of “Directory Information” indicates individual approval for disclosure, including discharge.

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 they are 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. This policy has been prepared and adopted to help all concerned better understand the importance not to discriminate against employees, students or each other.

Should anyone have any questions concerning Equal Employment Opportunity, educational opportunity, or be victims of discrimination, they should contact the Business Manager-Cambria Heights School District, 426 Glendale Lake Road, Patton, PA 16668, Telephone (814-674-3626 ext. 4004). In this way, employees, students and the Cambria Heights School District will be acting within the legal guidelines of the law.

The Cambria Heights School District opposes all forms of discrimination and/or harassment to employees and students. Employee violation of this policy shall subject that employee 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, 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 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 and the discipline will increase with each additional violation.

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 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; skirts must be 2” above the knee.
7. Slacks that are frayed or have holes are not considered appropriate for school wear. Slacks may not be made of spandex, lycra, or similar materials.
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. No one shall be permitted on the school premises with bare feet. The wearing of metal heel/toe plates on student’s 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. Hair dyed pink, green, yellow, blue, orange, red, etc. is not acceptable. Only naturally occurring hair color is acceptable.
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 the locker.
15. Kindergarten through grade 5 students 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, 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.

Drug and Alcohol Policy...No Second Chances

Cambria Heights School District will promote more 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 drugs, alcohol, and mood altering substances. *The Superintendent and/or Designee: the Director of Special Education and Student Services should 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 nurse, Principal, or designee will conduct an investigation. 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 obey 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/guardian 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 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:** This occurs when a non-student is found to be in possession, to be using, or to be distributing drugs and 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 will 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

Administration reserved the right to ask all students to place personal items in their lockers. 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.
- Become familiar with your schools' emergency communication procedures.

In Case if a School Emergency

Please follow the steps listed below:

- DO NOT call or rush to your child's school. Phone lines and staff are needed 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 message 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.
- 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: Is used when a general threat exists on the exterior of the school and school occupants are at risk of being harmed by the threat (e.g. a stray dog on campus)

Shelter - Hazardous Environment: Is used to protect school occupants from external threats such as chemical, biological, or radiological releases and other man-made threats.

Duck, Cover & Hold: Is used if an earthquake or weather related event could be occurring.

Severe Weather Sheltering: Is used when there is a threat of high winds/tornados or other natural threat, which 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.

Exterior Lock Down: Consists of moving all students off playgrounds and other outside areas and into the school, securing all entrances, and denying access to any unauthorized persons. This procedure is used for a human threat outside the building.]

Interior or Administrative Lockdown: Consists of securing all doors in the school and moving students to a safe location within the classroom or other room. This procedure is used for a human threat inside the building or for items such as canine searches that we cannot have school occupants in the hallways.

How Can I Be Reunited with My Child?

Reunification: Is the process to follow should there be a need to reunite parents/guardians with their student outside of the 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 the automated e-mail text and voicemail notification service that is within Sapphire, district website, or local TV/radio station.
- 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 as an authorized individual, school personnel will direct you to another location where your child(ren) will be brought to you.
- Individuals may be asked to show identification multiple times and before leaving the site.

The reunification process can, and will be, time-consuming, so people who are picking up students are urged to be patient.

Emergency School Closing

In the event the Cambria Heights Schools are to be closed for inclement weather or other emergencies, the following stations will announce our closings:

RADIO STATIONS

WRKY (FM) -	104.9 (ROCKY)
WALY (FM) -	103.9
WFBG (AM) -	1290
WFGY (FM) -	98.1 (FROGGY)
WKYE (FM) -	96.5 (KEY)
WFGI (FM) -	95.5 (FROGGY 95)
WNTJ (AM) -	1490 & 990
WLLI (AM) -	990
WRTA (AM) -	1240
WOKW (FM) -	102.9
WBXQ (FM) -	94.7
WBRX (FM) -	94.3
WWOT (FM) -	100.1
WVAM (AM) -	1430
WRKW (FM) -	99.1 (ROCKY 99)
WJHT(FM) -	92.1 (HOT 92)
WCCL (FM) -	101.7 (COOL)

T.V. STATIONS

WJAC-TV 6
WTAJ-TV 10
FOX-8
WPSU-TV
ABC 23 FOX 8

School Messenger – School phone notification system will be utilized.

On occasions, emergency conditions will occur and schools will be closed earlier than the scheduled times. If a parent is not home to receive the children, an arrangement must be made for a neighbor to provide temporary shelter. The children should know about this arrangement and be informed where to go. This is a parental responsibility.

