

**1 2 3 4 5 6 7 8 9 10 11 12**

**AREA JR/SR  
HIGH SCHOOL**



**Student & Parent  
Handbook 20/21**

# COUDERSPORT AREA JR-SR HIGH SCHOOL

698 Dwight Street · Coudersport, PA · 16915

Phone 814 · 274 · 8500

FAX: 814-274-8053

www.coudyschools.net

**SCHOOL COLORS**

Purple and White

## ALMA MATER

“CHS is our Alma Mater.

For her we'll do or die.

For when compared with other schools,  
She always proves the best one to stand by.

When on high you see waving  
The royal purple and white,  
Take off your hats to the banner  
Or else you'll have to fight.”

## MISSION

The mission of the Coudersport Area School District, in partnership with students, educators, family and community is to provide a safe and supportive learning environment in which each child has the opportunity to acquire the knowledge and skills to become a self-motivated, capable and competent lifelong learner.

## BELIEFS

The Coudersport Area School District believes that . . .

- All children are unique and capable of success.
- Education is a dynamic process.
- Education is a necessary and valuable tool.
- Students should be encouraged to become self-motivated, lifelong learners.
- An environment should be provided where all students have the opportunity to develop their abilities.
- Education is a partnership of students, educators, family and community.

---

This Handbook Belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_ School Year 20 \_\_\_\_\_ — 20 \_\_\_\_\_

## Table of Contents

School Calender.....	2	Early Dismissal for Students .....	9
Welcome Message .....	3	Electronics Policy including Cell Phones.....	9
Information Page.....	4	Expectations for Student Behavior .....	9
 		Safe School Environment.....	9
General Information		Fighting .....	9
Admission/Withdrawal From School.....	5	Hall Passes.....	9
Emergency Closings/Early Dismissals .....	5	Lockers .....	9
Open House/Back to School Night .....	5	Bicycles .....	9
Assembly Procedure.....	5	Parking Permits .....	9
Lost and Found .....	5	Search and Seizure .....	9
Use of Telephone.....	5	Working Papers .....	9
Vandalism .....	5	Extra-Curricular Participation Policy.....	9
Visitors .....	5	Screening and Evaluation Procedures .....	11
Volunteers .....	5	Health Examinations.....	11
Emergency Safety Drills .....	5	Assessments (Scholastic).....	11
 		Student Records .....	12
Health Services		Food Service .....	12
Accident/Insurance Claims.....	5	School Wellness.....	12
Administration of Medication During School Hours.....	5	Notice of Nondiscrimination .....	12
Dental/Physical Exams and Forms.....	5	Public News Release.....	13
Emergency Cards.....	6	Programs for Eligible and Disabled Students.....	13
Immunization Information .....	6	Educational Support Programs and Services.....	13
Dismissal Procedure for Students Who Become Ill .....	6	Notice of Rights under FERPA (Elementary and Secondary Students).....	15
 		Parents Right to Due Process.....	15
Pupil Personnel Services		Homeless Students.....	15
Academic Letter.....	6	Questions or Concerns .....	15
Availability of Grades.....	6	Code of Student Conduct .....	16
Grading Scale.....	6	 	
National Honor Society .....	6	<b>Resources for Human Services .....</b>	
Lamp of Learning.....	6	<b>Back Cover</b>	
Graduation Requirements .....	6		
Honor Roll Rules .....	6		
Incomplete Grades .....	6		
Parent Conferences .....	6		
Schedule Changes.....	7		
Student Assistance Program.....	7		
Student Surveys.....	7		
Student Issues			
Attendance .....	7		
Bus Rules and Conduct.....	8		
Conduct at Extra-Curricular Events.....	8		
Dress Code.....	8		
Drug, Alcohol and Tobacco Abuse .....	8		

# 2020 Coudersport School District 2021

T:6	S:4	T:21	S:20	T:22	S:21															
August 2020		September 2020		October 2020																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8			1	2	3	4	5					1	2	3
9	10	11	12	13	14	15	6	7	8	9	10	11	12	4	5	6	7	8	9	10
16	17	18	19	20	21	22	13	14	15	16	17	18	19	11	12	13	14	15	16	17
23	24	25	26	27	28	29	20	21	22	23	24	25	26	18	19	20	21	22	23	24
30	31						27	28	29	30				25	26	27	28	29	30	31
T:18	S:17	T:17	S:17	T:19	S:19															
November 2020		December 2020		January 2021																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24/31	25	26	27	28	29	30
T:17	S:17	T:23	S:22	T:19	S:19															
February 2021		March 2021		April 2021																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	
T:20	S:20	T:0	S:0	T:4	S:3															
May 2021		June 2021		July 2021																
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

<b>Act 80 Day</b> Aug, 26, 27, 28 Oct. 12
<b>Parent/Teacher Conferences</b> Nov.5 (pm) Nov. 6 (am) March 11 (pm) March 12 (am)
<b>End of Marking Periods</b> October 29 January 15 March 26 June 3
<b>Early Dismissal</b> Sept. 2, 9, 16, 23 Oct. 7, 27 November 25 Dec. 9, 23 March 23 May 12 June 3
<b>Make-Up Day</b> February 14 February 18 April 9

Event Dates	
August 24-28	In-Service Days
August 31	Students' First Day
September 2	Two Hour Early Dismissal
September 7	Labor Day
September 9, 16	Two Hour Early Dismissal
September 21	Teacher In-service
September 23	Two Hour Early Dismissal
October 7	Two Hour Early Dismissal
October 12	Act 80 Teacher In-Service Day
October 27	Two Hour Early Dismissal
November 5	P/T Conferences (4-8pm)
November 6	P/T Conferences (8-11:25am)
November 25	Two Hour Early Dismissal
Nov. 26-Nov. 30	Fall Break
Dec. 9	Two Hour Early Dismissal
Dec. 23	Two Hour Early Dismissal
Dec. 24 - Jan. 1	Winter Break
January 18	Martin L. King Day
February 12	1 Severe Weather Make-Up Day
February 15	President's Day/No School
February 16	2 Severe Weather Make-Up Day
March 11	P/T Conferences (4-8pm)
March 12	P/T Conferences(8-11:15am)
March 23	Two Hour Early Dismissal
April 1	3 Severe Weather Make-Up Day
April 2-5	Spring Break/No School

School Days		
	Students	Teachers
August	4	6
September	20	21
October	21	22
November	17	18
December	17	17
January	19	19
February	17	17
March	22	23
April	19	19
May	20	20
June	3	4
Total	180	186

### PSSA Testing Window 2020-2021 Grades 3-8

English Language Arts ----- April 19-23, 2021  
 Mathematics, Science and Makeups-----  
 April 26- April 30, 2021  
 \*Optional Additional Math, Science and  
 Makeups ---- May 3-4, 2021

Event Dates (Continued)	
May 12	Two Hour Early Dismissal
May 31	Memorial Day
June 3	Last Student Day--Two Hour Early Dismissal
June 4	Teacher In-service
June 5	Graduation
Draft Keystone Exams Testing Window 20/21	
Winter Wave 2: January 4-15, 2021	Literature
January 4-15 2021	Algebra
January 4-15, 2021	Biology
Spring: May 17-28, 2021	Literature
May 17-28, 2021	Algebra
May 17-28, 2021	Biology

---

Dear Coudersport Student and Parent:

**W**elcome to Coudersport Area Junior/Senior High School . For those students who are returning from last year, welcome back from summer vacation. The Student/Parent handbook is being presented to you to help outline procedures that are followed at Coudersport Jr/Sr High School. Parents and students should be familiar with the handbook as it will be referenced throughout the school year.

Part one is general information, part two is health services, part three is pupil personnel services (guidance issues), part four is student concerns and part five is additional general information.

The Coudersport Jr/Sr High School is a place to provide students with a safe and positive learning environment. It is our hope that everyone who enters the school will feel a safe and positive feeling when they step through the doors. This feeling of safety and positive energy must start from the principal's office and continue throughout the school. It is our job to provide this safe environment and in so doing, we expect the utmost in good behavior from everyone who enters the school. Everyone will be responsible for their own actions and appropriate action will be taken if anyone does not follow school rules. The job of a school is to educate and in order to educate we must take away all barriers of learning and in so doing, we must hold people accountable for their actions. It is our hope that we will make Coudersport Junior Senior High School into a very fine school in Pennsylvania. Please join us on this mission as we begin the 2020/21 school year.

