

*2019 - 2020*  
"TEAM TOWNSHIP"  
JIM FOSTER  
PRINCIPAL

JAROD FEATHERS  
ASSISTANT PRINCIPAL

CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT  
WEST CAMPUS AVENUE  
DAVIDSVILLE, PA  
15928  
PHONE 479-4014  
WEB SITE <http://www.ctasd.org>

**A T T E N T I O N**

**TO:** Parents of Students attending Conemaugh Township Area Middle School/Senior High School  
**RE:** Responsibilities, Procedures, Opportunities, Rules, and Regulations at the Middle/ Senior High School  
**STUDENT** – The “Responsibilities” for Students are listed on page 10 of this Handbook. However, any student attending the High School will find it quite simple to be successful by adhering to the following:

- *Learn as much as you can, by studying as hard as you can, and do your homework, so that you may develop to your fullest potential.*
- *Do Not in any way, interfere or inhibit the learning of other students, because this violates their right to learn as much as they can.*
- *Be respectful of other students, faculty and staff.*
- *Attend school regularly and be punctual.*
- *Read this Handbook carefully, and OBEY the school Rules and Regulations.*

**PARENT** – The “Responsibilities” for Parents/Guardians are listed on page 11 of this Handbook. However, success for your student at the High School is greatly enhanced if you simply give your concern, assistance, and support to your child’s education. This is a gift that you can give to him/her that will be invaluable in the future. If you help your child understand his/her Responsibilities, it will help to cement the relationship between him/her and the school.

BOTH YOU AND YOUR CHILD ARE BEING ASKED TO SIGN THIS CONFIRMATION FORM INDICATING THAT YOU ARE AWARE OF THE “RESPONSIBILITIES, PROCEDURES, OPPORTUNITIES, RULES, AND REGULATIONS” FOR YOUR CHILD AT CONEMAUGH TOWNSHIP AREA HIGH SCHOOL.

**FOR THE STUDENT**  
I have read and understand the contents of this Handbook, and agree to follow its objectives.

\_\_\_\_\_  
Student Name-PRINT      Grade

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**FOR THE PARENT**  
I have read and understand the contents of this Handbook, and I agree to assume full responsibility for my child’s understanding of its objectives.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**TEAR OUT THIS PAGE AND RETURN IT TO THE HIGH SCHOOL OFFICE WHEN COMPLETED**



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### The Starfish

A young man was walking down a deserted beach just before dawn. In the distance he saw a frail old man. As he approached the old man, he saw him picking up stranded starfish and throwing them back into the sea. The young man gazed in wonder as the old man again and again threw the small starfish from the sand to the water. He asked him, "Why do you spend so much energy doing what seems to be a waste of time?"

The old man explained that the stranded starfish would die if left in the morning sun. "But there must be thousands of beaches and millions of starfish," exclaimed the young man. "How can your effort make any difference?" The old man looked down at the small starfish in his hand and as he threw it to safety in the sea, he said

"It makes a difference to this one."

**WELCOME**

Welcome to Conemaugh Township Area Middle School/Senior High School. I hope you will find this school year to be a memorable and exciting one.

This handbook will provide a general overview what we expect of you and what services and benefits you can expect from your high school. I hope this handbook will be helpful to you throughout the school year.

Conemaugh Township Area Middle School/High School is a special place, a place of warmth, caring and respect. I am looking forward to a good year, and I am always open to any suggestions you may have.

May this year be one of the most rewarding in your school career.

Mr. Jim Foster,  
Principal

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**MISSION STATEMENT**

The Conemaugh Township Area School District and community are committed to a student-focused environment that promotes responsibility, encourages respect for self and others, and develops lifelong learning skills, while providing opportunities for students to recognize and achieve their potential in meeting the challenges of the future.

**CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT  
NONDISCRIMINATION POLICY  
2019-2020**

It is the policy of the Conemaugh Township Area School District not to discriminate in employment or program services for the reasons of race, color, sex, age, religion, national origin, or handicapping condition as required by Title VI, Title IX and Section 504.

For information regarding civil rights, grievance procedures or activities and facilities that are accessible to and usable by handicapped persons, contact Thomas J. Kakabar, Title IX and Section 504 Coordinator, at 300 West Campus Ave., P.O. Box 407, Davidsville, PA, 15928 (814-479-4014).

Inquiries should be directed to:

Mr. Thomas Kakabar, Title IX Coordinator  
Section 504 Coordinator

Conemaugh Township Area School District  
300 West Campus Avenue  
P.O. Box 407  
Davidsville, PA 15928  
(814-479-4014)

**CONEMAUGH TOWNSHIP AREA MIDDLE SCHOOL /SENIOR HIGH SCHOOL ALMA MATER**

Oh, Conemaugh with spacious halls,  
and campus bright and green,  
our fondest memories will remain in each endearing scene.  
We'll ever pledge our loyalties, devoted hearts to you,  
To thee our Alma Mater, we'll ever more be true.  
Hail, Hail to the Red and Black.  
Hail to our school with a cheer,  
We give our best to Conemaugh,  
Whose fellowship we hold so dear.

**CONEMAUGH TOWNSHIP AREA HIGH SCHOOL MOTTO,  
SYMBOL, AND COLORS**

CHOOSE WISELY  
ACCEPT RESPONSIBILITY  
BE STRONG  
WORK AND PLAY TOGETHER

SCHOOL SYMBOL . . . . . INDIAN  
SCHOOL COLORS . . . . . RED AND BLACK

**2019-2020 PERSONNEL**

Mr. Thomas Kakabar  
District Superintendent

Jim Foster  
High School Principal  
Jarod Feathers  
Assistant Principal

**STAFF**

Adams, W . . . . . Science	Lingenfelter, M . . . . . Music
Beblar, K . . . . . Sp Ed	Lyons, Alyssa . . . Gr 6/Eng 8
Berzonski, P . . . . . Soc St/Dr Ed	Mainhart, F . . . . . Soc Studies
Birkhimer, K . . . . . High Sch Guid	Nanassy, C. . . . . Science
Borsa, K . . . . . Mid Sch Guid	O'Donnell, E . . . . . Spanish
Byer, A . . . . . Math	Plummer, M . . . . . Ind Tech
Custead, M . . . . . French/Eng	Rising, J . . . . . Sci/Math/Comp Ed
Custer, J . . . . . Soc Studies	Salem, L . . . . . English
DeBarto, M . . . . . Gr. 6	Sanderson, S . . . . . Soc St
DeBiase, C . . . . . Nurse	Sechrengost, G. . . . . Science
TBA . . . . . Sp Ed	Spengler, B . . . . . Art
Durica, T . . . . . Math	Stankan, L . . . . . English
Edsall, S . . . . . Gr. 6	Swiokla, . . . . . Sp Ed/HS Gifted
Feathers, D . . . . . English	Tessari, G. . . . . Health/Phy Ed
Forgas, Jodi . . . . . English	Wilson, M . . . . . Gr 6
Gall, L . . . . . IT/Comp Ed/Bus Ed	Zambanini, S . . . . . Health/Phy Ed
Hazlett, J . . . . . Science	Slonka, E . . . . . Supv Blg/Grd
Hazlett, S . . . . . IT/Comp Ed/Bus Ed	<u>Thomas, A . . . . . Food Serv Dir</u>
Kalfas, M . . . . . Sp Ed	Bowden, J . . . . . Guid Sec
Kasun, C . . . . . Inst Music	Lashinsky, B . . . . . Attd/Prin Sec
Kimmel, T . . . . . Librarian	<u>Telenko, J . . . . . Prin Sec</u>
Kramer, K . . . . . Math	Aurandt, T . . . . . Sp Ed/Susp Aide
Kusher, K . . . . . English	Hawkins, M. . . . . Lib/Study Aide
Ladika, H . . . . . Sp Ed	Rasmussen . . . . . Sp Ed Inst Aide
Lesko, C . . . . . Math/Science	

**BOARD OF DIRECTORS**

Christine Troxell . . . . . President	Lori Sotosky . . . . . Member
Dr. Rocco Mantini . . . . . Vice Pres	Susan Saylor-Stahl . . . . . Member
Earl Sleek, II . . . . . Secretary	Michelle Stumpf . . . . . Member
Jeff Alesantrino . . . . . Treasurer	Alan Tresnicky . . . . . Member
	Justin Zahorchak . . . . . Member

DAILY BELL SCHEDULES -- 2019-2020

REGULAR

7:20-7:35 Bus Arrival  
 7:30 Teacher Arrival  
 7:30-7:45 Breakfast program  
 7:45 Warning Bell  
 7:50-8:34 1 (44)  
 8:37-9:19 2 (42)  
 9:22-10:04 3 (42)  
 10:07-10:49 4 (42)  
**LUNCH A (GRADES 11,12)**  
 10:52-11:18 Lun. A (26)  
 11:21-12:03 5A (42)  
 12:06-12:48 6A (42)  
**LUNCH B (GRADES 9,10)**  
 10:52-11:34 5B (42)  
 11:37-12:03 Lun. B (26)  
 12:06-12:48 6B (42)  
**LUNCH C (GRADES 7,8)**  
 10:52-11:34 5C (42)  
 11:37-12:19 6C (42)  
 12:22-12:48 Lun. C (26)  
 12:51-1:33 7 (42)  
 1:36-2:18 8 (42)  
 2:22-2:55 Enrichment (34)  
 2:55 Student Dism.  
 3:00 Faculty Dism.

TWO HOUR DELAY

9:20-9:35 Bus Arrival  
 9:30 Teacher Arrival  
 9:30 Tutoring  
 9:45 Warning Bell  
 9:50-10:21 1 (31)  
 10:24-10:54 2 (30)  
**LUNCH A (GRADES 11,12)**  
 10:57-11:23 Lun. A (26)  
 11:26-11:56 5A (30)  
 11:59-12:29 6A (30)  
**LUNCH B (GRADES 9,10)**  
 10:57-11:27 5B (30)  
 11:30-11:56 Lun. B (26)  
 11:59-12:29 6B (30)  
**LUNCH C (GRADES 6,7,8)**  
 10:57-11:27 5C (30)  
 11:30-12:00 6C (30)  
 12:03-12:29 Lun. C (26)  
 12:32-1:02 3 (27)  
 1:05-1:35 4 (27)  
 1:38-2:08 7 (27)  
 2:11-2:41 8 (27)  
 2:45-2:55 Homeroom (10)  
 2:55 Student Dism.  
 3:00 Faculty Dism.

ONE HOUR EARLY DISMISSAL

7:20-7:35 Bus Arrival  
 7:30 Teacher Arrival  
 7:30-7:45 Breakfast program  
 7:45 Warning Bell  
 7:50-8:26 1 (36)  
 8:29-9:04 2 (35)  
 9:07-9:42 3 (35)  
 9:45-10:20 4 (35)  
 10:23-10:58 7 (35)  
**LUNCH A (GRADES 11,12)**  
 11:01-11:27 Lun. A (26)  
 11:30-12:04 5A (34)  
 12:07-12:41 6A (34)  
**LUNCH B (GRADES 9,10)**  
 11:01-11:35 5B (34)  
 11:38-12:04 Lun. B (26)  
 12:07-12:41 6B (34)  
**LUNCH C (GRADES 7,8)**  
 11:01-11:35 5C (34)  
 11:38-12:12 6C (34)  
 12:15-12:41 Lun. C (26)  
 12:44-1:18 8 (34)  
 1:22-1:55 Enrichment(34)  
 1:55 Student Dism.  
 2:00 Faculty Dism.