Exclusions from School / Suspension

*The Superintendent and/or Designee: the Director of Special Education and Student Services should 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. In extremely extenuating circumstances, the teacher 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. In extremely extenuating circumstances, 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 provide 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 be 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 or 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 are to 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 seventeen (17) 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/guardian through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's Superintendent.
 - If the parents/guardian 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 a.m. on that day without a legal excuse.
2. If a student is sent home by the school nurse for illness, they are not permitted to participate in extracurricular activities that evening.
3. Students suspended out of school are not permitted to participate in academic, athletic contests or productions 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 detention) must report to the assigned detention prior to reporting to any practice session, production, or 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.
7. Any student apparel with lettering either screened, embroidered or printed on it and being purchased through booster groups, coaches, advisors, club sponsors, etc. must be approved by the building principal and/or athletic director prior to placing the order.

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. The PIAA rules are in effect for all athletics and extracurricular activities for grades 7 through 12.

The PIAA rules require students pass the equivalent of four credits on a weekly basis to be eligible the following week and four equivalent credits at the end of each marking period to be eligible for the twenty days after the report cards are issued.

The final grade for the year is the factor 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. Grades K through 6 do not have any eligibility requirements to participate in extracurricular activities. Students must also obey all other eligibility rules of specific organizations, i.e., 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 extra-curricular program may mean exclusion from the program.

Failure for the Year Notification Procedure

Teachers in the Middle School and the High School will make personal contact with the parents of any student who is in danger of failing for the year. Documentation of the contact will be made.

Leaving a message on an answering machine does not constitute personal contact. If a teacher is unable to reach a parent by telephone, forms are available in the main office to send a formal letter home to the parent.

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. An expulsion meeting with the Superintendent may be set.

Fighting

When students are mutually engaged in physical contact, a disciplinary consequence will take the form of one (1) day out-of-school suspension. Depending on the severity of the incident, police will be called and charges may be filed depending on the investigation. Parents or guardians will be called to pick their child up.

If a parent cannot be reached, a child will be placed on in-school suspension for the remainder of the day. On a second offense, an out-of-school suspension will result at the discretion of the administrators.

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 missed less than ten (10) days 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. A teacher may require a student to take the final examination because of excessive tardiness or as part of the course requirement. The Elementary School and the Middle School may not require finals.

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, library cards, field trip permission forms, scheduling changes, dental or doctor appointment slips/notes, requests for educational trip 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:

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

Guidance

School Counselor services are provided in all school buildings. Students and parents are encouraged to contact the School Counselor with any questions or concerns regarding their child's adjustment or academic/behavioral functioning.

Gym Uniforms

A uniform may be required by the instructor.

Hall Passes/Hall Pass Card

No student will be allowed in the corridors during scheduled classes, activities or homeroom period without a teacher's pass. All teachers will have a sign out sheet in their rooms and students will be asked to sign out/sign in along with the times of each sign out/sign in and reason for leaving the classroom. All sign out sheets will be handed into the office at the end of each week. If students abuse or misuse this privilege, said student must be disciplined.

Homebound Study/Instruction

In all cases of extended illness (more than 10 days of illness), homebound instruction may be requested through the Office of the Superintendent. Parents/guardians must obtain a form for homebound instruction from the office of the Superintendent before going to the physician concerning the ill child. **HOMEBOUND REQUESTS MUST BE RENEWED EVERY (3) MONTHS BY THE PHYSICIAN.** Please allow the administration some time to make these homebound arrangements, especially in regard to obtaining teachers and materials for the child. If a student is not available for scheduled instruction time, absent days can accumulate. If a student with disabilities requests Homebound Study for a temporary medical situation, the Director of Special Education and Student Services should be promptly notified as the IEP Team is responsible to reconvene to evaluate the provision of special education support services during the students' recovery. The student may be considered for Instruction in the Home by the Team, which is not to be confused with Homebound Study/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 the student. Students on Homebound Study may participate in extracurricular activities at their building level see Extracurricular Activity Regulations for further information.

Homeschooling

Home education is a program conducted, in compliance by the parent or guardian or such person having legal custody of their child(ren). A program 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 1st with the Superintendent of the school, district of residence. An annual written evaluation is required of the 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 30th of that school year. Laws and regulations of the homeschool program may be found online at www.education.pa.gov select K-12, then select home education.