Sincerely,

The Faculty and Staff of Coudersport Jr/Sr High School

## Where to get information . . .

Inquiries About:	Whom to see:
Academic, grade problems .....	Teachers, Counselor
Accident & Illness .....	Nurse
Assembly Programs .....	Student Council/Principal
Athletics.....	Athletic Director/Principal
Attendance .....	Principal
Building Usage .....	Principal
Bus Problems.....	Principal
Career Information .....	School Counselor
Class Activities .....	Class Advisor/Principal
Course Changes .....	School Counselor
Curriculum/Instruction .....	Teachers/Curriculum Director
Detention .....	Principal
Honor Roll.....	School Counselor
Homebound Instruction .....	Principal
Homeless .....	Curriculum Director
Locker Problems .....	Main Office
Lost & Found .....	Main Office
Medical Concerns .....	Nurse
Military Information .....	School Counselor
Notice of Events .....	Principal
Personal Concerns .....	Principal/Nurse/Counselor/Teacher
Public Address Announcements.....	Main Office
Scheduling Use of Rooms .....	Principal
Schedule Entry of Monthly Events Calendar .....	Main Office
State Assessments .....	Curriculum Director
Student Assistance Program .....	Principal
Student Credits/Scheduling.....	School Counselor
Transcripts .....	School Counselor
Visitor Passes.....	Main Office
Working Papers .....	Main Office

## General Information

### Admission to School

(Information packets may be obtained in the front office.)

1. Complete the release of information sheet in order for Student Services to begin registration procedures.
2. Complete registration packet. This may be completed onsite or you may take it with you and complete at your convenience.
3. Proof of birth.
4. Proof of Residency
5. Copy of immunization records
6. Once all information is provided to the front office, Student Services will call to make an appointment with our school counselors to discuss scheduling options. Please allow two working days for information to be received from prior schools.

### Transfer to another School District

1. Parents must obtain a release of information form in the front office, sign and return.
2. Students must obtain a check out sheet from the front office and take to each teacher for a signature. The sheet must be returned to the front office for a signature by the building principal.

### Withdrawal from School

1. Students and parents must make an appointment with their assigned School Counselor to discuss options.
2. Students and parents must make an appointment with the Principal for final withdrawal

### Emergency Closing/Early Dismissal

In case of early dismissal due to inclement weather or other emergencies, please be sure your child is aware of where he or she is to report from school. School closings and two-hour delays are announced on PBS, WFRM, and the school website.

DO NOT CALL THE SCHOOL.

In the event of a two-hour delay our schedule will be as follows: Grades 7-12 10 AM to Regular Dismissal. STUDENTS NOT PERMITTED IN BUILDING UNTIL 9:30 AM.

### Open House/Back to School Night

Our Back to School Night is scheduled to take place prior to the start of the school year. Typically, a tour of the school is planned to help new students learn the layout of the school building. Due to Social Distance Guidelines, there will not be a tour of the school, however, students will receive a map of the school. All parents are encouraged to make every effort to attend and become more familiar with our curriculum and school programs. Our doors will open from 6:00-7:00PM for this event. Back to School Night is not a conference night. If parents want to schedule a conference, they should make arrangements for meeting on another date with the teacher.

### Assembly Procedure

Students are reminded that assembly programs are considered a privilege during the school day. Students are expected to conduct themselves in a manner becoming Coudersport High School. Failure on the part of the students to cooperate will result in their exclusion from student assemblies.

### Lost and Found

Articles may be claimed in the Main Office.

### Use of Telephone

A dedicated student phone is located in the office for emergency calls.

### Vandalism

Damage to school property will be charged to the student involved. In some cases, local legal authorities will be notified.

### Visitors

The school policy is to accept only visitors who have legitimate business to attend to at the school. Guests and visitors must register in the main office. Parents are always welcome. Students wishing to bring a guest to school must obtain prior approval (at least one school day) from the office and secure a pass. Visitors are expected to leave promptly when their business is completed.

### Volunteers

Volunteers are a valuable asset to our educational program. We welcome parents, senior citizens, community residents, college students, and any other interested people to join our volunteer program.

Volunteers do many tasks to aid students and teachers. Some volunteers help teachers plan and coordinate special activities. Volunteers also assist in clerical work, computer assistance, and material preparation. There are many tasks waiting for your volunteer assistance.

We encourage you to call the school, 274-8500, or contact your child's teacher if you have the interest and the time to serve as a volunteer. Current clearances and proof of mandated reporter training and awareness of school policies are maintained, in the office of the superintendent, for all approved volunteers.

### Change of Address and Telephone Number

It is important that we have your correct address and telephone numbers, both home and work. Should you move during the school year, or change your telephone number, cell phone or email, please notify the school office immediately.

### Emergency Safety Drills

Fire drills and other emergency safety drills are practiced throughout the school year. These drills are necessary to make sure our students are prepared to respond if there is ever a real emergency. Students will receive instructions from their teachers, and they are reminded to follow these basic rules:

- (1) Check the safety drill instructions posted in each classroom.
- (2) Listen to the teachers' instructions.
- (3) Walk, without talking, to the designated area.

### Health Services/Student Insurance

All students participating in athletics must have insurance. Specific instructions will be given to each student by his/her advisor/coach.

### Guidelines for the Administration of Medication during School Hours

The Coudersport Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to "avoid" school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed. Please contact school nurse at 260-4023.

### Dental and Physical Forms

**PHYSICAL EXAMS** are given in eleventh grade. You are encouraged to have the school health exam performed by your family physician and you will be provided with the proper form. There are immunizations that are due at this age and they need to be done by your family physician. Otherwise, your child will be examined by the school physician.

**DENTAL EXAMS** are given in seventh grade. You are encouraged to have the dental exam done by your family dentist and you will be provided with the proper form. Otherwise, your child will be examined by the school dentist.

**MEDICAL and DENTAL** forms are to be returned to the school as soon as they are completed. If a form is not returned then it is assumed that the exam was not done and it will be done in school.

### Emergency Cards

In order for the nurse to maintain communications with parents regarding their children, students must return the emergency card to their homeroom teachers to be filed in the nurses office for future reference.

### Immunization Information

Pennsylvania State Law requires that every child, prior to admission to school for the first time, has been fully immunized against the following diseases: Hepatitis B, Diphtheria, Tetanus, Polio, Measles, Mumps, Rubella (German Measles), Chicken Pox.

Pennsylvania State Law will only exempt: (A) In the event of a physical condition of said child, that such immunization would endanger life or health, (B) Parent or guardian of said child adheres to a religious belief whose teachings are opposed to such immunizations.

Please send any update of immunizations that your child has received to the school nurse.

### Dismissal Procedure for Students Who Become Ill

If a student becomes ill in school, he/she should report to the nurse/main office. Students must not leave the building because of illness without authorization. Only the school nurse or an administrator can approve a student to leave school due to an illness. If there is any change in a child's health which affects his/her ability to take Phys. Ed., or if he/she is placed on a regular medication, it is the parent's responsibility to notify the school. Please request forms as needed if either situation exists.

### Student Services

**274-8553**

Mrs. Rachel Minard ..... School Counselor

Mrs. Sheri Matzinger ..... Student Services Secretary

### Academic Letter PTSA

The Coudersport Parent/Teacher/Student Association will award an academic letter to students in grades 9-12 who meet the criteria established by the PTSA.

Students will receive one letter during their 9-12 years and bars designating the years of distinction thereafter.

### Availability of Grades

Coudersport Jr-Sr High School operates on a four nine-week grading system. At the end of each nine weeks, a report card will be sent home with each student.

### Online Access for Student Grades

In order to access the new parent grade portal, please go to the Coudersport Area School District or Coudersport Jr/Sr High School main page and click on the Grade Portals Tab and then click on the parent portal login link to be taken to a "Parent Portal Login" page. Click on online registration to begin the process. You will need to have your child's student identification number (lunch number) to link your account with your child's name. If you have more than one child in our school, you will only need one identification number to get the process started and then you will add your other children to your account. Once you have given all the required information, you can click the create account tab to finish the process.

You will receive an automatic email message from the system that will let you know that your account has been sent to the school district for

approval. We do have to go in manually to approve your account for safety purposes. Please allow 24 hours during regular business hours for your account to be approved. You will then receive another automatic email that will ask for you to verify your email and to sign in with the username and password that you created during the initial set-up.

### Grading Scale

95 - 100	A	4.0
90 - 94	B+	3.5
85 - 89	B	3.0
80 - 84	C+	2.5
75 - 79	C	2.0
70 - 74	D	1.0
Under 70%	F	0.0

\*Grades are available as a service to parents and students. However, the grades are real time and changes may occur. The official grade for the nine weeks is taken from the report card and this will be the grade reported on final transcripts. Teachers are responsible for updating grades, and the administration realizes teachers need time to post grades in order to allow for grading and reading of assignments and tests.

### Graduation Requirements/Course Registration

Information regarding requirements for graduation, class placement or course registration can be found in the Coudersport Area Jr/Sr High Registration Guide, which is available in Student Services. Questions regarding graduation requirements, class placement or course registration can be answered by the school counselor or the principal.