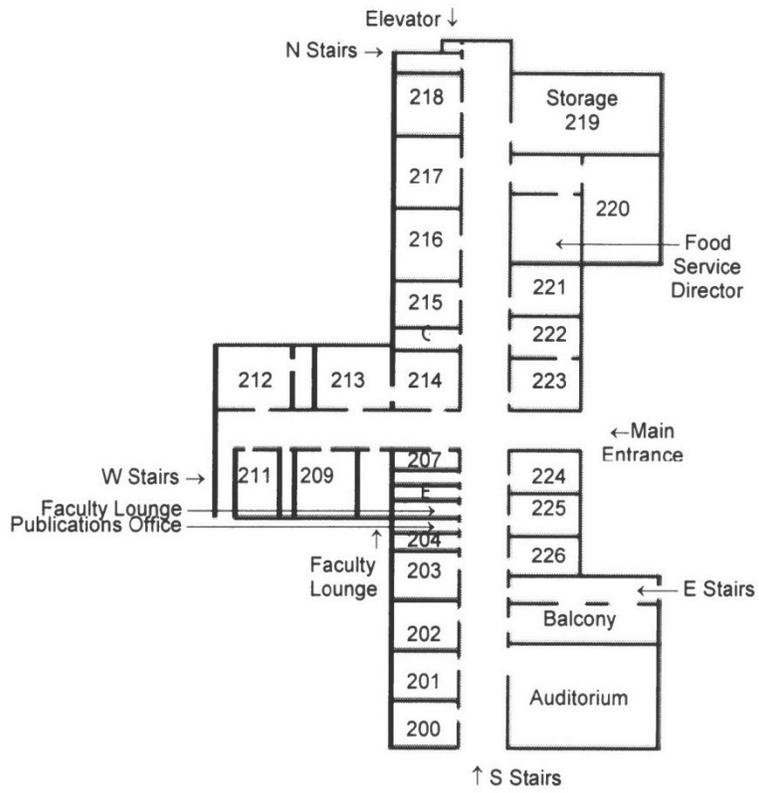
2019-2020 SCHOOL CALENDAR - IMPORTANT DATES

August 21,22,23 . . . . . Teacher In-Service  
August 26 . . . . . Opening of School  
August 30, September 2 . . . . . Labor Day Vacation  
  
September 5. . . . . High School Open House  
September 20 . . . . . Act 80 Early Dismissal  
October 14. . . . . Teacher In-Service Day  
October 25 . . . . . Act 80 Early Dismissal  
October 30 . . . . . End of 1<sup>st</sup> 9 Week Grading Period  
November 7 . . . . . Report Cards Issued  
November 11. . . . . Veterans' Day Vacation  
November 12 . . . . . Parent Conference Day  
November 28, 29, Dec 2 . . . . Thanksgiving Vacation, 1<sup>st</sup> Day Deer  
December 6 . . . . . Act 80 Early Dismissal  
December 23 - January 1 . . . . Christmas/New Year's Day Vacation  
January 6-17 . . . . . Winter Keystones Window  
January 17 . . . . . Act 80 Early Dismissal  
January 20 . . . . . Martin Luther King Day Vacation  
January 21 . . . . . End of 2<sup>nd</sup> Nine Weeks  
January 29 . . . . . Report Cards Issued  
February 17 . . . . . Act 80 Day Teacher In-Service  
  
March 20 . . . . . Act 80 Early Dismissal  
March 23 . . . . . Snow Makeup Day #2  
March 25 . . . . . End of 3rd 9 Week Grading Period  
April 2 . . . . . Report Cards Issued  
April 9 . . . . . Snow Makeup Day #3  
April 10, 13. . . . . Easter Vacation  
April 20-24 . . . . . ELA PSSA Window  
April 24 . . . . . Act 80 Early Dismissal  
April 27-May 8 . . . . . Math/Science PSSA Window  
May 11-22. . . . . Spring Keystone Window  
May 22 . . . . . Snow Makeup Day #1  
May 25. . . . . Memorial Day Vacation  
June 2 . . . . . Baccalaureate  
June 3 . . . . . Commencement; Last Day for Students

CLOSING OF SCHOOL

If it is necessary to close school because of inclement weather, Radio stations WKYE 96.5, WFGI 95.5, WJHT 92.1, WRKW 99.1, WNTJ 1490, WNTI 990, and WCCL 101.7, WJAC-TV, Channel 6, WWCP-TV, Channel 8, WATM (ABC 23) and WTAJ will make the announcement. Also, announcements made through CTASD Facebook page and School Messenger phone and email communication system.





CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT  
CODE OF STUDENT DISCIPLINE

PHILOSOPHY

We, the board, administration, teachers, parents, and students of the Conemaugh Township Area School District, believe that the educational environment of our schools must be one of order and discipline. We believe that the entire community must contribute to creating and maintaining such a learning environment. We believe that to attain this goal requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behavior, and provides for appropriate disciplinary options. In that no written code can cover all possible contingencies, the following code may be augmented or adapted by the principal, when, in his/her judgment, the situation is not covered by this policy.

DISCIPLINARY STRUCTURE

If a school discipline code is to be effective in reducing discipline problems, it must relate student misbehavior or infraction to appropriate disciplinary responses so that students, parents, and school staff learn which student behaviors are unacceptable and which responses will be utilized as consequence. By pairing misbehavior with sound disciplinary options, the school insures that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable.

Disciplinary infractions are categorized into four levels. In each level, a sample group of misbehavior is listed, along with a range of possible disciplinary options. Because of the nature of certain infractions, particularly those in the most serious categories, a specific disciplinary response has been recommended.

All examples, procedures, and disciplinary options are applicable in school, on school buses, during school-sponsored field trips, school activities on weekends and/or evenings, and from time of departure for school until arrival at home.

## RESPONSIBILITIES

### A. STUDENT

Students attend school so that they develop to their fullest potential. Learning is impossible unless order is maintained. We believe all students have a responsibility to behave in a manner that neither prevents teachers from teaching, nor students from learning, or violates the best interest of any individual in the school community. With this in mind, each student is expected to:

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure an education, in an environment that is orderly and disciplined.
2. Attend school on a regular basis, and be punctual at all times.
3. Maintain a dress code that emphasizes personal cleanliness, neatness, good grooming, and safety.
4. Respect school property and help to keep it free from damage.
5. Recognize that the administrator/teacher assumes the role of surrogate parent in matters of behavior and discipline.
7. Make an earnest effort to do his/her best work.
8. Show self-control at all times, in all parts of school, as well as on the buses and walking to and from school.
9. Obey school regulations and rules made by school authorities.
10. Read this code and seek interpretation of parts not understood.

### B. PARENTS

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are urged to:

1. Exemplify an enthusiastic and supportive attitude toward school and education.
2. Build a good working relationship between themselves and their child, his/her teachers, and the school.

3. Teach their child common courtesies such as self-respect, respect for the law, respect for others and respect for public property. Be aware that they are responsible for any financial obligations incurred by their child in school including lost books, damage to property, etc.
4. Insist on prompt and regular attendance.
5. Listen to views and observations of all parties concerned, before coming to a conclusion.
6. Recognize that teachers deserve the same consideration and respect that parents expect from their children.
7. Encourage their child to take pride in his/her appearance.
8. Insist that their child promptly take home all communications from school.
9. Cooperate with the school, jointly resolving any school-related problems.
10. Set realistic standards of behavior for their children and be firm, fair and consistent in applying them.
11. Help their child learn to deal effectively with negative peer pressures.
12. Provide a place conducive for study and completion of homework assignments, and take an active role in your child's educational learning.

#### C. TEACHERS

Every teacher knows that he/she works every day with this nation's most precious commodity - the future generations. In view of this responsibility, the teacher must:

1. Promote a climate of mutual respect and dignity which will strengthen the student's positive self-image.
2. Plan and conduct a program of instruction that will make learning attractive and interesting.
3. Recognize that some disciplinary problems are caused by student academic frustrations.
4. Utilize classroom strategies which contribute to the total instructional program and to the student's development of civic responsibility.
5. Seek to develop close cooperative relationships with parents for the educational benefit of the student.
6. Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principals.
7. Reinforce the common courtesies by respect and example.
8. Handle individual infractions privately and avoid punishing the group for the misbehavior of one or two.

9. Help students cope with negative peer pressures.
10. Be sensitive to changing behavior patterns.
11. Enable students to discuss problems with them.
12. Send communication home promptly.
13. Report to the principal any student who jeopardizes the safety of himself/herself, other students, or the teacher.
14. Be conscious of ethics in relationship with students, teachers, and administrators.
15. Guide students to attain their full potential.
16. Interpret the discipline code to students in their classes.
17. Enforce the code in all areas of the school.
18. Encourage student attendance by example.
19. Serve as a surrogate parent in matters of behavior and discipline, in accordance with Pennsylvania School Law, Section 1317. School Laws of Pennsylvania - Public School Code of 1949 Section 1317: Authority of teachers, Vice Principals and Principals over Pupils.

**Every teacher, vice principal, and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes as the parents, guardians, or persons in parental relation to such pupils may exercise over them.**

#### D. PRINCIPAL

As the educational leader of the school, the principal sets the disciplinary climate for the school. He/she must:

1. Seek to develop a sound and healthful atmosphere of mutual respect within the school.
2. Evaluate the program of instruction in his/her school to achieve a meaningful educational program.
3. Help his/her staff self-evaluate their own procedures and attitudes in relation to the interactions within their classrooms.
4. Develop procedures which reduce the likelihood of student misconduct.
5. Provide the opportunity for students and staff to approach the principal directly for redress of grievances.
6. Work with students and staff to formulate school regulations acceptable to all.
7. Assist staff members to resolve problems which may occur.
8. Work closely with parents to establish a wholesome relationship between home and school.
9. Utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.

10. Establish necessary building security.
11. Assume responsibility for the dissemination and enforcement of the Code of Discipline and insure that all discipline cases referred are resolved promptly.
12. Insure fairness, reasonableness, and consistency.
13. Develop behavior guidelines and an appeals procedure specific to his/her assigned school in harmony with this Code of Student Discipline.
14. Be conscious of ethics in relationships with teachers, students, and administrators.

#### E. DISTRICT ADMINISTRATION

As the educational leaders of the school system, the superintendent and respective supervisors must:

1. Reinforce the indicated responsibilities of the principals and make them applicable to the school system from grades K-12.
2. Recommend to the Board of School Directors appropriate policies and actions to achieve optimum conditions for learning.
3. Implement and promote this Code of Student Discipline and Responsibilities.
4. Be conscious of ethics in all educational relationships.
5. Comply with pertinent state laws governing hearing, suspension, and students' rights.

School Laws of Pennsylvania - Public School Code of 1949 Section 1318: Suspension and Expulsion of Pupils

**Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district Superintendent or secretary of the Board of School Directors. The Board, may, after a proper hearing, suspend such child for such time as it may determine, or permanently expel him/her. Such hearings, suspensions, or expulsions may be delegated to a duly authorized committee of the Board.**

**DISCIPLINARY STRUCTURE**  
**STUDENT MISCONDUCT/RESPONSE**  
**LEVEL I**

DESCRIPTION OF BEHAVIOR

Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors will be handled by an individual staff member. They should be dealt with consistently, swiftly, fairly, and unemotionally.

