

2023-2024 CTMS/SHS HANDBOOK STUDENT/PARENT SIGNATURE PAGE

Student Name _____ Grade _____ ENR _____

Please note there are 3 sections to this signature page: **1. Student Handbook**; **2. Publication Release**; 3. CT Driving & Passenger Release 4. GJCTC Driving Release; Please sign each section that pertains to you and return this page to your enrichment teacher by Friday, August 27, 2021.

STUDENT HANDBOOK:

The signatures below indicate that the student and parent/guardian have received, read and understand the contents of the Student Handbook according to the Conemaugh Township Middle and Senior High School rules and guidelines. The contents of the Handbook will also be discussed in grade level assemblies and classroom meetings.

Student Signature

Date

Parent/Guardian Signature

Date

PUBLICATION RELEASE FORM:

Throughout the year, we publish students' names, photographs and achievements for academics, athletics and the arts. These publications include, but are not limited to, Yearbooks, Social Media releases, Honor Roll listings in the local Newspapers, Television or Radio releases. We also utilize The Contownian and The Tribe as additional avenues to communicate student achievements and accomplishments.

Should it be your preference that we **DO NOT PUBLICIZE** your child's name, photograph, video image or achievements, please let us know by completing this portion of this form.

- **Signing** the form indicates that you **DO NOT** support your child being recognized for various achievements via the means listed above.
- Leaving the information below **blank** permits your child being recognized for various achievements via the means listed above.

I DO NOT WANT my child's name, photograph, video image, and/or achievements disclosed in school publications, posted on the district's website or released to the media.

Parent/Guardian Signature

Date

Conemaugh Township Area High School Student Driver Registration Form

Any student who will be driving at any point of the 2023-2024 School Year is required to complete this form.

Driver's Name _____ Grade level _____

I agree that I will drive safely and abide by school regulations regarding parking and driving. I am aware that failure to abide by these rules will result in loss of school driving privileges. I also accept total responsibility for my vehicle and all property therein and understand that the Conemaugh Township School District and/or its representatives are in no way liable for any loss to vehicle or property due to theft, vandalism, fire or acts of nature. I have also provided proof I am a licensed driver.

Student Signature: _____

Parent Signature: _____

Car 1 Color, Make & Model: _____ Plate #: _____

Car #2 Color, Make & Model: _____ Plate #: _____

Student Passenger to a Student Driver

The Conemaugh Township Area School District Transportation Policy states that parental consent is required for passengers of student drivers, outside of immediate family.
I provide consent for my child to serve as a passenger to the student driver's listed below:

Parent Signature _____

Student Driver _____	Student Passenger _____
Student Driver _____	Student Passenger _____
Student Driver _____	Student Passenger _____

Davidsville, PA 15928
814-479-4014
Fax: 814-479-2038

www.ctasd.org

PLEASE VISIT OUR WEBSITE FOR INFORMATION

<https://www.facebook.com/CTASD>

VISIT OUR FACEBOOK PAGE FOR INFORMATION AND ACTIVITIES OCCURRING WITHIN OUR SCHOOL

Nicole M. Dull, Superintendent of Schools
James T. Foster, Principal
Jarod T. Feathers, Assistant Principal and Director of Athletics
Kara Duplin, Senior High Guidance Counselor
Kellie Hankinson, Middle School Guidance Counselor

2023-2024 STUDENT HANDBOOK

ALMA MATER

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



MISSION STATEMENT

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

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Conemaugh Township Area School District not to discriminate in employment or program services on the basis of race, color, national origin, religion, gender, age, veteran's status, sexual orientation or identity, disability or limited English proficiency

2023-2024 CONEMAUGH TOWNSHIP MIDDLE AND SENIOR HIGH SCHOOL PERSONNEL

Mrs. Nicole Dull (nicole.dull@ctasd.org) - Superintendent

Mr. James Foster (james.foster@ctasd.org) - Principal

Mr. Jarod Feathers (jarod.feathers@ctasd.org) - Assistant Principal & Director of Athletics