### Honor Roll Rules

In order to make the Distinguished Honor Roll, a student must attain an average of 95% or above in all subjects with no grade below 80% in any subject. To make the Honor Roll, a student must attain an average of 90% or above in all subjects with no grade below 80%.

Courses which use a letter grade or satisfactory must be passing. No one will be eligible for Honor Roll with incomplete grades.

Students enrolled in honors courses will receive .05% additional added to the nine weeks grade provided that the student earned a minimum of 80% in the class on their own prior to the additional points being added to the grade.

### Incomplete Grades

Students who receive an incomplete on their report card for a nine-weeks grade will have a two week maximum from the date they receive their report card to make up work.

In the event of a long absence, the student and teacher shall make the necessary provisions to complete the missed assignments.

In the event that the incomplete is not handled within the time allotment, it will become a failing mark.

### National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll. NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character.

### Lamp of Learning

Recognizing seniors with a four-year cumulative average of 95% and above.

### Parent Conferences/Appointments with School Counselors

Parents are more than welcome to make appointments to speak with their student(s) teachers or school counselors. Please call 274-8553 to set up an appointment to meet with teachers, counselors or the



principal to discuss any concerns that you may have regarding student services.

## Schedule Changes

Students who desire to drop or add a class prior to the beginning of each school year will be permitted to do so after the initial scheduling in the spring and under the following conditions:

1. The student still maintains the required hours of class per week.
2. The student has justifiable reason for change.
3. Parental consent exists.
4. Class membership warrants the change.
5. Class period creates no conflict.
6. The ability of the student to add the course is warranted.
7. No students will be allowed to audit a class without approval from the teacher and administration.

The request to drop or add a course within the five day period will be determined by the same regulations as those prior to the beginning of the school year. Any student who withdraws from a course throughout the school year, prior to completion will receive a withdrawal failure.

Note: The lowest grade issued for the first nine weeks will be 60%. The lowest grade issued for the second nine weeks will be 50%. All grades for the remaining nine weeks, mid-terms and finals will be the grade the student earns in the class.

## Academic Integrity Belief Statement

We believe academic integrity is a primary and essential part of the learning process. It is a commitment to the values of honesty, trust, fairness, respect and responsibility. These skills will help students become self-motivated, capable and competent lifelong learners. Students are expected to strive to maintain academic integrity and to refrain from academic dishonesty and to avoid aiding others in violating the academic integrity guidelines. Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic or other means.

## Student Assistance Program

### Have you ever experienced. . . .

- Loneliness
- Depression
- Hopelessness
- Isolation
- Inadequacy
- Overwhelming school pressure
- Peer pressure
- Tension at home
- Parental pressure
- Control by drugs or alcohol
- Confusion about sexuality
- Stress
- Inability to cope
- Frequent Absences

### Many people have. There is help!

Student Assistance attempts to identify, intervene, refer and follow-up with students who are having school problems due to involvement with alcohol/drugs, mental health or other associated problem behaviors. In no way does the school attempt in this program to diagnose or treat students with these problems. Rather, Student Assistance seeks to improve identification of these students and provides intervention through appropriate referrals and follow-up.

Referrals can be made to the team by contacting one of the members listed. All referrals remain confidential.

## Student Assistance Program Team Members

Rachel Minard    Steve Mongillo    Jessica Rohrer  
Jordan Caldwell    Traci Budd    Mike Ingalls

## Student Surveys (Policy 235.1)

### Graduate Survey

A Graduate Survey is administered to every 12th grade student in the spring of his/her senior year. This survey provides school officials with perception data of our students on how they feel about their preparedness for life after high school and the information gathered can be used to help us better prepare students for the future. Follow up graduate surveys will also be conducted to find out how they are doing after graduation. Parents requesting to preview this survey or those who wish to opt their child out of participation in this survey should contact the HS School Counselor prior to administration.

### PAYS

The PA Youth Survey is conducted every other year in the fall of odd-numbered years. It is free of charge to the district courtesy of funding provided by PCCD-PA Commission on Crime and Delinquency, DDAP-PA Department of Drug and Alcohol Programs, and PDE-Pa Department of education.

PAYS is a primary tool in PA's prevention approach of using data to drive decision making. By looking not just at rates of problem behaviors but also at the root causes of those behaviors. PAYS allows schools and communities to address reasons rather than only looking at symptoms after the fact. This approach has been repeatedly shown in national research studies to be the most effective in helping youth develop into healthy, productive members of their society. Parents/Guardians who request to preview the survey or who wish to opt their child out of participation should contact the Director of Curriculum, Instruction and Assessment prior to administration.

## Student Issues

### Attendance

The School Board requires that school-aged students must be enrolled in one of our district schools, attend school regularly, in accordance with state laws.

The educational program is predicated upon the presence of the student and requires continuity of instruction and class participation in order for students to achieve academic standards and consistent educational progress.

Coudersport Jr./Sr. High School believes that regular attendance is vital to student success in school. Our attendance procedures are based on the laws of the Commonwealth of Pennsylvania, a federal school attendance improvement initiative, and school board policy.

Coudersport Jr./Sr. High School's attendance procedures are as follows:

- For every unexcused/illegal absence, a letter is sent home to parent(s)/guardian(s).
  - After 3 unexcused/illegal absences, a letter is sent to the parent(s)/guardian(s) of the student, requesting a Student Attendance Improvement Plan (SAIP) meeting.
  - After 6 unexcused/illegal absences, charges of truancy will be filed with the District Magistrate.
  - If a student acquires more than 10 absences (excused or unexcused/illegal), a legal medical excuse will be required.
  - Family trips/vacations will count toward a student's cumulative absence total. These absences may result in a request for a legal medical excuse.
  - Teachers are not required to allow assignment extensions, make-up examinations, etc., for unexcused/illegal absences.
- \* See Page 10 for Attendance Requirements for Extra-curricular Activities.

### Tardies/late to school:

- Any student accumulating three (3) or more unexcused/illegal

tardies to school or any assigned class will result in that student being assigned detention, and a referral to SAP will be made.

- Teachers are not required to allow assignment extensions, make-up examinations, etc., for unexcused/illegal absences.
- Students may not earn credit for assignments, tests/exams, quizzes, etc., that occur during an unexcused/illegal tardy.

### **Absence (Valid)**

Valid/invalid absences include, but are not limited to, the following:

1. Illness
2. Serious illness, or death in the immediate family
3. Emergency medical or dental attention
4. Absences approved in advance with school principal (job interview, college visits, doctor, and dental appointments, etc.)
5. Authorized religious holidays
6. All student trips must be approved by the administration
7. Excused trips may not be taken the last 5 days of any semester

### **Absence (Invalid)**

The following are not excusable absences in accordance with state attendance laws. Valid/invalid absences include, but are not limited to, the following:

1. Truancy
2. Missing the school bus
3. Trips not approved in advance
4. Shopping
5. Hunting, fishing, attendance at events (games)
6. Birthday or other celebrations

### **Procedure for students regarding absence**

1. If you are ill, please have your parents call the school that morning between 7:30 a.m. and 8:30 a.m. at 274-8500.
2. Electronic calls will be placed to parents who have not called their child in sick for that morning.
3. If a student is not legally excused within three days of absence, the absence will be marked unexcused/illegal. Please refer to page 7 for Attendance Policy.
4. Students coming in after the beginning of period 1, must report to the office. Students who have three unexcused tardies will be assigned detention for tardiness. If detention is not served, in-school suspension will be assigned.

### **Bus Rules and Conduct**

Children need to conduct themselves properly while riding a bus. Misbehavior distracts the driver's attention, thereby placing the safety of the passengers, other drivers, etc. in serious jeopardy. Because of the potential danger, misbehavior on the bus will be dealt as an infraction with consequences. Riding a school bus is a privilege, not a right. A child whose behavior places others safety in danger will have privileges suspended temporarily or permanently. A reminder to parents - for the safety and security of our students on the district's school busses, video equipment may be present with both audio and video recording capabilities, therefore, there are times when your child could be audio and/or videotaped while riding on their school bus.

Students who violate bus rules may be written up by the bus driver or faculty member. Violators may receive a re-teaching of behavioral expectations for the bus and a written warning for a first offense. Consequences for additional violations may include lunch or recess detention, after school detention, and loss of bus riding privileges. The number of bus suspension days may increase with each additional

bus offense depending upon the severity of the incident. Administration reserves the right TO REMOVE A STUDENT EITHER TEMPORARILY OR PERMANENTLY FROM THE BUS BASED UPON THE NATURE OF THE OFFENSE. PARENTS/GUARDIANS WILL BE RESPONSIBLE FOR ALTERNATE TRANSPORTATION DUE TO SUSPENSION FROM SCHOOL TRANSPORTATION.