EXAMPLES

- minor vandalism
- classroom tardiness
- failure to complete assignments or carry out directions
- classroom/hall disturbances, teasing, taunting, loud noises, pushing, running, etc.
- out of seat, etc.
- not being prepared for class
- sleeping
- not having a hall pass
- loitering in the hall
- inappropriate remark

PROCEDURES

Each teacher is responsible for establishing individual classroom rules that are well understood by their students and consistent from day to day.

Immediate intervention is required by the staff member who is supervising the student or who observes them misbehavior.

It is suggested that teachers keep a daily log of the offenses incurred and disciplinary measures taken.

Repeated misbehavior may require a parent/teacher conference and/or parent conference with the counselor or principal.

DISCIPLINARY OPTIONS:

- Verbal reprimand
- Parent conference (person or phone)
- Withdrawal of classroom privileges - not to include restroom
- Behavior contract
- Counseling (after class with teacher)
- Time out area
- Sentences or essays
- Teacher-supervised detention (after school)

## LEVEL II

### DESCRIPTION OF BEHAVIOR

Level II misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the classroom or the school.

These infractions usually result from continuation of Level I misbehavior and require the intervention of personnel on the administrative level because the execution of Level I disciplinary response(s) has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

### EXAMPLES

- Unmodified Level I behavior
- Excessive display of affection
- Inappropriate attire
- School tardiness
- Failure to serve detention/suspension assignments
- Abusive or obscene language or gestures
- Bus disturbances
- Insubordination (refusal of student to do what he/she was told to do)
- Impersonation of parent/teacher, etc.
- Using forged notes/excuses/passes
- Cheating
- Cutting classes
- Leaving school without permission
- Gambling
- Use of tobacco or vaping device
- Instigating a fight
- Malicious horseplay/kicking/tripping/pushing
- Unauthorized use or possession of electronic equipment

### PROCEDURES

A discipline log of the offense is recorded by the staff member in the school information system and student may be sent to the office.

An Administrator meets with the student and confers with the parent about the student misconduct and resulting disciplinary action.

A record of the offense and the disciplinary action is maintained by the administration. The teacher is informed of the administrator's action, verbally or within the log entry sent via the school information system.

DISCIPLINARY OPTIONS

- Parent/staff conference
- Confiscation of equipment (radios, beepers, telephones, nuisance devices, etc.)
- Behavioral contract
- Social probation (dances, games, assemblies, etc.)
- Detention
- Required conference with the Guidance Counselor
- Referral for Psychological Evaluation
- Referral to outside agency
- Cancel bus privilege (for bus offenses)
- Modified school day (special situations/students)
- Suspension
- Student schedule change
- Loss of pass privileges
- Cheating - 0 score on test or quiz

**ACT AS IF WHAT YOU DO  
MAKES A DIFFERENCE.  
IT DOES!**

**LOOK FOR THE BEST  
IN OTHERS...  
AND YOURSELF!**

**DOING YOUR BEST IS MORE IMPORTANT  
THAN BEING THE BEST.**

**DON'T LET DRUGS KILL YOU!!!!**

### LEVEL III

#### DESCRIPTION OF BEHAVIOR

Level III misconduct involves acts directed against persons or property, and whose consequences may endanger the health or safety of others in the school.

Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

#### EXAMPLES

- Unmodified Level I or II behavior
- Harassment, bullying, hazing
- Behavior which may result in a serious injury
- Fighting (altercation)
- Theft/possession/sale of stolen property
- Possession/furnishing/selling of fireworks/firecrackers, etc.
- Abusive or obscene language or gestures to staff
- Defiance/threatening staff
- Threats to others
- Extortion
- Reckless driving on school property

#### PROCEDURES

A discipline log of the offenses is recorded by the staff member and sent to the office with the student.

An administrator meets with the student and confers with the parent about the student misconduct and the resulting disciplinary action.

A record of the offense and the disciplinary action is maintained by the administration. The teacher is informed of the administrator's action, verbally or on the bottom half of the teacher's discipline log.

#### DISCIPLINARY OPTIONS

- Parent conference and/or hearing
- Detention
- Suspension
- Required conference with the Guidance Counselor
- Referral for psychological evaluation
- Temporary or permanent removal from class
- Charges under the Pennsylvania Civil or Criminal Code or local ordinances
- Suspension of driving privileges on campus
- Expulsion

#### LEVEL IV

##### DESCRIPTION OF BEHAVIOR

Level IV misconduct involves acts which result in violence to another person or property, or which pose a direct and serious threat to the safety of others in the school.

##### EXAMPLES

- Major vandalism
- Possession/use/transfer of dangerous weapons
- Possession/use/transfer/selling of unauthorized substances (drugs/alcohol/etc.)
- Bomb/fire threat or false alarm
- Assault and/or battery
- Arson
- Physically assaulting a staff member
- Using fireworks/firecrackers, etc.
- Threats made that endanger members of the school community

##### PROCEDURES

A discipline log of the offenses is recorded by the staff member in the school information system and student is sent to the office.

An administrator meets with the student and confers with the parent about the student misconduct and the resulting disciplinary action.

A record of the offense and the disciplinary action is maintained by the administration. The teacher is informed of the administrator's action, verbally or within the log entry sent via the school information system.

School officials may contact law enforcement and assist in prosecuting the offender.

A complete and accurate report is submitted to the Superintendent.

Should a staff member be assaulted, expulsion procedures shall be initiated and criminal charges may be filed by the school district and the individual staff member.

##### DISCIPLINARY OPTIONS

- Parent hearing
- Referral for psychological treatment
- All proven offenses in Level IV will have a mandatory suspension, with an informal hearing
- Suspension\Expulsion
- Other Board action which results in appropriate placement
- Charges under the Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies

#### GUIDELINES FOR SCHOOL EXCEPTIONAL STUDENTS

The District recognizes that the basic principles underlying this discipline policy reflect the basic rights of handicapped students mandated by Federal Law 94-142, Pennsylvania Special Education Regulations (Chapter 14) and Standards (Chapter 342), and court decisions: (1) no handicapped students may be deprived of a free appropriate public education as the result of misconduct; (2) changes in a handicapped student's placement may be effected only through the procedural mechanisms of 94-142 and State Board Regulations.

These principles do not prohibit handicapped students from all discipline, nor are handicapped students entitled to participate in programs when their behavior impairs the education of other students.

School officials, as defined and authorized by the Board, may employ reasonable disciplinary measures that neither cause deprivation of an appropriate public education nor are substantial enough to constitute change in placements. Temporary placement in isolated study cartels, timeouts, detention, or the restriction of privileges and/or extracurricular activities may be utilized. School officials may request a change in placement of handicapped students who have demonstrated that the present placement is inappropriate by disrupting the education of other students.

#### PARENTS REQUESTING A MULTIDISCIPLINARY EVALUATION

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation of the child at any time. The request shall be in writing.

Information on special education services and programs is available in the district office. Additional information can be obtained by contacting the guidance department (479-7886) or the special education coordinator (479-4080).

#### GIFTED EDUCATION

The District provides gifted education opportunities that meet the needs of each identified student. Chapter 16 of the Pennsylvania Code explains the requirements for gifted identification, programming and services in public schools. The school has adopted a board policy for gifted, paralleling the requirements explained in Chapter 16. If you believe your child may meet the criteria and be in need of gifted support services, please refer to the information regarding gifted procedures as specified on the school website. If you are in need of additional information, please do not hesitate to contact the guidance department (479-7886) or the special education coordinator (479-4080).

SPECIFIC DISCIPLINARY RESPONSES  
DRESS CODE

An individual's dress, personal appearance, and cleanliness, like his/her behavior should reflect a sensitivity to and a respect for others. Students should dress and groom themselves so as to meet fair standards of safety and health and so as not to cause disruption to the educational process.

**\*The building administration will make the final determination on all mode of dress.**

1. Wearing apparel which tends to create a disturbance in the academic atmosphere is not permitted. Shorts, are permitted. The length of the shorts, skirts or dresses must be to the fingertips of the students. "Ribbed" or "spaghetti" strap tank tops, shirts exposing midriff, unbuttoned shirts (except at the neckline), shirts containing suggestive or "double meaning" statements, or shirts advertising alcohol, drugs, tobacco, or violence/weapons or extracurricular activity uniforms with short skirts, or clothes tending to overexpose are not permitted. No spandex clothing is to be worn as outer clothing. Sleeveless shirts are allowed as long as they are not made of ribbed material.
2. For safety reasons, students with hair below collar-length must provide an appropriate hair covering for shops and laboratories, such as hairnet or shortened nylon stocking cap.
4. For safety reasons, sleeves which may be hazardous in shops and laboratories are not permitted in these classes.
5. No hats (except on special days announced before hand) are to be worn in school from entering the building until dismissal. This includes girls and boys.
6. Coats are not to be worn to class unless directed by the teacher in charge. This would not include light denim jackets, vests or sweaters/sweatshirts, which may be worn.
7. For safety reasons, there is a 6" maximum limit on wallet chains and no other chains are permitted in school. Metal "spiked" neck or wrist ware is prohibited. Safety pins or straight pins used on clothing or book bags are prohibited.
8. Body Piercing (other than ears and small stud nose piercings) is prohibited in grades 6-12  
It is the student's responsibility to be familiar with the school dress code. Violations of the dress code will be handled in the following manner:  
1<sup>st</sup> offense - warning  
2<sup>nd</sup> offense - 1 day of detention and/or confiscation  
3<sup>rd</sup> offense - 2 days of detention and/or confiscation  
4<sup>th</sup> offense - 3 days of detention and/or confiscation  
5<sup>th</sup> offense - 1 day in school suspension and a parent conference.

#### SCHOOL BUS BEHAVIOR

Students are under the full authority of the school while on the bus, and at designated bus stops. All school regulations are in force during all bus trips, including sporting events/practices, or field trips.

Students must adhere to the following guidelines:

1. Obey and respect the orders of the bus driver
2. Stand in designated safety area while waiting for the bus
3. Ride only on the assigned bus, unless permission is given by the administration
4. Remain in their seats until destination has been reached and the bus is stopped
5. Sit in assigned seats, if the driver finds such procedure necessary
6. Face forward at all times while the bus is in motion
7. Keep the bus clean and free from litter at all times
8. Do not damage the bus in any manner
9. Keep hands, head, and feet inside the bus at all times

Transportation provided to students by Conemaugh Township Area School District is a privilege which, depending on the circumstances, may be revoked.

Depending on the circumstances, disciplinary measures may be escalated.

- 1<sup>st</sup> offense - 1 day off the bus
- 2<sup>nd</sup> offense - 3 days off the bus
- 3<sup>rd</sup> offense - 5 to 10 days off the bus, a parent conference

#### STUDENT VEHICLES

Students who desire to use transportation other than school buses (automobiles, motorcycles, bicycles, etc.) must remember that this privilege may be revoked at any time, and/or legal prosecution may be initiated, if the rules listed below are not followed:

- **All vehicles must be registered in the high school office**
- Vehicles are to be parked in the area designated for student parking, and in designated parking spaces
- Students are not permitted to go to or move their vehicles during the school day without permission
- Only licensed motor driven vehicles are permitted on school property
- The speed limit on school property is 15 miles per hour
- Stop signs, either painted or free standing, are to be obeyed at all times.