Mrs. Stacy Dabbs (stacy.dabbs@ctasd.org) - Director of Curriculum & Instruction

Mrs. Jane Jugan (jane.jugan@ctasd.org) - Director of Special Education and School Psychologist

Mrs. Kara Duplinr (kara.duplin@ctasd.org) - Senior High Guidance Counselor

Mrs. Kellie Hankinson (kellie.hankinson@ctasd.org) - Middle School Guidance Counselor

Mrs. Cassey DeBiase (cassey.debiase@ctasd.org) - School Nurse

[Mr. Wayne Adams](#) - Science

[Mr. Patrick Berzonski](#) - Social Sciences

[Mr. Andrew Byer](#) - Mathematics

[Ms. Geneve Buckhami](#) - Health & Physical Education

[Mrs. Jenny Custer](#) - Social Sciences

[Mrs. Meribeth DeBarto](#) - 6th Grade English

[Mrs. Tracy Durica](#) - Mathematics

[Mrs. Diane Feathers](#) - English

[Mrs. Jodi Forgas](#) - Senior High English & SCS

[Ms. LeeAnn Gall](#) - Business & Computers

Ms. Mikayla Hagerty - Middle School English

[Mr. Jason Hazlett](#) - Science

[Mrs. Janelle Mowery](#) - Middle School Learning Support

[Ms. Catherine Kasun](#) - Music

[Mrs. Ashley Kopp](#) - Learning Support

[Mrs. Tara Kimmel](#) - Library Science, English & SCS

[Mr. Kelly Kramer](#) - Mathematics

[Mr. Kenneth Kusher](#) - Senior High English

[Mrs. Heather Ladika](#) - Learning Support

Ms. Zoe Leasock - Biology, English & Library Science

[Mr. Charles Lesko](#) - Mathematics & Science

[Mr. Frederick Mainhart](#) - Social Science

[Mr. Jeffrey Marteeny](#) - Technology Education

[Mr. Clayton Nanassy](#) - Chemistry & Mathematics

[Mrs. Erin O'Donnell](#) - Spanish

[Mr. Matthew Phillippi](#) - Senior High English

[Ms. Kimberly Reynolds](#) - Learning Support

[Mr. Jakeb Rising](#) - Physics & Mathematics

[Mrs. Lee Salem](#) - English & ESL

[Mrs. Shaina Sanderson](#) - Social Science

[Mrs. Bethany Spengler](#) - Art

[Ms. Jeanette Swiokla](#) - Learning Support & English

[Ms. Alexa Fetterman](#) - 6th Grade Mathematics/Spelling

[Mrs. Rebecca Conn](#) - 6th Grade Science & Social Science

[Mr. Samuel Zambanini](#) - Health & Physical Education

Mr. Adam Thomas - Food Service Director

Mrs. Justine Bowden - Guidance Office Administrative Assistant

Mrs. Leisha Black - HS Office Administrative Assistant

Ms. Sara Golden - HS Office Administrative Assistant

Mrs. Tracie Aurandt - Learning Support Aide

TBA - Library and Study Hall Aide

Mr. Michael Buncich - School Resource Officer

[Ms. Mari Grace Lingenfelter](#) - Music

[Mrs. Alyssa Lyons](#) - Middle School English & Mathematics

WELCOME TO CONEMAUGH TOWNSHIP MIDDLE AND SENIOR HIGH SCHOOL

The Student Handbook has been prepared as a ready reference guide to school policies and regulations. All students and parents should take the time to read this information and become familiar with the materials so that your high school years will be productive and enjoyable. The staff and administration urge you to participate in our co-curricular activities of the school and to strive for excellence in your academic courses. It is through your personal involvement and commitment that you will develop a sense of pride in yourself, your school and community. Conemaugh Township High School is your school. Be proud of your school, and always conduct yourself in a manner that will reflect pride in yourself, your school and your community.



CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT

2023 - 2024 SCHOOL CALENDAR

21 Teacher In-Service

22 Teacher In-Service

23 Teacher In-Service

24 First Day for Students

31 One-Hour Early Dismissal

AUGUST 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1-4 Labor Day Vacation

15 Act 80 Early Dismissal
12:00 Middle/High School
12:25 Elementary

9 Teacher In-Service

20 Act 80 Early Dismissal
12:00 Middle/High School
12:25 Elementary

30 End of Nine Weeks

OCTOBER 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Report Cards Issued

8 One-Hour Early Dismissal

9 Parent Conference Day –
No School for Students

10 Veterans Day Vacation

22 One-Hour Early Dismissal

23-24 Thanksgiving Vacation

27 Deer Season Vacation

8 Act 80 Early Dismissal
12:00 Middle/High School
12:25 Elementary

22 One-Hour Early Dismissal

25-29 Christmas Vacation

DECEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Vacation

12 Act 80 Early Dismissal
12:00 Middle/High School
12:25 Elementary

15 M.L. King Day Vacation

17 End of Nine Weeks

24 Report Cards Issued

19 Act 80 Day – No School
for Students

FEBRUARY 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

11 Act 80 Day – No School
for Students

20 End of Nine Weeks

27 Report Cards Issued

27 One-Hour Early Dismissal

28 Snow Makeup Day #2

29 Easter Vacation

1 Easter Vacation

2 Snow Makeup Day #3

19 Act 80 Early Dismissal
12:00 Middle/High School
12:25 Elementary

APRIL 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

23 One-Hour Early Dismissal

24 Snow Makeup Day #1

27 Memorial Day Vacation

29 Baccalaureate

30 Commencement/Last
Day for Students

JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Priority for use of Snow
Makeup Days:

1. May 24

2. March 28

3. April 2

DRAFT 02/02/2023

GJCTC

Approved 2023-2024 SCHOOL CALENDAR

2023				
M	T	W	TH	F
JULY				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August				
1-21 - Flex Clerical Day (2)				
22 - In-Service				
23 - In-Service				
24 - First day w/Student				
September				
1-4 - Labor Day				
26 - OAC Meeting 5:30				
October				
9 - In-Service				
24 - Parent Open House				
November				
9 - Act 80				
10 - Veteran's Day				
23-27 - Thanksgiving Vacation				

December				
District 8 SkillsUSA Competition at GJCTC				
25-29 - Winter Vacation				

January				
1 - Winter Vacation				
15 - Clerical Day				
February				
7 - Public Open House				
19 - In-Service/OAC Meeting				

March				
26 - 1st Snow Make up Day				
29 - Easter Break				

April				
1 - Easter Break				

May				
27 - Memorial Day				
28 Last Student Day				
Additional Snow Make Up Days				

June				
Additional Snow Make Up Days				

2024				
M	T	W	TH	F
JANUARY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Student Days 180
Teacher Days 187

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Conemaugh Township Middle and Senior High School 2023-2024 Bell Schedules