### **School Bus Routes and Stops**

The Coudersport Area School District is charged with providing safe and reasonable transportation for public and nonpublic students under provisions of applicable local, state, and federal laws and regulations.

If parents request that their child or children be assigned a bus route or stop different from the one assigned, the request will be considered and evaluated on an individual basis. All bus requests must be turned into the main office by 1:30 pm of the day the change is requested. Requests for students to ride on an alternate bus or be assigned to an alternate bus stop may be approved only if both of the following conditions are met:

- 1) there is room on the alternate bus and
- 2) the requested stop is on an established bus route.

Emergency request for changes to a student's bus assignment and route will be considered by the business office.

### **Waiting for the School Bus**

Students should be at their assigned bus stop ten minutes before the bus is scheduled to arrive.

While waiting for the bus, students should respect the property of their neighbors and wait in a quiet, orderly manner.

### **Conduct and Attendance at Extra-Curricular Activities**

Students are greatly encouraged to participate in extra-curricular activities sponsored by our school board and faculty. Those participants, in addition to those students who attend as spectators, are reminded of a few basic considerations during these events:

1. All those in attendance will exhibit good sportsmanship.
2. Behavior must be in accordance with school policies or violators will be removed.
3. School activities must be in accordance with school regulations set by the School Board and PIAA when involved with other schools.
4. Failure to comply with expected rules of conduct will result in suspension from school activities.
5. Students absent from school or suspended are not permitted to attend or participate in extra curricular activities.

### **Dress Code**

We take pride in the appearance of our students here at Coudersport High School. School is a student's place of business and appropriate dress and hygiene is important. Students must dress in a manner that will not constitute a disruption in the school, a safety hazard, or exhibit unsuitable expressions or pictures.

### **Drug, Alcohol and Tobacco Abuse**

(Refer to Rules, Regulations, and Sanctions - Level 3 in the Student Code of Conduct Section.)

It should be emphasized that this policy applies not only to students on school property, but also to all students attending any and all school functions both on school property and any function where they represent themselves as a part of the student body of the School District.

### **NALOXONE(Policy 823)**

Naloxone (Narcan) is available in the nurse's office to treat opioid drug overdose and may be administered by employees and volunteers who

have successfully completed the PA Dept of Health training.

### **Early Dismissal for Students**

No student will be allowed to leave school during the school day unless he/she has a note signed by a parent. Students that are excused may not be transported by other students nor use other students vehicles. Leaving school without permission may result in suspension or detention, depending upon the situation.

### **Electronics Policy**

Students are reminded of the Coudersport Area School District electronics policy. Students are only permitted to use their cell phones or hand held technical devices during the scheduled lunchtime in the cafeteria. Students must use our schools Wi-Fi for internet conversing. Picture taking is prohibited while school is in session. If a student is ill, they are to report to the school nurse, not call a family member to be excused. If parents need to leave a message for students during the school day, please contact the front office and the message will be delivered to the students. Students who are using cell phones or any electronic equipment will have their cell phone or electronic equipment confiscated and sent to the office for pick up at the end of the day. If the cell phone or electronic equipment is seen a second time, it will be confiscated. A third offense will result in confiscation of the device, which will require a parent or guardian to come into the school to retrieve the device.

### **Expectations for Student Behavior**

It is the responsibility of the high school principal to maintain a safe environment for all who enter the school building. In order to maintain that safe environment, students are expected to refrain from any kind of physical or verbal abuse of other people within the school setting. Students should be respectful of all who enter the school building. Harassment, bullying, fighting, swearing or other displays of disrespect will not be tolerated. Students who exhibit these behaviors will be assigned a consequence of the Coudersport Area School District discipline code as well as a possible referral to the appropriate local law enforcement agency. Students are expected to display good student behavior at all events sponsored by the school district including extra-curricular events and transportation provided by the school district.

### **Discipline Related to Fighting on School District Grounds**

Any student who uses physical aggression to settle an argument or confrontation will result in disciplinary action by the administration and may result in the involvement of local law enforcement.

### **Hall Passes**

1. Ask the teacher if you may leave the classroom.
2. Prior to leaving classroom, you need to sign the "sign out sheet", and sign the "sign in sheet" when you return.
3. You need to have a pass to go to another classroom, the bathroom, to get a drink, etc. Any time you are in the hallway, you need a pass.
4. All teachers will require you to have a pass upon entering the classroom. If you do not have one, you will be required to go back to the class and get one from the teacher. If you are out in the hall during class time without a pass, you will be required to go back to your teacher to get a pass. Any teacher, staff or administrator may ask to see your pass while you are in the hall.

### **Student Dances**

Students are encouraged to attend dances throughout the school year. Any CHS student bringing a student from another district must have approval from the sending district principal as well as approval from the CHS principal. Homecoming is for grades 9 - 12 only and dates cannot be older than 20 years of age. Prom is for grades 11 & 12 and for 10th graders if asked by a junior or senior. Students cannot be older than 20 years and approval must be made through the HS office.

### **Lockers**

Lockers are assigned to students at the beginning of each school year and should be locked throughout the school day. The school district is not responsible for lost or stolen articles from the lockers. Students are reminded they are responsible for the contents in his or her locker, therefore it is advised that students not share lockers. It is also important to note that lockers are school property and in order to provide a safe school environment, administrators may search lockers if a reasonable suspicion exists.

### **Bicycles**

Students may ride bicycles to school, but student bicycles are not the school's responsibility. Bikes are to be parked at the designated bike racks.

### **Parking Permits**

Parking permits may be obtained from the front office at the beginning of the school year. Students who are seniors will be allowed to register first, followed by juniors and sophomores. Students must sign for the parking pass and return the parking pass at the end of the school year. Student should also note that parking on school grounds is a privilege and not a right. Students who abuse the privilege may have their parking permits revoked.

### **Search and Seizure Procedures**

In the event a locker or person needs to be searched, care will be taken to protect the student's privacy, however students should be aware they have a much less expectation of privacy in the school system than the population in general. In the event a locker needs to be searched, the student will be present unless there is a threat to the health, welfare or safety of students. Students will be given notice of the search and accompany the administrator to the locker. Students may also be asked to empty backpacks, purses or pockets. Students who are found with any illegal substances will be disciplined by administration as well as referred to local law enforcement. Students should also be aware reasonable suspicion is applied to automobile searches as well, therefore objects in plain view in an automobile in the school parking lot, creates no expectation of privacy.

### **Working Papers**

If you are under 18 years of age, you must obtain a work permit in order to accept employment. The law has certain requirements concerning the type of work you may do, the hours, and under what conditions you may work. Applications and all necessary information may be obtained at the main office.

Good judgment must be exercised in seeking employment. A student's first responsibility is to his/her school work. If a job deprives a student of his/her study time and participation in school activities, he/she will not be able to maintain a satisfactory school record.

### **Extra-Curricular Participation Policy**

This policy will govern all extra-curricular activities, sponsored by the Coudersport Area School District. Students enrolled in the Coudersport Area School District, as well as district-approved homeschool students are eligible to participate in extra-curricular activities.

**Defined:** The Extracurricular Participation Policy as adopted by the Coudersport Area School Board defines extracurricular as any activity that has one or more of the following characteristics:

1. Grade or credit toward graduation does not exist.
2. Students are involved in time beyond the regular school day for competition or practice.
3. Awards are granted for participation or level of achievement.
4. Students choose to be a part of the activity.

The following list is a current list of the activities that exist in the Coudersport Junior/Senior High School. All listed activities are subject to the policy as outlined. Any activity that has been omitted for whatever reasons or new activities created in the future are included and are bound by the above policy.

- Band Front
- Baseball
- Boys Basketball (all levels)
- Cheerleading (all levels)
- Cross Country
- Football (all levels)
- Girls Basketball (all levels)
- Golf (Boys/Girls)
- Jazz Band
- Majorettes
- Marching Band
- Plays/Musicals
- Show Choir
- Soccer
- Softball
- Steel Appeal
- Student Plays
- Track (Boys/Girls)
- Trap
- Volleyball (all levels)
- Wrestling (all levels)

Student representatives to extended school day activities  
(ex. IU9 Student Forum)

Any other activity as defined by administration as extra curricular

The policy will cover the entire school year and will follow the following periods in reference to eligibility.