#### CAFETERIA POLICIES

All students are to report to the cafeteria for lunch, unless permission has been given to go elsewhere by a staff member or administrator.

Students who abuse this privilege or use passes improperly will be disciplined be disciplined according to the class skipping provisions.

Students are to exhibit proper behavior while eating in the cafeteria.

**THROWING FOOD IS AN OFFENSE FOR WHICH YOU WILL BE SUSPENDED.**

#### FOOD/BEVERAGES

The sale of all beverages, candy, snacks, etc. during the school day is prohibited. The consumption and sale of food is limited to the cafeteria during meal times. For the safety of all students, there are to be no open bottles, containers or food carried by students in the hall or stored in their lockers:

- 1<sup>st</sup> offense - Confiscating of item(s), warning issued
- 2<sup>nd</sup> offense - 3 days of detention, parents notified
- 3<sup>rd</sup> offense - Suspension (1 - 5 days) and parental conference

#### CARD PLAYING

Any type of card playing is prohibited by students any time during the school day.

- 1<sup>st</sup> offense - Confiscating of item(s), warning issued
- 2<sup>nd</sup> offense - 3 days of detention, parents notified
- 3<sup>rd</sup> offense - Suspension (1 - 5 days) and parental conference

#### PHYSICAL EDUCATION - NON-DRESS POLICY

A policy dealing with the on-going problem of not dress and participating in Physical Education classes (weightlifting and dance/aerobics, included) has been agreed upon by the Phys. Ed. Department and the administration. Beginning in the 2<sup>nd</sup> marking period of the 1999-2000 school year, any student who refuses to dress or participate for more than two classes in a marking period will be assigned detention. A detention will be assigned for a third non-dress recorded in a marking period, and for every non-dress that follows in that same marking period. Parents will be notified of each detention and the reason for them.

The grading policy for non-dresses will remain in place. One non-dress will not affect a grade. Each non-dress, after the first, causes the student to lose a letter grade. A student may be excused from dressing for class for the following reasons:

1. Parental excuse for illness or injury (two per 9 week period).
2. Medical excuse from a doctor or medical professional.

#### CUTTING CLASS

A class cut is a deliberate, unexcused absence from a homeroom, class, study hall, lunchroom, or other student assignment.

There will be no opportunity for make-up work if a student is disciplined for cutting class, plus the following action will be taken:

- 1<sup>st</sup> offense - 3 nights of detention
- 2<sup>nd</sup> offense - 1 day of Suspension
- 3<sup>rd</sup> offense - Suspension (1 to 5 days) until a parent conference is held

#### TARDINESS TO CLASS

1. When a student is late to class, he/she must report directly to their assigned class. If the student does not have a signed pass, it will be considered an unexcused late to class. The assigned teacher will complete a late to class discipline form.
2. After (3) unexcused lates to class during a nine week period, the assigned teacher will issue a detention slip to the High School office and contact the student's parents.
3. Detention will be assigned for each tardy beginning with the (3<sup>rd</sup>) late and continuing through the (5<sup>th</sup>) late to class for each nine week period. Parents will be notified by the teacher when detention is assigned.
4. Upon receiving (6) cumulative days of detention from one or more teachers during a nine week period, the student will be assigned one day of suspension.
5. Continued tardiness throughout the school year will result in suspension and/or loss of extra curricular participation.

#### TARDINESS TO SCHOOL

All students should be in their first period class before the late bell rings at 7:50 a.m. Any student arriving to 1<sup>st</sup> period after the late bell rings will be marked tardy to class (see above "Tardiness to Class"). All students arriving to first period class (after 7:55 a.m.) must report to the office. When signing in at the office, your tardiness will be determined to be excused or unexcused/unlawful.

Five (5) late offenses that will not require an excuse will be allowed to each student for the year. The only legitimate reason for future tardiness will be a doctor's appointment; but it must be verified with a doctor's excuse. Tardiness to school will be treated in the following manner:

1. When a student is late to school he/she must report directly to the high school office.
2. 6<sup>th</sup> unexcused late - one detention and letter to parents
3. 7<sup>th</sup> unexcused late - two detentions and letter to parents
4. 8<sup>th</sup> unexcused late - three detentions and letter to parents

5. 9<sup>th</sup> unexcused late - one day suspension, parent conference
6. 10<sup>th</sup> unexcused late - one day suspension, parent conference and loss of driving privileges for twenty school days
7. 11<sup>th</sup> unexcused late - three days suspension, parent conference and permanent revocation of driving privileges for the remainder of the school year

TRUANCY (CUTTING SCHOOL)

Truancy is defined as absence from school without permission from parents/administration.

After three (3) days of unexcused/unlawful absence, the principal will enforce Section 1343, Act 29 of the Pennsylvania School Code which provides for legal action and the fining of the parents.

**Students** may be dropped from the rolls of the school for non-attendance.

**Students who have been illegally absent from school do not have the privilege of make-up work.**

Truancy will be treated in the following manner:

- 1<sup>st</sup> offense - 1 day of Suspension
- 2<sup>nd</sup> offense - 3 days of Susp. And a parent conference
- 3<sup>rd</sup> offense - Susp. (1-5 days) until a parent conference is held, legal action may be initiated

USE OF PROFANITY

The use of profanity/obscene language, written or verbal, or sexual/racial gestures will not be tolerated in school. Circumstances and the nature of the infraction will determine the consequences imposed. As a general rule this type of behavior will be treated in the following manner:

- 1<sup>st</sup> offense - one day of detention
- 2<sup>nd</sup> offense - three days of detention
- 3<sup>rd</sup> offense - one day of in school suspension
- 4<sup>th</sup> offense - suspension (1-5 days), and a parent conference

Abusive or obscene gestures to a staff member will be treated in the following manner:

- 1<sup>st</sup> offense - three days of out of school suspension and a parent conference
- 2<sup>nd</sup> offense - five days of out of school suspension and a parent conference
- 3<sup>rd</sup> offense - seven days of out of school suspension and a parent conference
- 4<sup>th</sup> offense - ten days of out of school suspension and a Board Hearing

#### BULLYING

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from Bullying. Bullying is defined as intentional electronic, written, verbal or physical act or a series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of substantial interference with a student's education, creation of a threatening environment, and/or substantial disruption of the orderly operation of the school. Those experiencing bullying should report incidents to the building level administration. Students in violation are subject to: counseling, parent conference, loss of privileges, alternative placement, exclusion from events, school issued discipline, and/or counseling/therapy outside of school.

#### DRUG, ALCOHOL AND TOBACCO USE POLICY

The Conemaugh Township Area School District is dedicated to providing a healthy, comfortable and productive environment for staff, students and citizens. The Conemaugh Township Supervisors in cooperation with the Conemaugh Township School District has adopted Ordinance no. 602 on Sept. 14, 1995. This ordinance prohibits the possession and/or use of drugs, alcohol and tobacco in certain public places or places of public assemblage located within Conemaugh Township, requiring enforcement by persons having control of premises; prescribing penalties for violation of its provisions. Any person who violates this ordinance shall be guilty of a summary offense, and upon conviction, shall be sentenced to pay the costs, plus a fine.

#### SCHOOL BOARD POLICY (Smoking, Vaping and Tobacco)

Smoking, vaping and use of tobacco products shall be prohibited in all school district buildings and on school properties. Smoking and/or tobacco use by students and/or personnel shall not be permitted within the school buildings, on school buses or on school grounds, which shall include all the parking lots and athletic fields, including the football stadium.

#### POSSESSION/USE OF TOBACCO AND VAPOR DEVICES

Students found in the possession of tobacco products, vapor devices or "look-a-like" will be treated in the following manner:

- 1<sup>st</sup> offense - In-school suspension of one day
- 2<sup>nd</sup> offense - In-school suspension of two days

3<sup>rd</sup> offense - In-school suspension of three days

All smoking or tobacco use violations including first-time offenses are subject to prosecution and fine under all applicable state and local laws and the Conemaugh Township Area School District retains the right to prosecute any and all violation.

NOTE: Complete policy and ordinance documents are available upon request in the High School office.

SCHOOL BOARD POLICY (Drug and Alcohol)

Through the use of an up-to date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Conemaugh Township Area School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population. Possession and use of illegal drugs and alcohol shall be prohibited in all school district buildings and on school properties. Possession and use of controlled substances and alcohol by students and/or personnel shall not be permitted in the school buildings, on school buses or on school grounds, which shall include all the parking lots and athletic fields, including the football stadium.

ALCOHOL OR NARCOTIC VIOLATIONS, INCLUDING LOOK-A-LIKE

Students using or in possession of drugs, alcohol, or a look-a-like substance while in school, on the way to school, on school property, or at a school function will be administered in the following manner:

- 1<sup>st</sup> offense - 1. Five day out of school suspension immediately followed by a supervised in-school suspension of five days
2. Notification of proper authorities
3. Referral to "CARE" team
4. Referral to D/A Mental Health
5. Hearing for potential expulsion from school

**THE SOLICITATION OF A MINOR TO TRAFFIC DRUGS WITHIN A DRUG-FREE SCHOOL ZONE IS A FIRST-DEGREE FELONY, PUNISHABLE BY A MAXIMUM OF 20 YEARS IN PRISON AND A \$25,000 FINE.**

FIREARMS/WEAPONS POLICY  
School Board Adopted

Students are not permitted to possess, handle, transmit weapons on school grounds (including lockers or vehicles), at school sponsored activities, or on buses and other vehicles provided by the school district, under any circumstances.

As used in this policy, "weapon" means a gun of any type, operable or inoperable, facsimile (look like) of a gun, firearm, shotgun, rifle, nunchaku, blackjack, sandbag, tazers, shockers, pipe, club, brass knuckles, dagger, knife, razor, cutting instrument, the blade of which is exposed in an automatic way by switch, push button, spring mechanism, or otherwise, or any instrument or implement capable of the infliction of serious bodily injury.

An individual "possesses" a weapon in violation of this policy when the weapon is found on them. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, book bag, gym bag, purse) or in a place where the individual exercises control (for example, a desk locker or vehicle).

WEAPONS

Students in possession of weapons, or any other device that could cause harm to another student will be administered in the following manner:

1. Ten days of out of school suspension
2. Notification of proper authorities
3. Formal hearing before the School Board, if the student has been found in violation of the weapons policy, the student shall be expelled for a period of not less than one year
4. Students found in violation of the weapons policy shall be denied access to the schools and school-related property of the District and shall be denied the opportunity to participate in co-curricular and extra-curricular student activities.

PROPER PROCEDURE FOR BRINGING WEAPONS

If weapons are to be brought to school for an approved school or school-related activity, the student's parent or guardian must bring the weapon to the high school office to be left with an administrator. The parent or guardian must return at the end of the day to retrieve the weapon from the high school office.

**GENERAL DISCIPLINARY RESPONSES**

DETENTION (1 TO 3 DAYS)

Students will not be excused from detention without prior administrative approval.