Regular Bell Schedule	One Hour Early Dismissal Bell	Two Hour Delay Bell
7:30 AM Teacher Day Begins	7:30 AM Teacher Day Begins	9:30 AM Teacher Day Begins
7:30-7:45 Breakfast/Tutoring	7:30-7:45 Breakfast/Tutoring	9:45 Warning Bell
7:45 Warning Bell	7:45 Warning Bell	9:50-10:21 Period 1 (31 mins.)
7:50-8:34 Period 1 (44 mins.)	7:50-8:26 Period 1 (36 mins.)	10:24-10:54 Period 2 (30 mins.)
8:37-9:19 Period 2 (42 mins.)	8:29-9:04 Period 2 (35 mins.)	Lunch A (Grades 11 & 12)
9:22-10:04 Period 3 (42 mins.)	9:07-9:42 Period 3 (35 mins.)	10:57-11:23 Lunch A (26 mins)
10:07-10:49 Period 4 (42 mins.)	9:45-10:20 Period 4 (35 mins.)	11:26-11:56 Period 5A (30 mins)
Lunch A (Grades 11 & 12)	10:23-10:58 Period 7 (35 mins.)	11:59-12:29 Period 6A (30 mins.)
10:52-11:18 Lunch A (26 mins.)	Lunch A (Grades 11 & 12)	Lunch B (Grades 9 & 10)
11:21-12:03 Period 5A (42 mins.)	11:01-11:27 Lunch A (26 mins.)	10:57-11:27 Period 5B (30 mins.)
12:06-12:48 Period 6A (42 mins.)	11:30-12:04 Period 5A (34 mins.)	11:30-11:56 Lunch B (26 mins.)
Lunch B (Grades 9 & 10)	12:07-12:41 Period 6A (34 mins.)	11:59-12:29 Period 6B (30 mins.)
10:52-11:34 Period 5B (42 mins.)	Lunch B (Grades 9 & 10)	Lunch C (Grades 6, 7 & 8)
11:37-12:03 Lunch B (26 mins.)	11:01-11:35 Period 5B (34 mins.)	10:57-11:27 Period 5C (30 mins.)
12:06-12:48 Period 6B (42 mins.)	11:38-12:04 Lunch B (26 mins.)	11:30-12:00 Period 6C (30 mins.)
Lunch C (grades 6, 7 and 8)	12:07-12:41 Period 6B (34 mins.)	12:03-12:29 Lunch C (26 mins.)
10:52-11:34 Period 5C (42 mins.)	Lunch C (Grades 6, 7 & 8)	12:32-1:02 Period 3 (30 mins.)
11:37-12:19 Period 6C (42 mins.)	11:01-11:35 Period 5C (34 mins.)	1:05-1:35 Period 4 (30 mins.)
12:22-12:48 Lunch C (26 mins.)	11:38-12:12 Period 6 C (34 mins.)	1:38-2:08 Period 7 (30 mins.)
12:51-1:33 Period 7 (42 mins.)	12:15-12:41 Lunch C (26 mins.)	2:11-2:41 Period 8 (30 mins.)
1:36-2:18 Period 8 (42 mins.)	12:44-1:18 Period 8 (34 mins.)	2:45-2:55 Enrichment (10 mins.)
2:22 - 2:55 Enrichment (34 mins.)	1:22-1:55 Enrichment (20 mins)	2:55 Student Dismissal
2:55 Student Dismissal	1:55 Student Dismissal	3:00 Faculty Dismissal
3:00 Staff Dismissal	2:00 Faculty Dismissal	

Outdoor Grill Bell Schedule:

7:50-8:34 Period 1 (44 mins.)
 8:37-9:19 Period 2 (42 mins.)
 9:22 -10:04 Period 3 (42 mins.)
 10:07-10:49 Period 4 (42 mins.)
 10:52-11:34 Period 5 (42 mins.)
 11:37-12:37 Enrichment & Outdoor Grill
 12:43-1:25 Period 6 (42 mins.)
 1:28-2:10 Period 7 (42 mins.)
 2:13-2:55 Period 8 (42 mins.)
 2:55 Student Dismissal
 3:00 Faculty Dismissal

It is the responsibility of the entire school community to create and maintain an atmosphere that is conducive to learning, living, and teaching. Everyone in the educational process has the right to expect that the environment shall be safe, pleasant and well organized. The climate should produce security and consistency through the establishment of reasonable rules and guidelines that require an interaction based on mutual respect and cooperation. The emphasis should be on courtesy, consideration and the fulfillment of all necessary obligations at all times.

ENROLLMENT (Policies 200, 201, 251, 203.1, 209, 206, and 110)

A registration packet is available for all prospective students in the administrative office. Please call or email our district Registrar to make an appointment to pick up a registration packet. The Registrar can be reached via **email** or phone at (814) 479-3710. In addition to the registration packet, and in order to complete the process, we will need your child's:

- Birth Certificate
- Immunization Record
- Proof of Residency
 - Rental agreement, lease, deed, or home contract
 - Change of driver's license address/license with CTASD address
 - Utility bill, W2, bank statement, or income verification with CTASD address

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Students share with the entire staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The students' responsibilities are to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge of importance in relation to such cases.
3. Dress and groom themselves to meet fair standards of safety, health and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in running a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws.
7. Protect and take care of the school's property.
8. Attend school daily, except when excused, and be on time for all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
11. Avoid inaccuracies in student newspapers or publications and avoid indecent or obscene language and topics that incite student unrest.
12. Refrain from using disrespectful, indecent, insensitive, or obscene gestures or language in direct or indirect contact with other persons.