1. Eligibility for extra-curricular activities is determined on the first day of every school week. Non-eligible students will be suspended from their activities until eligibility is determined the following first day of the next week.
2. The report period will begin with the 15th day of the school year and fall on a weekly basis thereafter throughout the entire school year. The computation of eligibility is as follows:
  - A. A student cannot be failing more than one (1) class in order to maintain eligibility for extra-curricular activities.
  - B. A student must maintain an overall average of 70%. Students not meeting the grade standards are subject to ineligibility based on the following:
    - 1) If during a grading period - The first day of each school week to Monday following the Friday so declared (weekly).
  - C. Students 1st 9-weeks, 1st semester average, 3rd 9-weeks, and final grade will be used at those intervals.
  - D. The computing of average for eligibility will be based on the nine weeks currently in and is cumulative through the nine weeks.
  - E. Students will be notified of their eligibility status.
3. The Nine weeks grade and the semester grade will be used when issued at these intervals.
4. Student that is declared ineligible will remain such until said student returns to the minimum acceptable grades.
5. The declaration of an eligible participant will be done by the principal with the information provided through a form submitted to the teaching staff on a weekly basis.
6. A Student declared ineligible will not be permitted to participate in an interscholastic event during that time or be permitted to participate in practice during that period. The student will either be under the supervision of the coach for supervised study or will not be involved at all with said program until the academic requirements

are returned to acceptable.

7. Students that have been declared ineligible for the third time in a particular activity will be declared ineligible for that activity for the duration of said season.
8. The weekly eligibility period will run Monday to Monday, with students ineligible so declared on Monday and remaining such until the next Monday or until acceptable academic standards have been reached. No student can become eligible prior to the Monday following that ineligible status has been declared.
9. Students that are ineligible at the conclusion of the school year will become eligible based on the PIAA guidelines as stated in the PIAA handbook, Article IX, Section 5. Students may make up work in an approved summer school and retain eligible status provided the standards are met.
10. Students that have withdrawn from a course after the allotted time as outlined in the student handbook, will carry either a WP (withdrawal passing) or WF (withdrawal failing) and this will be included in the credits to be passed and the average to be used in calculation of overall average.
11. Incompletes are considered passing for one week and if not made up will be considered as failing for the period until a grade is issued.
12. All Coudersport sponsored sports will be subject to the age eligibility as defined by the PIAA, in reference to their handbook.

### Extra-Curricular Activity Regulations

The following is a list of regulations which all extra curricular participants are expected to display during the season or activity in which they are participating. In cases of severe discipline problems where a student has been restricted from extra curricular activities, a student may not be eligible for participation in any extra curricular activity.

- I. Conduct - Conduct in school should be beyond reproach. Reports of misconduct will be reviewed by coaches, AD, sponsor, and administrators. Good sportsmanship must be displayed at all times. Participants are responsible for knowing all regulations in student handbooks.
- II. Grades - Participants cannot be failing more than one (1) class in order to maintain eligibility for extra-curricular activities. Student participants must also maintain an overall 70% average in subject areas, which will be determined on a quarter to date basis.
- III. Enforcement of Rules - A penalty of suspension from participation in the involved activity (both game-meet-match or activity) and practice, will be imposed on any student participant who is observed or reported by coaches or sponsors of the involved activity, school administrators, or police for breaking the following rules:
  1. Use of or possession of tobacco products. Use of or possession \*(constructive or actual) of alcoholic beverages. Use of or possession \*(constructive or actual) or distribution of illegal drugs.
  2. The suspension shall be administered in the following manner:
    - A. First offense - 2 week suspension.
    - B. Second offense - dismissal from team or activity for the remainder of the sport season or activity and forfeiture of athletic letter earned if applicable.  
(i.e.: Athletic Letter, jacket, medals, etc.)
    - C. Dismissal on a second offense will be for the remainder of the sport season/activity, or eight weeks, whichever is longer.  
The head coach or sponsor will decide whether or not the suspended student must attend practice sessions for the purpose of observation only.
  3. In addition, any student participant who commits an act leading to a penalty of out of school suspension, or who demonstrates a pattern of absences deemed excessive or extreme, will also come under the penalty of suspension from participation in the involved activity. The length of suspension shall be determined mutually by the involved head coach or sponsor, athletic director and Principal.

If a student has a total of three unexcused absences; or commits an act leading to "In-school Suspension", the following consequences will result:

- A. First offense — three day suspension.
- B. Second offense — one week suspension.
- C. Third offense — dismissal from team or activity.  
(In the event of dismissal, the same penalty of suspension-section III(2B) will apply.)

**Anabolic Steroids** - The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

- 1. For a first violation, suspension from school athletics for the remainder of the season.
- 2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
- 3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

**Maximum Age Rule -**

A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year. The age for Junior High competition is 16 before July 1.

IV. Practice/Events - Practice starts on a designated date and goes until the last participation event. Student participants may be excused from practice only by the coach or sponsor involved. If a student participant is able to attend school, we expect them to attend practice. In order to participate in an event or a practice, the student participant must be in school by 10:30 AM.

V. Injury - Should any injury occur during a practice/game, the parents/guardians, can authorize the coach or sponsor in charge to take the most appropriate action in securing medical help including transportation by a local certified ambulance service to the nearest medical care facility.

\* CONSTRUCTIVE means knowingly being present illegal where drugs or alcohol are being consumed, distributed or transported.

**Screening & Evaluation Procedures**

**1. Health Examinations School Board Policy 209**

Although the physical and mental health of each child is primarily the responsibility of the home and parents, the school district provides not only state-mandated health services but also functions to maintain and improve the health of each student while in school.

Each pupil shall receive a comprehensive health examination in kindergarten, in sixth grade and in eleventh grade.

These examinations will be conducted by the school physician or physician's assistant.

A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

Each pupil shall receive a comprehensive dental examination in kinder-

garten, while in third grade and in seventh grade. These examinations will be conducted by the school dentist. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

For each pupil transferring to the schools of this district the Superintendent shall request an adequate health record from the transferring school.

Beginning with kindergarten and continuing through the twelfth grade, the school district will maintain for each student a developmental health history. This health history includes required vision and hearing screenings.

**Health Examination Chart**

The individual pupil records of health examinations shall be maintained

Grade	Vision	Height	Weight	Hearing	Physical Exam	Dental Exam	Scoliosis Screening
K	X	X	X	X	X	X	
1	X	X	X	X			
2	X	X	X	X			
3	X	X	X	X		X	
4	X	X	X				
5	X	X	X				
6	X	X	X		X		X

**2. Assessments**

In accordance with the recommendation of the Superintendent of Schools and the School Principals and Counselors, the Board of Education of the Coudersport School District has approved a testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of math, english, and science.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to the child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide the appropriate educational plan.

Name & Type of Test Achievement	Grade Given	Purpose
PSSA	3,4,5,6,7,8	Measurement of achievement in reading, mathematics, and science
Keystone	Given at the conclusion of 1. Biology 2. 10th Gr. English 3. Algebra I	Measurement of achievement in Biology, English and Algebra
CDT's Classroom Diagnostic Tools	7, 8, 9, 10, 11	To provide an estimate of student performance on the PSSA, and Keystone as well as provide data to drive classroom instruction.
<b>APTITUDE</b>		
Preliminary SAT	10, 11	Provides each student with ranking information in verbal and math skill areas.
SAT, ACT	11,12	Provides student with ranking information in verbal and math skills, and other content areas.
Armed Services Vocational	10	Career Exploration Aptitude Assessment

The following tests are given several times per year to assess annual progress in reading and math at the elementary levels:

Dynamic Indicators of Basic Early Literacy Skills (DIBLES)

- ◆ Individual Reading Inventory
- ◆ Curriculum-Based Assessment
- ◆ STAR Reading and Math

Additionally the following diagnostic tests are given as needed:

- ◆ Alpern-Boll Developmental Profile
- ◆ Behavior Rating Scales
- ◆ Bender - A Visual Motor Gestalt Test for Children
- ◆ Classroom Observations
- ◆ Clinical Evaluation of Language
- ◆ Fundamentals - Revised
- ◆ Conners' Parent/Teacher Rating Scales
- ◆ Copeland Symptom Checklists
- ◆ Goldma -Fristoe-Woodcock:
- ◆ Test of Auditory Discrimination
- ◆ Goldman Test of Articulation
- ◆ Learning Accomplishment Profile - Revised
- ◆ Mooney Problem Checklist
- ◆ Peabody Picture Vocabulary Test - Revised
- ◆ Sentence Completion Test
- ◆ Stanford-Binet: 4th Edition Slosson
- ◆ Intelligence Test - Revised
- ◆ Test of Auditory Perceptual Skills
- ◆ Vineland Adaptive Behavior Scale
- ◆ Wechsler Individual Achievement Test - II
- ◆ Wechsler Intelligence Scale for Children - III
- ◆ Wechsler Preschool and Primary Scale of Intelligence - Revised
- ◆ Wepman Auditory Discrimination Skills
- ◆ Wide Range Achievement Test - III
- ◆ Woodcock-Johnson Tests of Achievement - Revised

At the elementary level, all referrals except Enrichment begin at the instructional support level. A parent or staff member may initiate the referral process by submitting a written request. Screening information will be used by the instructional support team to meet the child's specified needs or to document the need for further evaluation. If it is determined that a child needs additional services, the instructional support team will make adjustments relative to such things as the child's learning style, behavior, physical inabilities, and speech problems. Recommendations are made and put into effect in the regular classroom setting. Parents will be involved in the pre-referral process. If a student does not make progress with pre-referral involvement, which may last up to 60 school days, parents will be asked to give written permission for necessary individual professional evaluations.