Failure to attend detention on the day assigned will be treated in the following manner:

- 1<sup>st</sup> Offense - 1 days of additional detention
- 2<sup>nd</sup> Offense - 2 days of additional detention
- 3<sup>rd</sup> Offense - Suspension (1 to 5 days) until parent conference is held

IN-SCHOOL SUSPENSION (1 TO 5 DAYS)

The parents and the Superintendent of the district shall be notified as soon as possible in writing when the student is suspended. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing within five (5) days.

In-School Suspension will be held during the regular school day. The student will report to the ISS room or office upon his/her arrival to school for each day they are assigned ISS.

During the period of ISS students will be excluded from classes and all extra-curricular activities, including practices, games, dances, etc. Suspension will end at midnight on the last day of the suspension period.

Students will be held accountable for all assigned ISS, regardless of sickness, emergencies, or refusal to serve. All absences without valid excuses will be counted as unexcused days by the attendance officer.

The student will complete assigned work on a period by period basis. Failure to complete the assigned work, on the assigned day, will result in a failing grade for the day in each affected class, unless waived by the individual teacher. Students will eat a bag lunch in the ISS room.

Permission to leave the ISS room will be given by the ISS teacher. One five (5) minute break in both the A.M. and P.M. will be given. No excuses will be granted between classes or during lunch periods.

Failure to attend ISS on the assigned day, without prior approval, will be treated in the following manner:

- 1<sup>st</sup> offense - 1 day of detention
- 2<sup>nd</sup> offense - 2 days of detention
- 3<sup>rd</sup> offense - Suspension (1 to 5 days) until a parent conference is held

OUT-OF-SCHOOL SUSPENSION (1 TO 10 DAYS)

The parents and the Superintendent of the district shall be notified as soon as possible in writing when the student is suspended. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing within five (5) days.

During the period of suspension, students will be excluded from classes, the high school property, and all extra-curricular activities, practices and games (including those held in other locations other than the high school property).

**ANY VIOLATION OF SUSPENSION RULES WILL RESULT IN ADDITIONAL SUSPENSION**

Students shall have the responsibility to make up exams and work missed while being disciplined by suspension. Make-up work must be:

- Student initiated within three (3) days upon return to school
- Completed in a reasonable time (normally defined as one (1) day for each day of suspension)

EXPULSION (MORE THAN 10 DAYS)

Expulsion is exclusion from school by the Board of Education.

Expulsion may be permanent expulsion from the school rolls.

All expulsions require a prior formal hearing before the board of education.

Students may be suspended out of school for one (1) to ten (10) days before the board hearing is initiated.

#### ATTENDANCE

State laws regarding compulsory school attendance are very clear in their intent that students are required to attend school. According to these laws, students may be legally absent from school for the following reasons:

- |   |  |
|---|--|
| 1. <b>Illness</b>                               | 8. <b>Religious holiday (with prior approval*)</b> |
| 2. <b>Professional health Care/Therapy</b>      | 9. <b>Non-school educational trip</b>              |
| 3. <b>Quarantine</b>                            | (3 day w/prior approval*)                          |
| 4. <b>Recovery from accident.</b>               | 10. <b>College/postsecondary institution visit</b> |
| 5. <b>Required court attendance</b>             | (w/prior approval & confirmation*)                 |
| 6. <b>Death in immediate family</b>             | 11. <b>Family emergency</b>                        |
| 7. <b>4H/FFA project (with prior approval*)</b> |  |

**(with prior approval\*) = Legally Excused Absence Request Form available in School office and due one week prior to absence.**

All absences that are not classified into one of the above categories are considered to be either unlawful or unexcused.

Students may not accumulate more than 10 cumulative days of absence with parent/guardian excuses for the school year. Students **MUST** have a physicians excuse for any absences over the 10<sup>th</sup> cumulative day of parent/guardian excuses.

Students who arrive later than one and one-half (1.5) hours after the start of school or request to be excused more than one and one-half (1.5) hours before the end of school will be recorded as absent one-half day. A student must attend school for at least five and a half (5.5) hours in order to be credited with a full day's attendance.

STUDENTS MUST ARRIVE TO SCHOOL BEFORE **9:00 AM** IN ORDER TO BE A SPECTATOR AT, OR TO PARTICIPATE IN A PRACTICE, GAME OR ACTIVITY THAT DAY. STUDENTS MAY BE EXCUSED FOR DOCTOR OR DENTAL APPOINTMENTS OR FAMILY OR OTHER EMERGENCIES AS DETERMINED BY A BUILDING ADMINISTRATOR.

Following days of absence students are to report to the high school office with a written excuse from their parent/guardian or a physician. Absences not meeting this requirement within **three days** of their return to school will result in an unexcused day. Additionally, excuses can be e-mailed to: [hsattendance@ctasd.org](mailto:hsattendance@ctasd.org).

Students may not receive course credit for makeup work once a student has accumulated 4 or more unexcused absences. Class participation is a factor in student and evaluations and excessive unexcused absences may affect a student's evaluation or grades.

If a student has accumulated 20 or more absences with four unexcused days, a student may:

1. be denied course credit(s)
2. be required to attend summer school
3. be provided alternative education
4. be required to undertake a project or extra work
5. be retained
6. removed from commencement activities

A student with 3 or more unexcused absences in prior school years may be denied:

- Family educational trips
- Field trips or any activity that may require a student to miss class

**PLEASE REFRAIN FROM SCHEDULING FAMILY VACATIONS DURING THE SCHOOL YEAR.** If such scheduling is unavoidable, requests for student excusals must be submitted in writing to the building principal **prior** to the vacation. Requests should include justification of the trip through the educational value to the student. It will be the student's responsibility to gather and complete classroom work from his/her teachers. Legally Excused Absence forms are available in the main office.

If a student might be absent from school and is uncertain as to whether the contemplated absence will be considered as unexcused, he/she should discuss the circumstances of the possible absence with the high school principal. This discussion should take place prior to the contemplated absence so the principal can determine whether the absence would be considered to be excused.

#### Students Under 17

When a student accumulates their first and third unlawful absence, parents will be notified by mail. If a student accumulates a fifth day of unlawful absence, an official notice will be delivered through certified mail. Upon accumulation of the 6<sup>th</sup> day of illegal absence, a notice is filed with the District Magistrate for issuance of a summons and hearing.

(cont. on next page)

Students 17 or Over

Students over 17, who wish to remain in school, will be required to follow the same attendance rules as other students. All absences must be followed with a signed note by a parent/guardian, or doctor. Excessive lates to school, and/or absences from school will result in disciplinary action such as: detention, suspension, or removal from the school rolls.

EARLY DISMISSAL

Prior to the first period, students who need to be excused early from school are to report to the attendance officer with a written request from their parents. Times of approved early dismissals are marked on the daily bulletin.

Students are not excused early from school without parental permission and students who leave school without parental permission are considered truant and will be suspended.

It is urged that pupils arrange to have their dental work and other doctor appointments done outside of school hours.

ASSEMBLIES

When there are assemblies, students are to report to their homerooms at the time scheduled. From there, homerooms are called to the auditorium to be seated in their assigned areas. When reporting to assemblies, students are to move quietly and orderly through the halls and fill the auditorium seats from the front to the rear. During the assembly, students are to remain seated until dismissed. Disorderly students will be ejected from the assembly and may be denied further assembly privileges.

COMMUNICATIONS

A student bulletin board is provided in the school cafeteria as a medium for facilitating student communications. The following regulations govern use of this bulletin board:

1. No obscene or libelous material, or any material that inflames or incites students so as to create a clear and present danger may be posted.
2. All notices that are posted will be dated by a student council representative, and will be removed one week after being dated. However, providing there is space available, notices may be re-dated after having been posted for a period of one week. Notices may be re-dated only once.
3. All notices being posted will require the signature of the student who is responsible for the notice.
4. Additional regulations may be added if necessary.

DISTRIBUTION OF HANDBILLS ON SCHOOL PROPERTY

All materials which students wish to distribute on school property must be turned into the Principal's Office at least three (3) days before the requested date of the distribution. Before handbills are distributed on school property, they must be approved by the Principal or Assistant Principal. The following regulations cover the distribution of handbills on school property:

1. No obscene or libelous material, or any material that inflames or incites students so as to create a clear and present danger may be distributed.
2. All handbills being distributed will require the name or signature of the student responsible for the distribution.
3. Handbills approved for distribution will be distributed outside the building as students arrive at school, or a dismissal times as students are going to their buses or cars.
4. The person or persons responsible for the handbills will be responsible for cleaning up any materials that are discarded on school grounds.
5. Additional regulations may be added if necessary.

STUDENT INITIATED MEETINGS AND ASSEMBLIES

Students initiating requests for meetings or assemblies outside those normally offered in school must submit a written agenda for the meeting or assembly to the Principal or Assistant Principal. Agendas must contain the signature of the student responsible for the agenda and must be submitted at least one week prior to the date requested for the meeting or assembly. The following regulations govern Student Initiated Meetings and Assemblies:

1. Any student meeting or assembly during or after school time, must be supervised by a professional employee of the school district, and the meeting or assembly must be approved by the Principal or Assistant Principal.
2. No obscene or slanderous, or libelous material, or any material that inflames or incites students so as to create a clear and present danger may be presented at school meetings or assemblies.
3. Additional regulations may be added if necessary.

PUBLIC ACCESS TO SCHOOL PROPERTY GUIDELINES

The Conemaugh Township Area School District recognizes and supports the many legitimate activities that take place on school district property. The School District also recognizes a responsibility to ensure that school property is treated with respect and used in a safe and reasonable manner. With this in mind, the School District established the following Public Access to School Property Guidelines:

CURFEW PROVISIONS

A curfew shall be in effect from 10:00 p.m. to 6:00 a.m.; that is, all unauthorized persons shall be off the premises during those hours. Initial violations may result in a warning or more extensive action, depending upon the severity of the violation. Subsequent violations will result in prosecution for criminal trespass.

NON-ACCEPTABLE ACTIVITIES:

1. Following is a listing of non-acceptable activities that are prohibited on school property at any time. This list is not to be considered all-inclusive, and the School District reserves the right to make modifications as needed.
  - a. No unlicensed vehicles
  - b. No all-terrain vehicles or dirt/trail bikes
  - c. No snowmobiles
  - d. No racing of speed bikes
  - e. No skateboarding
  - f. No roller blade skating
2. Initial violations may result in a warning or more extensive action, depending upon the severity of the violation. Subsequent violations will result in police intervention and the filing of a criminal complaint.

#### DANCE PROCEDURES

1. All tickets must be pre-sold the week before the date of the dance. No one will be permitted to purchase tickets at the door the evening of the dance.
2. When purchasing tickets, student names will be taken to assure accountability the night of the dance. Students' names will be checked off when they enter the dance. Parents of any student who has purchased a ticket but does not show up for the dance will be called.
3. Outside guests must complete a "Dance Permission Form" form signed by their school principal to verify age and reputation. Non-Conemaugh Township students are permitted at the Christmas dance and Prom only.
4. All students must arrive at the dance no later than half an hour after the starting time. Those who arrive after this point will not be permitted to enter and their parents will be called.
5. Students who are absent from school the day of the dance are not permitted to attend.
6. Students who are suspended either in school or out of school during the day of the dance are not permitted to attend.
7. All students must abide by the Dress and Grooming Policy adopted by the District.
8. Dances must end at 10:00 pm; if on week night, at 9 pm
9. Only students in grades 9, 10, 11, and 12 may attend the Christmas Dance. Students in 9<sup>th</sup> grade may attend the Christmas Dance only if they are invited by a sophomore, junior, or senior who attends Conemaugh Township Area Middle School/High School. Both 9<sup>th</sup> grade students and their escorts are required to have a signed permission slip from their parents/guardians in order to attend the upper-classmen dance together. Outside guests who have graduated must fill out a form and submit a copy of their driver's license or birth certificate. Outside guests cannot be over 20 years of age. All information may be verified by school personnel.
10. Only students in grades 9, 10, 11, and 12 may attend the Prom. Students in 9<sup>th</sup> and 10<sup>th</sup> grade may attend the Prom only if they are invited by a junior or senior who attends Conemaugh Township Area Middle School/High School. Outside guests cannot be over 20 years of age. Outside guests who have graduated must fill out a form and submit a copy of their driver's license or birth certificate.