GENERAL CONDITIONS

1. The examples, procedures, and disciplinary options/responses at each level are not limited to those specified.
2. The provisions of the student code of conduct apply to students who are under the supervision of school authorities while scheduled for part of their educational program at a facility other than homeschool (GJCTC, Co-op Educational Programs, Work Release Program, extra-curricular activities, field trips, etc.). Pennsylvania Safe Schools - Act 26 of 1995

Student Discipline

DISCIPLINARY STRUCTURE

Disciplinary actions occur on four levels, referred to as Level I, II, III and IV. With each higher level, the severity of the behavior problem, and the repetitive nature of the behavior problem are addressed with stronger disciplinary action.

A strong behavior plan starts with classroom rules regarding Level I behavior. Each student is to be aware of the rules of the individual teacher and the penalties regarding misconduct in each classroom assigned. Classroom rules will be kept on file in the office for referral by the administration. Students must know what each teacher expects and be prepared for penalties if the rules are not followed.

All behavior problems that are referred to the administration will be handled according to the level of the misconduct as follows:

- **Level I** misconduct involves minor behavior problems that must be addressed to ensure the orderly operation of the classroom, school, and/or school sponsored activities. All level I infractions will be handled by teacher classroom rules. Level I misconduct will be dealt with consistently, swiftly, fairly and unemotionally. Building level administration will not be involved in Level I Discipline offenses.
 - **Offenses**
 - Breaking minor classroom rules (first three offenses must be handled under the respective teacher's classroom management plan)
 - Minor disruptive behaviors
 - Minor defacing of school property (writing on desks, walls, books, etc.)
 - Tardiness to class
 - Possession of any item that distracts from education is prohibited
 - Minor disrespect to fellow students
 - Throwing objects
 - Any other minor offense that detracts from a student's ability to learn or a teacher's ability to teach in the classroom setting
 - **Procedures**
 - There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.
 - A proper and accurate record of the offense and disciplinary action is maintained by the staff member.
 - The staff member will discuss the behavior with the parents/guardians, the administrators, and/or appropriate support personnel.
 - Teachers will communicate through email or phone conversation with the parents regarding the classroom incident.
 - A proper and accurate record of the offense and disciplinary action is maintained by the teacher/administrator within the electronic school management system (PowerSchool)..
 - **Possible Disciplinary Options/Responses**
 - Verbal reprimand
 - Teacher-student conference
 - Isolation within assigned area
 - Loss of privileges
 - After-school detention
 - Lunch Detention
 - Special assignment or activity
 - Teacher and/or communication with parent/guardian
 - Parental/Guardian conference
 - Referral to counselor
- **Level II** misconduct involves behavior that is repetitious, or serious enough to disrupt the learning climate of the school or school sponsored activity. Level II offenses are referred to building level administration and will be handled according to the 2020-2021 Conemaugh Township Middle and Senior High School Discipline Matrix.
 - **Offenses**
 - Unmodified Level I behavior
 - Excessive Display of affection
 - Violation of dress code
 - School tardiness
 - Failure to serve disciplinary assignments (detentions, suspensions, etc.)
 - Abusive or obscene language or gestures
 - Bus disturbances
 - Insubordination
 - Impersonation of a teacher or parent/guardian
 - Plagiarism/Cheating
 - Cutting class / Failure to report to assigned area
 - Leaving school without permission / improperly following protocol
 - Violation of tobacco / vaping policy
 - Instigating a fight
 - Malicious horseplay/pushing/tripping/kicking
 - Unauthorized use of electronic equipment
 - **Procedures**
 - The student is referred to the administration for appropriate disciplinary action.