At the junior/senior high school level, parents may request or school personnel can recommend that a child be evaluated for a possible learning disability. A review of the child's educational and behavioral history is conducted by the pre-referral intervention coordinator and/or the high school student services counselor. This evaluation would include grade reports, standardized test scores, teacher and parent interviews. Learning and teaching strategies that have been used in the past are reassessed for their effectiveness and new strategies are implemented in the regular education program if appropriate. If the child continues to have difficulties and no progress seems to have been made, parental permission for evaluation and professional services is required for the process to continue.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time

and location), and rights to due process procedures, you may contact the Elementary Principal or Mr. Steve Mongillo, High School Principal.

The next step in the process for both the elementary and secondary level is the written permission from the parents for permission to evaluate. This evaluation will be conducted by the Seneca Highlands Intermediate Unit Nine by a certified school psychologist.

After all of the evaluations are completed, an Evaluation Report will be compiled with parent involvement and include specific recommendations for the types of intervention necessary to deal with the child's specified needs. Parents are then invited to participate in a meeting where the results of the Evaluation Report (ER) will be discussed. An Individual Educational Program (IEP) will be developed for students identified with a specific learning disability.

Parents are then presented with a Notice of Recommended Educational Placement (NOREP) which they may choose to agree or not agree with. If parents disagree with the program being recommended, the issue may be taken to a due process hearing. Information about parents' rights to arbitration, mediation or due process procedures, specific special education services and programs offered by the district, and the district's educational records policy are available upon request to the building principal.

The Coudersport School District protects the confidentiality of personally identifiable information regarding children with disabilities, children thought to have disabilities, protected disabled students (if not protected by IDEA '97 or Pennsylvania's Special Education Regulations) and children who are identified as gifted, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

### **Student Records(Policy 216)**

Your child's school records will be maintained as per our School Records Policy as long as your child attends school in the Coudersport School District. Should your child transfer to another school system, his or her records will be transferred to the new school system. Only legally authorized individuals and agencies will be permitted to inspect your child's records without your written permission. (When your child reaches the age of eighteen or enrolls in post secondary school, your consent is not required.)

Occasionally, certain general Directory information (name and address of student, date and place of birth, names and addresses of parents, awards received, activities, etc.) may be released. Unless you notify the school Superintendent in writing within 20 days following the date of this notice, it will be assumed that you do not object to this type of disclosure.

Information about all of these services and procedures may be obtained by calling the Elementary Counselor, at 274-8055, or Rachel Minard, Senior High Counselor at 274-8553.

### **Food Services (Policy 808)**

The Food Services Policy includes school meal charges/accounts and the collection of unpaid meal charges. CASD is an equal opportunity provider and employer and shall not discriminate against individuals based on race, color, national origin, age, sex or disability.

### **School Wellness (Policy 246)**

Our district recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. We seek to provide an environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity.

### **Notice of Nondiscrimination and Unlawful Harrassment (103, 103.1, 104)**

The Coudersport Area School District does not discriminate against race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or genetic information in any of its programs, practices, or category of employment. Inquiries regarding its discrimination or harassment policies should be directed to the district's Compliance Officer.

### Public News Release Form (Policy 911.A1)

On a regular basis, the school district provides public new releases which feature students involved in projects, participating in school events, or receiving awards. A release form will be sent home separately to seek/decline your permission for having your child participate in any of these news releases.

### Programs for Eligible or Protected Disabled Students

In compliance with state and federal law, notice is hereby given by the Coudersport School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Autism                | 7. Traumatic brain injury        |
| 2. Visual impairment     | 8. Other health impairments      |
| 3. Hearing impairment    | 9. Orthopedic impairment         |
| 4. Developmental delay   | 10. Emotional disturbance        |
| 5. Mental retardation    | 11. Specific Learning Disability |
| 6. Multiple disabilities | 12. Speech & Language impairment |

If you believe that your school-aged child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for independent educational evaluations of students with disabilities will follow the provisions of 34 CFR 300.502.

They are as follows:

- (a) General
  - (1) The parents of a child with a disability have the right under this part to obtain an independent educational evaluation of the child, subject to paragraphs (b) through (e) of this section.
- (b) Parent right to evaluation at public expense
  - (1) A parent has the right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the public agency.
  - (2) If a parent requests an independent educational evaluation at public expense, the public agency must, without unnecessary delay, either - (i) Initiate a hearing under 34 CFR 300.507 to show that its evaluation is appropriate; or (ii) Ensure that an independent educational evaluation is provided at public expense, unless the agency demonstrates in a hearing under 34 CFR 300.507 that the evaluation obtained by the parent did not meet agency criteria.
  - (3) If the public agency initiates a hearing and the final decision is that the agency's evaluation is appropriate, the parent still has the right to an independent educational evaluation, but not at public expense.
  - (4) If a parent requests an independent educational evaluation,

the public agency may ask for the parent's reason why he or she objects to the public evaluation. However, the explanation by the parent may not be required and the public agency may not unreasonably delay either providing the independent educational evaluation at public expense or initiating a due process hearing to defend the public evaluation.

- (c) Parent-initiated evaluations
  - If the parent obtains an independent educational evaluation at private expense, the results of the evaluation
    - (1) Must be considered by the public agency, if it meets agency criteria, in any decision made with respect to the provision of FAPE to the child; and
    - (2) May be presented as evidence at a hearing under this subpart regarding that child.
- (d) Requests for evaluations by hearing officers.
  - If a hearing officer requests an independent educational evaluation as part of a hearing, the cost of the evaluation must be at public expense.
- (e) Agency criteria.
  - (1) If an independent educational evaluation is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that the public agency uses when it initiates an evaluation, to the extent those criteria are consistent with the parent's right to an independent educational evaluation.

Requests for evaluation and screening are to be made in writing to:

Sean Reams Elementary Principal Coudersport School District 802 Vine Street Coudersport, PA 16915	Mr. Steve Mongillo Secondary Principal Coudersport School District 698 Dwight Street Coudersport, PA 16915
---	--

In compliance with state and federal law, the Coudersport School District will provide to each protected disabled student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits to the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected disabled students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to education records, you may contact in writing the person named above or any building principal.

### 3. Educational Support Programs and Services Gifted Support

The Gifted Support Program is designed to meet the needs of mentally gifted students in a challenging manner. Activities and units of study are presented in various subject areas. Overall goals include enhancing

student self-esteem, building leadership, communication, interpersonal skills, and applying higher-level thinking skills.

### **Speech-Language Support**

The Speech-Language Support Program provides specially designed instruction for students who have difficulties in communication skills. Areas of difficulty which can be addressed include: articulation (specific speech-sound production), language skill development (form, content, and use), voice quality, and fluency (stuttering). One on one or small-group instruction is provided in the speech therapy room setting or within the child's class-room depending on which arrangement best meets the individual's communication needs.

### **Learning Support**

The Learning Support Resource Rooms present students, whose expected levels of achievement vary, with an atmosphere conducive to individualized level learning. Reading, Language Arts, Math, Social Studies, Science, Health, Writing, and Socialization Skills are areas in which educational goals are developed. These programs are designed to help students who require special services develop their knowledge and skills. Learning Support students are to be included in regular education whenever possible.

### **Life Skills Support**

The Life Skills Support Classroom serves students with overall delays who require multiple hands on experiences for mastery to occur. Instruction is given individually or in small groups and students participate in specials with their peers. Students are taught the important skills in a functional setting. The Life Skills Support class serving children in K-6 is located at the Coudersport Elementary School. For students in grades 7-12, the Life Skills Support class is located at the Coudersport High School.

### **Emotional Support**

An Emotional Support classroom provides an individualized, highly structured program for students with severe social and emotional disabilities. These disabilities can result in slowed academic growth and limited social interaction. Therefore, the main goal of the program is to achieve acceptable social and behavioral skills. Attaining these skills will allow the students to experience academic growth and enable them to function in socially acceptable ways. The Emotional Support class is at the Coudersport Elementary School and serves children in grades K-6.

### **Multiple Disabilities Support**

The Multiple Disabilities Class is designed for students who have been identified with two or more impairments, which cause such severe educational needs that they cannot be accommodated in programs for one of the impairments. This class will stress motor/perceptual development, communication development, and acquisition of daily living needs.