#### FIRE DRILL/BOMB THREAT PROCEDURES

The signal for a fire drill and/or fire will be given by a series of short sounding bells.

The procedures for fire drills are:

1. Close windows
2. Open window blinds
3. Leave classroom doors closed
4. Turn off lights
5. Girls are to take their purses with them
6. Students are not to talk while they are leaving the building
7. Students are to walk at all times.
8. The first to leave the building are to latch open exit doors
9. Upon leaving the building students are to go to the side of the road which is opposite the building
10. Students are to stay outside the building until an extended ringing of the bell signals the end of the drill

In the event that a bomb threat necessitates evacuating the building, items 1, 2, and 3 of the above procedures will be modified in the manner that follows:

1. Open windows
2. Close window blinds
3. Leave classroom doors open

#### HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a signed hall pass from an authorized staff member.

The "Scout" is used as a hall pass. It is the student's responsibility to obtain the signature of a teacher or a staff person, in order to be excused from class, study hall, activity, or lunch.

"Gold Pass", "Office Pass", "Attendance Pass", "Individual Room", or green "Guidance Pass" may also be issued to students. It is the student's responsibility to proceed to the area indicated on the Pass as soon as possible, without roaming the halls, getting a drink, or going to the restroom.

#### LOST AND FOUND

The lost and found area is in the High School Office. If a student finds property that does not belong to them they should turn it in to the Office at once.

If you have lost something, or had something stolen you should report it to the Office immediately.

#### NOTICE OF HOMELESS EDUCATION PROGRAM

The federal "Every Student Succeeds Act" (ESSA) includes a provision to make sure that homelessness does not cause children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Conemaugh Township School District is required to provide activities for and services to, homeless children, including preschool-age homeless children and youths, enabling them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision of ESSA. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other school selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions or concerns regarding Title I, please contact Mr. Kakabar, Superintendent and Federal Programs Coordinator (814-479-7575/ [thomas.kakabar@ctasd.org](mailto:thomas.kakabar@ctasd.org)).

#### SPECIAL EDUCATION SERVICES AND PROGRAMS

The Conemaugh Township Area School District provides a free, appropriate, public education to exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

**ACADEMIC INFORMATION**

GRADING POLICY

Scholastic achievement is evaluated four (4) times a year. In grades 6, 7 and 8, the final grade represents the average of the percentages earned during each of the four (4) marking periods. In grades 9, 10, 11, and 12, the final grade is determined by averaging the percentages of the (4) marking periods each representing 22.25% of the final grade and the final exam which represents 11% of the final grade. Semester classes will administer a final exam at the end of the course which represents 20% of the final grade and each marking period will represent 40% of the final grade. All students in grades 9 through 12 will take finals. Classes exempt from final exams are quarter classes, Physical Education, Band, and Choir.

The following notations have been adopted for evaluating scholastic achievement:

A	92 - 100%	Excellent	*P	0 - 61%	Failing (credit awarded)
B	82 - 91%	Good	WF	-	Withdraw/Fail (no credit)
C	72 - 81%	Fair	S	-	Satisfactory (credit awarded)
D	62 - 71%	Poor	U	-	Unsatisfactory (no credit awarded)
E	0 - 61%	Failing (no credit)	I-	-	Incomplete (see pg. 38)

\*May be used as a nine week grade and a final grade for a student who exerted a conscientious effort, but who did not possess the ability to achieve a passing grade.

PROMOTION POLICIES/GRADUATION REQUIREMENTS

For promotion from 7th grade to 8th grade a student must earn at least three units. Units are earned by having a passing grade or a "P" in the following 7th grade subjects:

Geography	1 unit
Mathematics	1 unit
English	1 unit
Life Science	1 unit

For promotion from 8th grade to 9th grade a student must earn at least three 8th grade units. Units are earned by having a passing grade or a "P" in the following 8th grade subject:

English	1 unit
Mathematics	1 unit
Am. Cultures	1 unit
Physical Science	1 unit

For promotion from 9th grade to 10th grade a student must earn at least 5.40 credit. Four ninth grade academic credits must be passed. Credits are earned by having a passing grade or a "P" in the following:

English	1 credit
Mathematics	1 credit
Civics	1 credit
Science	1 credit
Major Elective	1 credit
Physical Education	.40 credit

For promotion from tenth grade to eleventh grade a student must earn at least 11.8 credits in the ninth and tenth grades.

For promotion from eleventh grade to twelfth grade a student must earn at least 19.00 credits in grades nine, ten, and eleven.

Students will not be seated in 12th grade until they are able to plan a schedule that will meet all requirements for graduation. Students must complete the units outlined in the Curriculum guide.

DROP-ADD PROCEDURE

Students will only be permitted to drop classes for academic reasons. Students will have five school days to drop a class with no penalty. They must submit to the Guidance Office a written request signed by a parent. Credit requirements and schedule requirements must be met by the student. This usually means that they will have to replace the dropped course.

If a student drops a course after five days without the teacher's recommendation, they will receive a "WF" on their transcript.

## GRADUATION REQUIREMENTS

STUDENTS MUST ATTAIN 26.40 CARNEGIE UNITS, WHICH INCLUDES A COMPLETED GRADUATION PROJECT WORTH .5 CREDITS. FOR A COMPLETE LISTING OF REQUIRED COURSES AND THEIR APPROPRIATE UNIT VALUE, STUDENTS SHOULD REFER TO THEIR CURRICULUM GUIDE OR CONTACT THE GUIDANCE OFFICE.

SCHOLASTIC ELIGIBILITY REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITIES  
Students participating in extra-curricular activities before public audiences or inter-scholastically (i.e. - sports, plays, competition band, extra choral presentations, musicals, forensics and academic competitions) will lose their eligibility if they fail any **two** classes on a weekly basis. **Student obligations** (ex. owing library books/fines, sports equipment, fund-raising money, etc.) will also result in a student being ineligible. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday of the following week.

If a student fails any **two** classes during the previous grading period the student will be ineligible for the first **fifteen days** of the next grading period. The student may practice during this fifteen-day period but the student cannot participate in any competition.

**NOTE: For purposes of determining eligibility for extracurricular activities or the honor roll, the school district will "round-up" grade percentages including .5 or above to the next whole number. This procedure shall not be used for GPA calculations or to determine eligibility to participate in athletics.**

### HONOR ROLL

To be eligible for the Honor Roll at Conemaugh Township Area High School the student's report card must consist of A's and B's listing in all courses in which the student is enrolled. The student must have at least one A.

### REPORT CARDS

Report Cards are issued every nine (9) weeks. The dates that Report Cards are issued are listed on the Calendar on page 6 of this Handbook. Parents and students should be aware that the dates may vary depending upon weather, and other scheduling factors.

### HOMEWORK POLICY

Students cannot achieve their maximum potential if learning activities are limited to the hours spent in the regular classroom. Student learning can be enhanced through a partnership with the teacher, the student, and the parent. Appropriate homework can be an excellent means of communication with parents concerning the learning activities of the student. It is hoped that parents will support this partnership by showing an interest in the student's work and by encouraging the student to set aside a specific time period each evening for completing assignments.

### MAKE-UP WORK

Students who have been legally absent from classes will have the privilege of make-up work. Arrangements for make-up work are the responsibility of the teacher and pupil concerned.

Students who have been illegally absent from school do not have the privilege of make-up work.

(Con't on next page)

Students have a reasonable period of time after they return to school to make-up work. Reasonable time is defined as the number of days absent. After this period all work that is still incomplete, will receive a failing grade. This period of time will not apply to the final grading period when all work must be completed by the end of that grading period.

#### INCOMPLETE GRADES

A student receiving an "I" (incomplete grade) on their report card has a period of two weeks from the end of the grading period to make up work. Failure to complete make-up work after the two week period will result in a failing grade.

#### LIBRARY

The library is open daily from 7:30 a.m. to 3:00 p.m. It houses a laptop cart, desktop computers and a small group conference room.

### HEALTH QUESTIONS

#### USE OF MEDICATION

The Conemaugh Township Board of Education recognizes that parents have the primary responsibility for the health of their children. The district will cooperate with parents and their medical practitioners in giving prescribed medications when these must be taken during school hours.

Ideally, all medication should be given at home. However, at school, the school nurse will be the primary person to administer **all** medication. In the absence of the school nurse, the school principal/designee will supervise or administer the medication. Any student who is required to take medication during the regular school day must comply with school regulations.

For those students on prescription medication, parents and students must comply with the following:

1. School officials must receive a written request from the physician stating that the medication is to be administered to the student.
2. **Parent or guardian signature** is necessary. It is preferred that the Conemaugh Township Area School District Prescription Medication Consent Form be used for medication administration requests. **A written request must accompany the medication**

- before it will be administered by the school nurse or other authorized school personnel.
3. All medication must be in the original prescription bottle with current date and name of the student on the bottle.
  4. All medication must be brought to the nurse's office or main office. No medication is to be kept in the student's possession or locker.  
*Note: Asthmatic inhaler may be kept in the student's possession with prior approval from the nurse.*
  5. The **school nurse has the right to call your physician** if there is a question.
  6. Students will be responsible in coming to the office at the time medicine is to be given.
  7. Prescription medication will be kept in a locked cupboard or refrigerator in the Nurse's room.

The administration of non-prescription medication is discouraged. Students are not permitted to carry or dispense pills or any medication during school hours. If a child is to receive non-prescription medication during school hours, it will be administered by the school nurse or other authorized personnel under the following conditions:

1. Any medication to be administered during the school day must be taken to the nurse's office (or main office) as soon as the student arrives at school.
2. **The parent or guardian must provide a written request** for school officials to administer any medication. A form can be obtained from the nurse's office.
3. Included within the request must be the **name of the student, name of the medication, dosage and frequency of administration.**
4. **All medication must be sent in the original container and be clearly labeled.**
5. **Medication sent to school in envelopes or baggies will not be accepted.**

These regulations are for the safety and protection of all the students in the district. Violation of this policy will result in students being sent to the office where disciplinary action will occur.

A copy of the entire policy and consent forms will be provided to parents upon request to the School Nurse. If there are any questions please call the nurse at 479-4014 or 479-2324.

#### **INFECTIOUS DISEASE POLICY**

The CTASD is committed to providing a safe, healthy environment for all students and employees; therefore strict guidelines have been established. Universal precautions shall be followed for exposure to all bodily fluids. A complete infectious disease policy is available upon request in the high school office.