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 will be distributed to students using district services.

Insubordination

Insubordination (not obeying authority/refusing to follow orders) to a Cambria Heights staff member will result in a minimum of three days in-school suspension.

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: slurs, jokes, 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. In-school suspension will be given. More severe incidences could require a greater number of days. All cases will be judged 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 will be given. 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 telephone 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 the 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 technology).

In order to accomplish these purposes best, certain rules and regulations must be enforced. Any student wishing to use the library during a study hall must sign out in the library in the morning before homeroom period.

Vo-Tech students should sign out in the library the day before their study hall. The library is not to be used as a social room, but rather as a place to read, do homework or 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, they will lose their 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 the use of them. A locker will be assigned to every student on the first day of school with the exception being grades K-3. This will be the student's locker 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, and in regard to food and beverages, only the student's lunch, which is brought from home, is permitted to be housed in the locker.

All lockers will be inspected periodically throughout the school year. Students are not permitted to share lockers, and students are urged not to disclose their combinations to any other student(s). A student may get books and materials from a locker prior to school, before lunch, after school, and between some class periods. However, all students are urged to carry as many books as possible so that they will not lose time by stopping at lockers after every class.

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. Also see Section "**Searches**".

Lost and Found

Students who lose articles should check the office for Lost and Found.

Lunch Program

Students' meals are restricted to those normally brought from home or provided by the school cafeteria. Deliveries of foodstuffs 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, such as the dropping of a tray or the spilling of a beverage, students are expected to conduct themselves in a mature manner. No clapping or jeering will be tolerated when such unfortunate accidents occur. The student who dropped 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. 808.2 Section: Operations – Title Charged Meals and Delinquent Accounts on the district website chsd1.org under out district and policies regarding meal charges and delinquent account practices.

Cambria Heights School District participates in a Federal/State Free and Reduced Lunch Program. Forms may be obtained from any school office or the district website at chsd1.org. Online applications may be processed through www.schoolcafe.com. (formerly www.paschoolmeals.com). **PLEASE COMPLETE ONE APPLICATION PER HOUSEHOLD EACH SCHOOL YEAR UNLESS OTHERWISE NOTIFIED. The form 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 you intend to use it or not because greater federal and state funding comes to the school district based on the number of families (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. Children eligible for a free or reduced lunch are also eligible for a free or reduced breakfast. The cost of breakfast is \$1.25 for both elementary and secondary students. 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 .30 cents for breakfast and .40 cents for lunch. White milk is .65 cents, and flavored milk is .65 cents.



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

The Nutrition Group has served as the contract 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 Irwin, Pa. Our current yearly average meal production is 54,000,000 meals, or approximately 300,000 meals per day.

Computerized Debit System/Student Accounts – School Café (previously ParentOnline) - Student Nutrition Accountability System. Each student has a Personal Identification Number (PIN) to access their account. On any day, students can make a deposit into their account. 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 their 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 them enter their PIN in a key pad at the secondary schools or at the elementary.

If the student has sufficient money in their account they will proceed into the dining room. If they are paying on cash basis daily, they will be asked for the amount due. ALL STUDENTS WILL BE EXPECTED TO USE THEIR PIN (grades K through 12) whether or not they are making pre payments or paying cash on 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 the REDUCED 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 the 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. Parents may complete an online application through www.schoolcafe.com (formerly www.paschoolmeals.com), or 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 www.schoolcafe.com (formerly ParentOnline.net), 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 doing 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 www.schoolcafe.com (formerly ParentOnline.net) 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 customer@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 were 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 the arrangements with teachers to complete their make-up work.

Medical Information Accident Insurance

Student accident insurance will be handled by an independent insurance company. The 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, his 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 Prescription Medication 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 in the home, the staff realizes that the health of some children requires that they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:

1. The parents must sign the consent form for prescription medications. See attached Form A at the end of this section.
2. The physician must complete the prescription medication form. See attached Form B at the end of this section.
3. Any medication to be given during school hours must be delivered directly to the school nurse or his/her designee by the parent or a 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, his/her 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 that there is a change in the dosage or type of medication, parents are required to re-file the parent and physician forms.

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 in grades K, 1, 2, 3, 7, and 11 receive a hearing screening.

Illness In School

Registered nurses are on the staff. School 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 with youngsters suffering from a physical defect or illness 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 12th, to show proof of immunization upon enrollment. The Pennsylvania Department of Health (PADOH) has new immunization regulations effective starting August 1, 2017. The 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 such as medical, religious or philosophical reasons will still be accepted as long as it is presented in writing stating objection. Students exempt from immunizations, may 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.