### **Physical Therapy**

The scope of Physical Therapy services within education is directed toward assisting a student with a disability to participate in and benefit from his or her individual education program through the use of intervention strategies and specially designed instruction.

### **Occupational Therapy**

Occupational Therapy in the education setting is directed toward assisting students with disabilities to participate in and benefit from his or her individual education program. Occupational Therapy provided as a related service must relate to the student's educational goals and enhance the implementation of those goals.

### **Hearing Support**

The Hearing Support Program provides several services to the school

district and its students. From initial screening assistance to special instruction, the hearing teacher is available as a "second opinion" to the school nurse before a student is referred to an audiologist. If a child shows a significant hearing loss and difficulty in classes, special sessions are set up to provide auditory, speech, reading, and language instruction. Depending upon the severity of loss and need, intervention can range from consultation to inclusion in a resource room.

### **Vision Support**

The Vision Support Program provides service to children who are blind and/or visually impaired. Children who qualify must have a visual field of less than 20 degrees and/or 20/70 or worse in the best eye with correction. Children from 3 to post 12th grade are served. Support may be provided in the home setting or in the school.

## **Chapter 15**

In accordance with Chapter 15, the Coudersport School District will provide protected disabled students with the aids, services and accommodations that are designed to meet the educational needs of these students as adequately as the needs of non-disabled students are met. The Coudersport School District does not discriminate against protected disabled students and the district's responsibilities under the Chapter.

### **Title I Program**

The Title I Program in the Coudersport School District offers support to students in Grades K-6 who need extra help and instruction in reading and math. This regular education support would include smaller classes, additional teachers, assistants, extra reading, and math instruction using a variety of teaching methods and materials.

### **Early Intervention**

If a young child is experiencing delays in his or her development, Early Intervention can help. Delays can occur in one or more of the following areas: physical development, language and speech development, social and emotional development, self-help skills (adaptive skills), and cognitive development. The Potter County Early Intervention Program provides services from birth to 3 years of age. For more information contact: 814-274-7193 or 1-800-800-2560.

The Seneca Highlands Intermediate Unit Nine Early Intervention Program serves eligible children and their families from age 3 to school age. Services are provided in the child's home or in classroom settings. For more information, contact the Early Intervention Office at 814-887-9287 or 814-887-5512.

### **English As A Second Language**

In accordance with the Board's philosophy to provide a quality educational program for all students, the Coudersport School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success.

### **Transition or Preparation to Adult Life**

Transition or the Preparation for Adult Life Program is a very visible program in aiding students, parents, out-side agencies, and school staff in helping students make vocational decisions. The program is very specific for students with IEP's in place. Parents and representatives or agencies will be invited to a meeting near the student's sixteenth birthday to do an initial PAL program. A second meeting will occur early in the senior year to update the PAL program to reflect the student's current desires and needs. Parents are highly encouraged to be involved in the process of transition from school to the work environment.



For more information on any of these programs, contact the Student Services office at the High School (274-8500) or the guidance office at the Elementary School (274-8055).

### **Notice of Rights under FERPA for Elementary and Secondary Students in the Coudersport Area School District**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their educational records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or school district as an administrator, supervisor, instructor, support staff member, or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs as institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for the purposes of the student's enrollment or transfer. These records will be forwarded upon request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**  
U. S. Department of Education  
400 Maryland Avenue, SW, Washington, D. C. 20202-4605

### **Parents Rights to Due Process**

Consistent with the recent changes to the Individuals with Disabilities Education Act, the District is notifying you of the following changes to the Notice of Parents Rights:

Prior to a due process hearing, parents must provide written notice to the District regarding their problem with the District's proposed or existing program, placement, evaluation or identification.

Parents requesting a due process hearing must notify the school in writing of the nature of the problem with the school's proposed or existing program, placement, evaluation or identification; facts relating to such problem; and a proposed resolution of the problem to the extent known and available to the parents at the time. This notice is mandatory, and failure to provide it to the school can diminish or extinguish a claim for attorney's fees and costs if the parents are represented by counsel.

Parental claims for tuition reimbursement can be reduced or denied entirely—

1. If a parent does not advise the school at the last IEP team meeting prior to withdrawal of their child from school or at least ten business days prior to withdrawal of their child from school
    - A. that they are rejecting the school's program and placement offer;
    - B. their concerns with that offer; and
    - C. their intent to enroll the child in a private school at public expense.
- OR
2. If prior to withdrawal, the school notifies the parents of its intent to evaluate with its reasons therefore, and the parents refuse to make their child available for such evaluation.
- OR
3. If the court finds that the parents acted unreasonably.

### **Homeless Students**

If you or your child should become homeless, please contact Mrs. Traci Budd at 814-274-8501 or via email at [tbudd@coudyschools.net](mailto:tbudd@coudyschools.net). You may qualify for services if you meet the criteria for homelessness.

### **Questions or Concerns**

Administrators are always willing to work with parents and the community. If you have any questions or concerns, we ask that you speak with the building level administrator so you can work together to resolve the problem. If you feel that you have not been able to resolve your concern at the building level, your next level of appeal is to the Superintendent who will speak with you over the telephone or meet with you in person.

---

# COUDERSPORT AREA SCHOOL DISTRICT CODE OF STUDENT CONDUCT

ADOPTED: MAY 7, 2018

218.A

## **STUDENT DISCIPLINE (SBP 218)**

The Board shall adopt this Code of Student Conduct to govern student discipline. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline. Any student disciplined by a district employee shall have the right to notice of the infraction. The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations. A copy of this Code of Student Conduct shall be available in each school library and school office and may be printed in the student handbooks.

The Coudersport Area School District believes that good conduct is closely related to a positive environment for learning and an effective instructional program. It is expected that students follow the rules and regulations governing student conduct in school and at school-sponsored activities. Such rules shall require students to:

- Confirm to reasonable standards of socially acceptable behavior.
- Respect the rights, persons, and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged
- Respond positively and promptly to those adults charged with the responsibility of monitoring student behavior.

To ensure a safe learning environment, students are expected to have appropriate behavior and attendance. Detentions, suspensions, possible expulsion from school, and law enforcement involvement/potential legal consequences could result when students are guilty of infractions.

## **OFF-CAMPUS ACTIVITIES**

Specific school policies (Extracurricular Activities, Interscholastic Activities, Student Discipline, Controlled Substances/Paraphernalia, and Electronic Devices) govern student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any or the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially or substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially or substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at the school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism-of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Students may also be disciplined for engaging in unprotected expression where such expression occurs off campus and away from school function, if a nexus between the unprotected expression and a substantial and material disruption of the school program is established.

---

## **REASONABLE FORCE**

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

## **STUDENTS WITH DISABILITIES**

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. This may include adjusting disciplinary procedures and sanctions provided in the Code of Student Conduct so that the district remains in compliance with all state and federal laws and regulations.

## **STUDENTS RIGHTS AND RESPONSIBILITIES (SBP 235)**

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance, conscientious effort in classroom work and homework, conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly.  
Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relation to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

The following school board policies are included as part of this Code of Student Conduct and can be found on the district website ([www.coudyschools.net](http://www.coudyschools.net)) under Board of Education>Board Policies>Policies.

---

103 Nondiscrimination in School and Classroom Practices  
103.1 Nondiscrimination - Qualified Students with Disabilities  
113 Special Education  
113.1 Discipline of Student with Disabilities  
113.2 Behavior Support  
122 Extracurricular Activities  
123 Interscholastic Athletics  
204 Attendance  
209.2 Diabetes Management  
210 Medications  
210.1 Possession/Use of ASTHMA Inhalers/Epinephrine Auto-Injectors  
218 Student Discipline  
218.1 Weapons  
218.2 Terroristic Threats  
219 Student Complaint Procedure  
220 Student Expression/Distribution and Posting of Materials  
221 Dress and Grooming  
222 Tobacco  
223 Use of Bicycles and Motor Vehicles  
224 Care of School Property  
226 Searches  
227 Controlled Substances/Paraphernalia  
233 Suspension and Expulsion  
235 Student Rights and Responsibilities  
237 Electronic Devices  
237 Hazing  
249 Bullying/Cyber Bullying  
252 Dating Violence  
807 Opening Exercises/Flag Displays  
808 Food Services  
810 Transportation  
815 Acceptable Use of the Internet, Computers, and Network Resources  
819 Suicide Awareness, Prevention and Response  
823 Naloxone