#### **HEALTH ROOM**

When a student becomes ill during class he should obtain a hall pass from his teacher and report directly to the Health Room. Students are not to come to the health room between classes. In the event that no one is in the health room the student is to report immediately to the high school office.

**GET HIGH ON LIFE . . . . NOT DRUGS.**

## GENERAL PROCEDURES

### LOCKERS

Lockers are school district property. Students are assigned lockers for their own convenience and the security of their personal belongings. Students are reminded not to share their lockers or their locker combination, because this invites problems with security.

Students need to remember that anything found in their locker is assumed to belong to that student.

### LOCKER SEARCHES

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search a student shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, students' lockers may be searched without prior warning.

Trained dogs may be brought into the school, at any time, without announcement, to search for illegal substances.

### WORKING PAPERS

Individuals desiring working papers are to report to the guidance office with an official Birth Certificate/Registration as proof of age and the promise of a job.

A parent MUST accompany the student applying for working papers. The office will fill out an Application for Employment Certificate. When this form is properly completed working papers will be issued.

### ELECTRONIC EQUIPMENT

Cellular phones are permitted at the middle/high school before/after school and during lunch and in hallways between classes. Faculty and staff will confiscate cell phones as they are seen throughout the day if in use in classes or study halls. Upon a student's **1<sup>st</sup> offense**, the student will receive 1 night detention and the cell phone will be returned upon the conclusion of the NEXT school day, for a **2<sup>nd</sup> offense**, student will receive 2 nights detention and cell phone will be returned upon conclusion of 2 school days. A student will be assigned one day of in school suspension for a **3<sup>rd</sup> offense** and the phone will be returned upon the conclusion of 5 school days.

Laser pointers may not be brought to school at any time.

Equipment may be confiscated if it is determined that it is being used inappropriately. It may be returned after a period of time.

### USE OF OFFICE TELEPHONE

Students may use the main office phone for emergencies with a pass from their classroom teacher. They are not to come to the office between classes to use the phone.

TEXTBOOKS

Each student is responsible for the textbook assigned for his use. All lost or damaged books must be paid for by the student. In cases where books are LOST or DAMAGED students are REQUIRED TO PAY FINES BASED ON THE DEPRECIATION VALUE OF THE BOOK.

DEBTS/OBLIGATIONS

Students are responsible for all debts or obligations to a teacher, club, sport or the school. Report cards, diplomas and permanent records will be held until the debt is paid.

VISITORS

All school visitors must report directly to the office and sign in. The office must be notified by a teacher of any expected visitors and they must be cleared by the office. School visitors will be issued a visitors pass. Visitors are required to respect all aspects of the school and not interrupt a regularly scheduled class.

CONEMAUGH TOWNSHIP AREA HIGH SCHOOL  
CARE TEAM

*The Care Team is a group of concerned staff members who have been trained to provide the support and the assistance that many teens need. This assistance will enable the teen to function more successfully within the school system.*

**NEVER BE AFRAID**  
**TO ASK FOR HELP IF YOU NEED IT!**

You may get further information in the High School Guidance Office.  
479-7886

FUND-RAISING BY A CLUB/ORGANIZATION

Funds raised by students for a club/organization activity are to be deposited in the student Activity Fund and credited to the appropriate account. Funds are to be used by the club/organization for the activity as advertised in the fund-raising campaign. With proper authorization, a club/organization may transfer funds from their account to another club/organization account for the same purpose (only the cost of the trip, etc.). Students may not transfer funds to the members of any other club/organization.

If the activity planned is canceled, funds can be held over for use the following year. Cash refunds are not to be given for funds earned through selling items under a club/organization name representing the school district.

The guidelines listed below are to be followed for all fund-raising activities in accordance with School Board action on June 19, 1984:

Door-to-door sales which are going to involve students, fund-raisers which are going to be conducted in school, and booster organizations conducting fund-raisers which do not involve the students are asked to get things approved by the principal. The principal will inform the School Board of such activities.

#### THE INTERNET AND E-MAIL

The purpose of the **Internet and E-mail** is to support research and education. Appropriate usage is defined as technology and/or Internet resources that are directly related to the curriculum/instruction. Even though the school district makes a "best" effort to filter/block/detect access to non-educational websites and monitor Internet traffic, student usage of these websites at any time would be classified as "inappropriate usage" of the technology and/or internet resource. The building administrator shall have the FINAL authority to determine what is inappropriate use.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communications. **Students are prohibited from using email, chat rooms, message forums, text messaging services, and similar services.**
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media, **including, but not limited to, CD-ROMS (audio and computer), DVD-ROMs, and USB flash drives/USB storage devices.**
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

**NOTE:** Complete Policy documents are available upon REQUEST in the High School Office.

#### CONSEQUENCES FOR INAPPROPRIATE USE

1. First time - warning, and/or teacher discipline, such as calling the parents, moving the student, **and a possible loss of technology and/or Internet access for a length of time to be determined at the discretion of the building administrator.**
2. Second time - loss of **technology and/or Internet access for a length of time to be determined at the discretion of the building administrator.** Other discipline action if needed.

## **SCHOOL ORGANIZATIONS**

### **MEMBERSHIP ON STUDENT COUNCIL**

The membership of each Student Council shall consist of seven (7) elected representatives from a general election of the student body, plus the officers elected from the previous year's Council. If there is a tie in the general election for the final seat, both students will be elected. Elected representatives shall serve on the Council for the school year for which they were elected.

Vacancies on the Council can occur for two reasons:

1. A member voluntarily leaves the Council
2. A member does not fulfill the obligations and requirements of a Student Council officer or representative as specified in the Constitution and By-Laws of that Council.

If vacancies on a Council occur during the school year, the person with the next highest vote during the general election will automatically fill the position. If no such person exists, vacancies can be filled by the student body at large. These students must submit petitions and will be selected by the current Student Council.

### **ELECTION OF STUDENT COUNCIL OFFICERS**

The election of Student Council officers will take place at the end of each school year for the next year. Officer elections must be held at least one week prior to the general election. Student Council members who do not show up to vote or are absent during voting will not have a vote counted. Members elected to an officer position will automatically be on the next year's Council, and will not be included as one of the seven seats available for each grade level. Officers to be elected include president, vice president, secretary, treasurer, and assistant secretary.

1. The president must be a senior member (seniors for senior high council or freshman for junior high student council).
2. The vice president shall be a junior for senior high and an 7<sup>th</sup> grade student for middle school and have at least one year of previous service on Student Council.
3. All other offices can be held by any grade level student.

### **ELECTION OF STUDENT COUNCIL REPRESENTATIVES**

The Student Council representatives will be elected at large from the class they will represent. Members will be elected by secret ballot. Each grade shall elect seven (7) members of each grade level. This number is in addition to the officers from that grade elected by the Student Council.

1. PETITIONS - Petitions will be available from the main office approximately two weeks prior to the general election being held. Properly completed petition forms must be returned to the main office by the date designated each year.
2. ELECTIONS - Elections of representatives for the following year shall occur annually during the last six-weeks of the school term. Ballots for each class will be prepared by the high school office staff and distributed to each homeroom on election day. Elections will be held during homeroom period. Students who do not show up to vote or are absent during voting will not have a vote counted. Results will be announced over the intercom and printed in the bulletin once results are compiled.

2019-2020 STUDENT COUNCIL OFFICERS

Senior High

President. . . . .Jennifer Durica  
Vice Pres . . . . .Seth Rosey  
Secretary . . . . .Morgan Sleek  
Asst. Sec. . . . .Madalyn Malicki  
Treasurer. . . . .Jack Stringent

Middle School

President . . . . .Tanner Hunsberger  
Vice Pres . . . . .Hayden Lingenfelter  
Secretary. . . . .  
Treasurer. . . . .

2019-2020 CLASS OFFICERS

Class of 2020

President. . . . .Devin Ciarimboli  
Vice Pres. . . . .Connor Adams  
Secretary. . . . .Jordan Miller  
Treasurer . . . . .Jacquelyn Honkus

Class of 2021

President . . . . .Madison Showalter  
Vice Pres . . . . .Cameron Stumpf  
Secretary . . . . .Morgan Showalter  
Treasurer . . . . .Myah Teeter

Class of 2022

President. . . . .Natalie Kimmel  
Vice Pres . . . . .Abigail McGinnis  
Secretary . . . . .Taylor Miller  
Treasurer . . . . .Evan Gardenhour

Class of 2023

President . . . . .Hannah Sodano  
Vice Pres. . . . .Emilee Roman  
Secretary . . . . .Maeve Cullen  
Treasurer. . . . .Katie Troxell

NATIONAL HONOR SOCIETY

One of the highest honors a Conemaugh Township Area Middle School /Sr. High School student may achieve is membership in the National Honor Society. Students are selected on the basis of their outstanding achievement in scholarship, leadership, character and service. Seeking to create an enthusiasm for scholarship, stimulating a desire to render service, prompting worthy leadership and encouraging the development of character are the purposed of the society.

Candidates for membership in this organization must have spent at least one semester in Conemaugh Township Area High School and must be members of the sophomore, junior or senior class.

To be eligible for election, students must achieve and maintain a scholarship average of 90% or better during their senior high years (grades 10,11,12). Students must also submit a completed Conemaugh Township Activities Form.

Students who achieve this academic standard will be considered as candidates for election to membership. In considering candidates, the faculty council will also evaluate their service, leadership and character.

## **SCHOOL ACTIVITIES AND CLUBS**

### ART CLUB

The Art Club is open to any student in grades nine through twelve who is currently taking a senior high level art course. Members of the club participate in Homecoming Parade as well as a variety of other art related projects throughout the year. At the end of each year the club takes a field trip to Washington, D.C.

### ATHLETICS

The Conemaugh Township School District offers a full complement of extra-curricular activities including a complete schedule of inter-scholastic athletics. The District's athletic programs are as follows: jr. high and varsity cheerleading, jr. high, jr. varsity (JV) and varsity football, girl's and boy's jr. high, JV and varsity soccer, golf, jr. high, JV and varsity volleyball, girl's and boy's jr. high, JV and varsity basketball, JV and varsity rifle, girl's and boy's jr. high and varsity track and field, jr. high and varsity wrestling, jr. high, JV and varsity baseball and jr. high, JV and varsity softball.

### BIBLE CLUB

The club, also called the Breakfast Club, is open to all students. Weekly meetings include student speakers, guest speakers, music, food and fun. Bible Club provides encouragement and friendship.

### CHEERLEADERS

Any student is eligible to be on the cheerleading squad. There are "try-outs" for the competition cheering squad. Cheerleaders perform at all football games, wrestling matches, and both boy's and girl's basketball games. They are responsible for pep rallies and should aid in the general good sportsmanship and spirit of the school.

### CHOIR

The choir is the most active vocal group at Conemaugh Township Area High School. Students are selected for the choir through an audition with the director. Students will then participate in concerts each school year and other choral events.

### COMPUTER CLUB

The Computer Club is open to all students in grades 9 to 12. They meet numerous times throughout the school year to discuss computer issues and undertake computer projects. Each meeting is designed to talk about updates in computer technology and to work on computer projects. In the coming years, they would like to get involved in a Computer Fair to enter projects in different categories. They are also in charge of making the senior slide show presentation at graduation.