Effective August 1, 2017 the PA Department of Health will require 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 (MCV)

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

- 1 additional dose of meningococcal conjugate (MCV) * 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 Nurse at the building level your child attends.

Injuries (Including Athletics)

The Cambria Heights School District is not responsible for injuries incurred by students in the various programs. Furthermore, the school district will not reimburse individuals for expenses incurred because of 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.

Missed time must be made up on Saturday.

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 being required to make up missed time.

Parent-Teacher Conferences

Parent-teacher conferences will be held November 9, 2018, 12:00 p.m. to 7:30 p.m. 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 Honor's Day. If you desire more information, please contact the PTO at (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 building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building 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 evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. 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 (426 Glendale Lake Road, Patton PA 16668). 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 in writing. 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; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry.

Physical Education

The state law of Pennsylvania requires participating in Physical Education. Any 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 must 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 products by students will not be permitted in school buildings, on school provided transportation vehicles, or on school property that is owned by, leased by, or under the control of the school district.
2. No student may sell or otherwise furnish tobacco in any forms.
3. Students who violate this policy will be suspended in the following manner:
 - a. First Offense: One (1) day out-of-school suspension. Begin Tobacco Education Program.
 - b. Second Offense: Three (3) days out-of-school suspension.
 - c. Third Offense: Five (5) days out-of-school suspension.
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 about you 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) 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.** A.

- 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.

Contact Person. – The Contact Person for the Cambria Heights School District designated by this NOTICE is: Mr. Michael C. Strasser (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).

10. Effective Date. – The effective date of this NOTICE is April 14, 2003.

Reading and Mathematics Program
Elementary Secondary Education Act

(TITLE 1 – FEDERALLY FUNDED)

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://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 Period

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

October 25, 2018	January 14, 2019
March 20, 2019	May 28, 2019

Marking period dates may be adjusted for snow days. Report cards will follow in several days. Parents of students in grades K through 5 are requested to sign report cards and have them returned to the school via the students.

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 Trips

A form will be sent home via the student for parental signature several days before a trip. The form 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 his 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. School lockers and other storage spaces are provided to students for their convenience. 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 individuals 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; or 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 work place 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 suspensions.

If a student feels that an employee, teacher, support staff, sponsor, or coach is sexually harassing them, they should report it to the administration.

Title IX and Section 504 Coordinator

The Business Manager (Mrs. Stephanie Renninger – 426 Glendale Lake Road, Patton, PA 16668, telephone # 814-674-3626 ext. 4004) shall be designated as the employee responsible to coordinate the efforts of the Cambria eights 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.

Sleeping Policy

If a student falls asleep in class, they will be immediately sent to the Health Suite. Assessment data will be collected and a letter will be sent to the parent 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 problem, 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.

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) Locker Policy Waiver Form will be sent home with students the first day of school.
- b) Form will be completed by parents and returned to school (NOTE: Form states that failure to sign and return form in a timely manner does not relinquish parent or student (responsibilities.)

BOOK BAGS:

- a) Student who choose to carry book bags, backpacks, etc. must understand that, first and foremost, the School District has a responsibility to react a safe educational environment conducive to learning.

Students must understand that carrying a backpack to school is a privilege given to a student, and the School District has the right to 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 ay 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 in 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 Message 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 (High School Room B161 at 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 (674-3601 ext. 4007) to make an appointment to visit the center.

Please contact the Special Education Department Office at (674-3601 ext. 4007) – or clong@chsd1.org/rdiamond@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 insure 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 (IDEIA 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 C-H 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 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.

Cambria Heights 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. Student exhibiting disruptive behavior could first receive detention, then in-school and/or out-of-school suspensions.

Additionally, Building-Level Student Support Teams (Early Intervening, C.O.P.E., 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: 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.

Student Assistance Program

CHAPS is one type of student assistance team. The purpose of CHAPS is to help students in dealing with a variety of behaviors that interfere with students' 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. This team works with much care and concern for the welfare of all students, and the team identifies appropriate assistance for students who are in need.

Referrals concerning students may be made by administrators, support staff members, teachers, parents, and students. In addition, staff designated by the Cambria County and Drug and Alcohol Programs 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 is included at the end of this section of the handbook.