# RULES, REGULATIONS, AND SANCTIONS - LEVEL 1

DESCRIPTION	INCIDENCES(not all incl.)	PROCEDURES	DISCIPLINARY SANCTIONS
<p>Behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school shall not be tolerated. These violations are not sufficiently serious to render major disciplinary action. Behavior of this nature can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel and/or the principal and shall be dealt with swiftly, fairly, and unemotionally.</p> <p>Depending on severity, any incident can be shifted to a higher level.</p>	Minor inappropriate behavior	Immediate intervention is required by the staff member who is supervising the student or who observes the incident	Verbal reprimand
	Cutting classes		Special assignment
	Classroom disturbance		Behavior contract
	Classroom tardiness	Repeated incident requires a conference with school personnel and/or principal	Parent conference(in person or by phone)
	Cheating or lying		School counseling
	Disrespectful language or gestures	A proper and accurate record of the incident(s) and disciplinary action is maintained by the staff member	Loss of make-up privilege or credit when such work is related to the incident
	Disruptive behavior in and around school area		Withdrawal of privileges
	Non-difiant failure to complete assignments or carry out directions	It must be understood that a violation must be followed by consequences	Removal from bus/school transportation
	Bus disturbance	Report to Safe Schools as required	Administrative reprimand
	Yelling		Detention
	Failure to return required forms		In-school suspension
	Failure to return school loaned equipment, books, library books, and other materials		
	Failure to have required equipment of attire		
	Failure to follow school rules		
	Littering		
Unauthorized use of parking facilities, parking lot, and other parts of school property			
Unauthorized use of personal property; such as athletic equipment, bicycles, etc.			
Violation with dress and grooming			
Violation with electronic device			

## RULES, REGULATIONS, AND SANCTIONS - LEVEL 2

DESCRIPTION	INCIDENCES(not all incl.)	PROCEDURES	DISCIPLINARY SANCTIONS
<p>Certain incidents against the well being of the educational community may require a more formal disciplinary response although they may not involve infractions of the state penal laws. The reason for this is that these incidents interfere with the rights of others in the system and the smooth operation of the educational process and must be dealt with accordingly.</p> <p>These incidents, which usually result from the continuation of Level 1 behavior, require the intervention of personnel at the administrative level and beyond because Level 1 disciplinary sanction(s) has failed to correct the situation. Also included in this level are incidences which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require correct action on the part of administrative personnel and beyond.</p>	<p>Continuation of unmodified Level 1</p> <p>Repeated school tardiness</p> <p>Cutting class/Out of assigned area</p> <p>Major inappropriate behavior</p> <p>Disruptive classroom behavior</p> <p>Bus disturbance</p> <p>Insubordination/Failure to give correct name when asked</p> <p>Abusive/Vulgar language or obscene conduct</p> <p>*Acceptable use of internet, and Network Resources Violation</p> <p>*Attendance Violation</p> <p>*Bullying/Cyberbullying Violation</p> <p>*Controlled Substances/Paraphernalia including alcohol and look-alikes Violation</p> <p>* Dating Violence Violation</p> <p>* Electronic Device Violation</p> <p>* Harassment Violation</p> <p>*Hazing Violation</p> <p>*Student Expression Violation</p> <p>*Terroristic Threats Violation</p> <p>*Tobacco including e-cigarettes and vaporizer Violation</p> <p>*Weapons, including look-alikes Violation</p> <p>Gambling</p> <p>Failure to serve assigned detention</p> <p>Defacing school property or minor vandalism</p> <p>Failure to follow rules and regulations established by the school</p> <p>Fighting/minor altercation</p> <p>Forgery/Knowingly use of forged documents</p> <p>Leaving school property without permission</p> <p>Public display of affection</p> <p>Refusal to leave school property when ordered to do so</p>	<p>The student is referred to the principal with written notification of violation.</p> <p>The administrator meets with the student and/or teacher and decides the most appropriate responses.</p> <p>The parent is notified.</p> <p>The teacher is informed of the administrator's action in writing.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>A informal hearing is scheduled for suspensions exceeding 3 school days.</p> <p>Report to Safe Schools as required.</p>	<p>Parent-teacher/Parent administrator conference</p> <p>Referral to SAP-Student Assistance Program</p> <p>Referral to outside agency for counseling or psychological services</p> <p>Loss of make-up privilege or credit for work when such work is related to the offense</p> <p>Payment of damages and/or required clean up</p> <p>Loss of school privileges</p> <p>Removal from bus/school transportation</p> <p>Detention</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Recommendation for expulsion</p> <p>Law enforcement referral</p>

## RULES, REGULATIONS, AND SANCTIONS - LEVEL 3

DESCRIPTION	INCIDENCES(not all incl.)	PROCEDURES	DISCIPLINARY SANCTIONS
<p>These behaviors are clearly of a serious nature and not only are disruptive of the educational process but are violations of the state penal laws as well. There is no excuse for their commission in the school setting and it is expected that they will be dealt with promptly and firmly.</p>	Continuation of unmodified Level 1 or 2	The administrator verifies the incident, confers with the staff involved and meets with the student.	Exclusion from school-sponsored activities
	Acceptable Use of Internet, Computers, and Network Resources Violation		Restitution
	Harassment Violation	The student is immediately removed from the school environment. Parents are notified.	Mandated participation is SAP-Student Assistance Program
	Terroristic Threats Violation		Referral to outside agency for counseling or psychological services
	Use of Bicycles & Motor Vehicles Violation	School officials contact law enforcement agency and assist in prosecuting offender.	Out-of-school suspension
	Weapons, including look-alikes Violation		Alternative Education for Disruptive Youth placement
	Tobacco, including e-cigarettes and vaporizer Violation	An informal hearing is scheduled for suspensions exceeding three school days.	Board action that results in alternative placement
	Controlled Substances/Paraphernalia including alcohol and look-alikes Violation	A complete and accurate report is submitted to the superintendent for Board action.	Expulsion
	Major vandalism/Damaging school property		Notification of the incident to Superintendent of Schools
	Refusal to leave school property when ordered to do so/Criminal Trespass	Report to Safe Schools as required.	Law enforcement involvement-civil an/or criminal charges pending
	Unauthorized use of school fire alarm system		
	Disorderly conduct		
	Unlawful restraint		
	Theft, possession of stolen property, robbery, burglary		
	Arson		
	Assault (simple/aggravated/indecent/sexual)and battery		
	Rape		
	Extortion		
	Kidnapping		
	Indecent exposure or lewdness		
Racial/Ethnic intimidation			
Larceny, forgery			
Leading or participating in a riot			
Murder, manslaughter			
Attempted Suicide			
Reckless endangering			

---

## Resources for Human Services

Intermediate Unit Nine .....	274-9880
American Cancer Society.....	274-8330
American Red Cross.....	274-8678
Area Transportation Authority (ATA) .....	1-800-672-7126
Charles Cole Memorial Hospital.....	274-9300
Cooperative Extension.....	274-8540
Dept. of Emergency Services (EMA) .....	274-8900
Dept. of Public Welfare .....	274-4900
Dept. of Veteran’s Affairs.....	274-8290
Dickenson Mental Health .....	274-8651
Domestic Relations.....	274-7020
Health Center .....	274-3626
Hospice.....	274-7861
Housing Authority .....	274-7031
Job Center (Career Link) .....	274-9330
Probation Dept. of Potter County.....	274-8791
RAPPORT .....	274-7011
Women, Infants and Children (WIC).....	274-7172
A Way Out, Domestic Violence & Sexual Assault Services .....	274-0240
POTTER COUNTY HUMAN SERVICES .....	1-800-800-2560
Childrens Services.....	544-7315
Coordinated Services.....	544-7315
Drug & Alcohol Services .....	544-7315
Early Childhood Progress.....	544-7315
HEALTHY KIDS HELPLINE.....	(800)-986-5437
KID HELPLINE (24 Hours) .....	1-800-334-4543
Mental Health Services.....	544-7315
Mental Retardation Services .....	544-7315
National Clearinghouse for Alcohol/Drug Information.....	1-301-468-2600
National Runaway Switchboard.....	1-800-621-4000
National Institute on Drug Abuse .....	1-800-662-HELP
Referral Network for Kids in Crisis .....	1-800-KID-SAVE
ARC of Pennsylvania .....	1-800-692-7258
Project Connect.....	1-800-692-7288
Education Law Center.....	1-215-238-6970
Parent Education Network (PEN).....	1-800-522-5827
Pennsylvania Protection & Advocacy .....	1-800-692-7443
Safe 2 Say Something (S2SS).....	1-844-SAF2SAY
Autism Society of America .....	1-412-856-7223
United Cerebral Palsy .....	1-215-242-4200
Tourette Syndrome Society .....	1-800-990-3300

### Special Education Consultline for Parents: 1-800-879-2301

(An 800 number available to parents, advocates, and organizations for concerns and questions about PA Special Education Standards and Regulations.)

**The Coudersport Area School District declares itself to be an Equal Rights and opportunities District.**

**As an Equal Rights and Opportunities District, it does not discriminate against individuals, or groups because of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy , or handicap or disability.**