#### CONNUMACH/CONTOWNIAN STAFF

Designed primarily for those students who are members of the Journalism I and II courses, the Contownian, Conemaugh Township Area Middle School/High School's newspaper, and the Connumach, Conemaugh Township Area Middle School/High School's yearbooks, respectively are the school's official publications. Staffs concern themselves with the study of newspaper, news magazine, and yearbook journalism with special emphasis on high school journalism. After exploring the various editorial, staff, layout and design, and management positions, the students learn the fundamentals of news, feature, society, sports and editorial writing. Headline writing, artwork, photography, reporting, interviewing, column writing, and circulation are also examined. Practical hands on experience of layout and design procedures is gained through a detailed understanding and experience of the "Adobe InDesign CS6 Creative Cloud" computer software program, the most complete writing, editing, design, layout, and production tool available in desktop publishing today, and other various graphic, digital, and scanning software programs. Through these and the incorporation of other studied areas, the students gain discernment and proficiency in writing and publishing the Conemaugh, the Contownian and the Connumach through the most modern methods available in journalism.

The Contownian Newspaper is now an online newspaper and is not in print. The Journalism Dept. is now in charge of the complete design and compilation of the school's web page.

#### CONSERVATION CLUB

The Conservation Club is organized and designed for students in grades 9 - 12 who are interested in preserving the Earth and its natural habitat. Students will learn how to be "green" and how to better serve our community through the Adopt-a-Highway program as well as other conservation events throughout the school year.

#### DRAMA CLUB

Members of the Drama Club are involved in the spring Musical as either cast, crew, or orchestral members.

#### FELLOWSHIP OF CHRISTIAN ATHLETES CLUB

The Fellowship of Christian Athletes Club (FCA) is open to all student athletes in grades 7 to 12. Weekly meetings (Huddles) are conducted before school in the gym. The FCA vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches.

#### FRENCH CLUB

The French Club strives to give students a wider understanding of the French language, customs, country and people.

JUNIOR HIGH BAND

Jr. High Band consists of instrumentalists who perform at the annual Christmas and Spring Concerts.

JUNIOR HIGH CHORUS

The Junior High chorus studies music fundamentals and emphasis is placed on good choral techniques. Students will then participate in two concerts each year.

MARCHING BAND

The C.T.H.S. Marching Band is one of the many competitive bands in the area. It performs in competition, at football games, parades, and pep rallies. The band practices two to three days a week during the fall. Students in grades 7-12 are eligible to join band or colorguard.

MATHCOUNTS

MathCounts is open to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. It is a nationwide enrichment program and series of competitions designed to stimulate student's interest and achievement in mathematics. It is sponsored by the National Society of Professional Engineers and several other organizations. A ten-member team will compete at the local level in February with the possibility to advance to the state level in March.

PRINCIPAL'S CABINET

The Principal's Cabinet meets periodically during the school year with the Administration to discuss issues and concerns related to our high school. Students from grades nine through twelve are eligible to be on the Principal's Cabinet if they are in Student Council or are class officers. This was developed in an effort to create a caring environment which establishes the right of each student to be heard and included.

PUBLIC ADDRESS ANNOUNCERS

The Public Address Announcers greet us each morning and afternoon to bring us the daily announcements. Any 11th grade student may try out for the position of Public Address Announcer for the next year. Typically, 3 or 4 students are chosen.

RAK (RANDOM ACTS OF KINDNESS) CLUB (grades 9-12)

The mission of the RAK (Random Acts of Kindness) Club is to spread positive energy and thoughts throughout the school and community by doing random acts of kindness. The members will be responsible for doing one random act of kindness per week within the school and one club community project per semester. The purpose of the club is to help create unity in the student body of Conemaugh Township Middle/High School.

ROTARY INTERACT CLUB

This club is for students ages 12 to 18. It is open to all students who desire to serve others locally and internationally. This organization is globally recognized and builds relationships within communities and builds international bridges.

SADD/TATU CLUB

Students Against Destructive Decisions/Teens Against Tobacco Use - Students helping students make positive decisions about challenges in their everyday lives. Members include students in grades 9 through 12 who sign the contract for life. The club sponsors many activities, such as: assemblies, Red Ribbon Week, and each spring they are involved in the Prom Promise Program. Active members and officers meet weekly.

SCHOLASTIC QUIZ

Grade 6/Jr. High (7-9) AND SR. HIGH (10-12)  
Using a "Jeopardy" format and a buzzer system, students practice throughout the school year in answering general knowledge questions across the academic disciplines. Participation is open to all interested students, although competition team members are selected in the spring. CT takes part in a county-wide tournament held late in the school year, where there are brackets for both junior and senior high. Sixth graders are welcome to practice with the junior high group but do not compete until grade 7.

SPEECH TEAM

Speech Team is the school organization for students interested in public debate or formal argumentation. They compete in local, regional and state competitions. The jr. high team (Gr. 7 - 9) season is from September to November and the senior high (Gr. 10 - 12) season is from December to March.

SR. HIGH CONCERT BAND

The Conemaugh Township Sr. High Concert Band is for students in grades 9-12 and meets every day of the week, opposite Choir. The Concert Band performs a Christmas Concert and at Commencement. This course is taken for one credit.

SKI CLUB

The ski club provides an opportunity for all students to ski at one of the nearby ski resorts.

S.O.N. CLUB

The S.O.N. Club (Serving Our Neighbors) is the middle school/high school's community service program. The program is designed to teach the values of serving others. Any student in grades 7 - 12 may be a member.

SPANISH CLUB

The Spanish Club strives to give students a wider understanding of the Spanish language, customs, country, and people.

TECHNOLOGY STUDENT ASSOCIATION (TSA)

Jr. High (7-9); Sr. High (10-12)

The Technology Student Association fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs. Students have the opportunity to compete in regional, state, and national competitions.

TOWNSHIP BUDDIES CLUB

The Township Buddies Club (grades 6-12) offers individuals with special needs the opportunity to have friendships with other members of the school. The ultimate goal for this club is to create integration within the school community along with mentorship and friendship for those in need. This program strives to break social barriers at a difficult time in a teenager's life, with or without a disability.

WEIGHT LIFTING

This after-school program is for athletes in grades 9 - 12 to improve their abilities through power and strength training. The program is open to all athletes in grades 9 - 12 who are participating in a sport. Athletes who do not finish a sport they started, or are removed from the team, are not permitted to participate in weight lifting.

**CONEMAUGH TOWNSHIP MIDDLE SCHOOL/HIGH SCHOOL** encourages all students to become involved in athletics, clubs, student government or an activity. Students who have questions concerning an activity or club, may contact the advisor or the high school office. Questions or concerns in regards to Athletics should be directed to the Athletic Director.

**SUPPORT SERVICES TO FAMILIES**  
**DRUG FREE SCHOOLS INFORMATION**

The majority of the funding for this project came from the Drug Free Schools Project. One of the directives of the Drug Free Schools officials was that a list of resources be listed for parents for Drug-Alcohol-Tobacco awareness. The following list of agencies was compiled and approved by the Drug Free Advisory Council at the meeting of May 7, 2001.

ACCESS LINE - 24 HOT LINE (Twin Lakes)  
.....1-800-452-0218  
ALCOHOL ABUSE ACTION HELP LINE AND TREATMENT  
.....1-800-234-0420  
ALCOHOLICS ANONYMOUS.....1-800-711-6375  
ALCOLHOL & DRUG ABUSE SERVICES  
.....(1-800-ALCOHOL) 1-800-252-6465  
Child Abuse Child Line . . . 1-800-932-0313  
CHILDREN AND YOUTH SERVICES-SOMERSET . . .  
. . . . . 1-814-445-1600, 1-800-260-5860  
COMMUNITY ANTI-DRUG COALITIONS OF AMERICA  
(CADCA).....1-800-542-2322  
CONEMAUGH TOWNSHIP HIGH SCHOOL CARE TEAM  
.....1-814-479-7886  
**CONEMAUGH TOWNSHIP POLICE DEPARTMENT . . .**  
**.....OFFICE 1-814-288-1400**  
**NON EMERGENCY 1-800-362-5060**  
**EMERGENCY 911**  
COUNSELING & MENTAL HEALTH SERVICES  
.....1-800-THERAPIST, 1-800-843-7274  
DRUG HELP .....1-800-662-4357  
Website www.drughelp.org  
EQUAL EMPLOYMENT OPPORTUNITIES COUNCIL(EEOC)  
.....1-412-644-3444  
FAMILIES ANONYMOUS . . . . 1-800-736-9805  
Website www.familiesanonymous.org  
MHMR (MENTAL HEALTH-MENTAL RETARDATION)  
.SOMERSET 1-877-814-4891 OR 1-800-452-0218  
.....CAMBRIA 1-814-536-8880  
MHMR CRISIS INTERVENTION.....1-800-273-7310  
Or 535-8531  
MOTHERS AGAINST DRUNK DRIVING (MADD)  
.....1-800-438-623350  
NATIONAL CAMPAIGN TO PREVENT TEEN PREGNANCY  
Website <http://www.teenpregnancy.org>  
NATIONAL CENTER FOR TOBACCO-FREE KIDS . . .  
Website <http://tobaccofreekids.org>  
NATIONAL CLEARINGHOUSE FOR ALCOHOL AND DRUG  
INFORMATION.....1-800-729-6686

NATIONAL INSTITUTE ON DRUG ABUSE-National  
Institute of Health . . . .1-301-443-4577  
WEBSITE [www.nida.nih.gov](http://www.nida.nih.gov)  
NATIONAL POISON CONTROL CENTER 800-222-1222  
NEW DAY.....1-814-535-8202  
OFFICE OF NATIONAL DRUG CONTROL POLICY . .  
Website <http://whitehousedrugpolicy.gov>  
PARENT ANONYMOUS OF PA . . . 1-800-448-4906  
PARTNERSHIP FOR A DRUG-FREE AMERICA . . . .  
Website <http://drugfreeamerica.org>  
PA DEPT. OF HEALTH .....1-800-692-7254  
PA HUMAN RELATIONS COMMISSION1-412-535-5657  
PENNSAIC (DRUG AND ALCOHOL INFORMATION)  
.....1-800-582-7746  
SOMERSET COUNTY OFFICE PROBATION . . . . .  
. . . . . 1-814-445-1600  
SPECIAL EDUCATION CONSULT LINE. . . . .  
. . . . . 1-800-879-2301  
STUDENTS AGAINST DRUNK DRIVING (SADD) . . .  
. . . . . 1-800-627-2384  
TOUGH LOVE . . . . . 1-215-348-7090  
TWIN LAKES CENTER FOR DRUG AND ALCOHOL  
REHABILITATION SOMERSET COUNTY . . . . .  
..... 1-800-452-0218  
US DEPT. OF EDUCATION'S PUBLICATION CENTER  
FOR SAFE & DRUG FREE SCHOOLS 1-800-624-0100  
U.S. DEPARTMENT OF EDUCATION-SAFE & DRUG-  
FREE SCHOOLS PROGRAM Website . . . . .  
[www.ed.gov/offices/OESE/SDFS/index.html](http://www.ed.gov/offices/OESE/SDFS/index.html)  
VICTIM SERVICES. . . . . 1-800-755-1983  
WOMEN'S HELP CENTER . . . . .1-814-536-5361  
.....1-800-999-7406  
YOUTH CRISIS HOTLINE .....1-800-448-4663