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. A violation will result in a 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. Tardy time will accumulate and must be made up.
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, the activity, or the event.

Terrorist Threats

1. Students shall at no time threaten to commit any crime of violence with the purpose to terrorize 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. At least a five (5) day out-of-school suspension will be given. An expulsion hearing with the Superintendent will be scheduled within 48 hours.

Testing Program

A test of basic skills is given in grades 1 through 5. Also, each grade in the Middle School gives an achievement test. All Students in grades 3,4,5,6,7,and 8 will take the Pennsylvania Assessment Reading and Math tests. The Writing assessment for students in grades 5, and 8 is not administered annually. All students in grades 4, and 8 will take the Science test. Availability of these tests will be announced in the fall. Parents may have children excused from the assessment tests by notifying the Superintendent in writing. Excusal from state assessments (PSSA, PASA, Keystones) includes a written notification to the Superintendent, scheduling an appointment to and examining the testing materials for religious objection, and confirming objection in writing to the Superintendent. *Project-based assessments are not considered a state assessment; therefore a parent may not refuse consent.

Tobacco Free Environment

By federal law, the Cambria Heights School District is a tobacco free environment. Therefore, we must maintain a tobacco free environment. We would appreciate it if parents will refrain from using tobacco around the schools.

Transfer of Students

All pupils transferring from the school system must obtain transfer forms from the office of the appropriate Principal. 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.
 - a. 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. The 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. Violation of this 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, please complete a Use of Facilities Form (this form can be found on the district website or obtain from a building secretary) so that the administration and janitorial 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 a faculty supervisor, advisor, or coach.

Vandalism and Lost School Property

In case of vandalism, the offending student, parent or guardian will be required to pay for the correction of the damaged property. The student may be suspended from school and civil authorities may be notified.

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

Visitors in the Building

All school buildings have designated entrances with buzzer 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 the school 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, rifle, any explosive including firecrackers, teargas canisters, smoke bombs, or other incendiary devices, any knife, razor, or cutting instrument, cutting tool, nun-chuck stick, chain, squirt guns, water balloons, bean-shooters, 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**

Superintendent - Central Office	Mr. Michael Strasser (mstrasser@chsd1.org)	674-3626
Business Mngr./Board Secretary – Central Office	Mrs. Stephanie Renninger (srenninger@chsd1.org)	674-3626
Principal – High School	Mr. Kenneth Kerchenske (kkerchenske@chsd1.org)	674-3601
Principal – Middle School	Mr. Jarrod Lewis (jlewis@chsd1.org)	674-6290
Principal – Elementary School	Mrs. Hilary Yahner (hyahner@chsd1.org)	344-8506
Director of Special Education & Student Services	Mr. Robert Diamond (rdiamond@chsd1.org)	674-3601
School Psychologist	Dr. Jill Little (jlittle@chsd1.org)	344-8506
Athletic Director	Mr. James Kane (jkane@chsd1.org)	674-3601
Federal Programs	Mr. Eric Nagel (enagel@chsd1.org)	344-8506
Guidance – High School	Mr. Jeffrey Koss	674-3601
Guidance – High School	Mrs. Kimberly McCullough	674-3601
Guidance – Middle School	Mrs. Rhonda Sprenger	674-6290
Guidance – Elementary	Mrs. Daria Wargo	344-8506
Admin. Asst. to the Superintendent	Mrs. Angie Passonetti	674-3626
Admin. Asst. to the Business Manager	Mrs. Janice Dishart	674-3626
Admin. Asst. to Bus. Manager	TBA	674-3626
Secretary – Title 1, State Testing Program, & Federal Programs Coordinator	Mrs. Mary Kay Paronish	344-8506
Secretary – Special Education Department	Mrs. Carol Long	674-3601
Technology Office		674-6290
Transportation Office – High School – Open until 3:30 P.M.		674-3601

Tri-County Transportation - 344-5073 ext. 4101

BOARD OF SCHOOL DIRECTORS

President	Mr. George Haluska
1 st Vice-President	Dr. Susan Sibert
2 nd Vice-President	Mr. Donald Owens
	Mr. Thomas Bearer
	Mr. Jerry Brant
	Mr. Tom Malloy
	Dr. Russell Miller
	Mrs. Barbara Mozina
Treasurer	Mr. Kenneth G. Vescovi
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. There should be one spokesperson for a group, and the Board will set a time limit. Microphones, cameras, or listening devices are not permitted on the table, or in the faces of the Board members.