- The teacher is informed of the administrator's action.
 - Parents/Guardians are notified of the student's misconduct.
 - A proper and accurate record of the offense and disciplinary action is maintained by the administrator within the electronic school management system (PowerSchool).
 - If/when a student exhausts the discipline matrix, progressive discipline will be applied.
- **Possible Disciplinary Options/Responses**
 - Parental/Guardian conference
 - Confiscation of equipment
 - Behavioral Contract
 - Social/Co-curricular probation
 - After school detention
 - Referral to counselor
 - Referral for psychological evaluation
 - Referral to external agencies
 - Temporary revocation of bus privileges for bus related offenses
 - Modified school day
 - Short term placement in AEDY transitional program
 - Suspension
 - Schedule change
 - Assignment of a zero in relation to plagiarism/cheating
- **Level III** misconduct involves continued Level II offenses along with other behaviors which are considered to be more serious in nature. Level III offenses can, at times, be viewed as those which may pose a potential threat to the health, safety, welfare and/or morals of an individual. All Level III offenses are referred to building administration and will be handled according to the 2020-2021 Conemaugh Township Middle and Senior High School Discipline Matrix.
 - **Offenses**
 - Unmodified Level I or level II behavior
 - Harassment, Hazing, Bullying
 - Behavior which may result in serious injury
 - Fighting
 - Theft, possession or sale of stolen property
 - Possession, furnishing or selling of fireworks
 - Abusive or obscene language or gestures to staff
 - Threats to others
 - Extortion
 - Reckless driving on school property
 - **Procedures**
 - Immediate referral to administration.
 - Administrator verifies the offense and, if necessary, confers with the teacher/staff person involved prior to meeting with the student.
 - Administrator meets with the student to establish the most appropriate response and contacts parents/guardians.
 - A proper and accurate record of the offense and disciplinary action is maintained by the administrator within the electronic school management system (PowerSchool).
 - Those acts which are criminal will automatically be referred to the appropriate law enforcement office.
 - If/when a student exhausts the discipline matrix, progressive discipline will be applied.
 - **Possible Disciplinary actions/responses**
 - Parent/guardian conference and/or hearing
 - Temporary or Permanent removal from class
 - Suspension
 - Short term placement in AEDY transitional program
 - Longer term placement in AEDY program
 - Charges under the Pennsylvania Civil or Criminal code or local ordinances
 - Suspension/Removal of driving or bus privileges
 - Referral for hearing that could result in appropriate disciplinary action including expulsion
- **Level IV** misconduct involves behavior that includes acts of violence toward a person and/or property. Such behavior poses a threat to the safety, health, welfare and/or morals of others, and/or materially disrupts the educational environment. All level IV infractions are required to be reported to the Pennsylvania Department of Education.
 - **Procedures**

- The staff member documents a proper and accurate record of the offense and the student is then referred to the administration for appropriate disciplinary action.
- The School Resource Officer and/or Conemaugh Township Police may also be notified.
- The administrator meets with the student to review the information and determine an appropriate course of action. A formal investigation will be conducted by the school administration, School Resource Officer, and local police when necessary. The Superintendent of Schools will be notified immediately.
- Parent(s) and/or guardian(s) are contacted and will have the option to meet with the building administration and/or local police representative. Suspension Notice report will be mailed home. An informal hearing will be offered as required by law.
- Level IV offenses according to Pennsylvania Department of Education Include all State Level IV infractions
 - Aggravated Assault/Student/Staff
 - Arson
 - Battery on a student
 - Bomb Threat
 - Distribution/possession/selling of unauthorized substance/drugs/alcohol
 - Engaging in any conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school-sponsored activities
 - Extortion
 - False Fire Alarm
 - Fighting
 - Gun Threat
 - Leading or participating in a major disruption
 - Major disrespect to a school employee
 - Molesting a student
 - Physical assault on a student
 - Possession/use/transfer of weapons/dangerous instruments or tools nor reasonably related to education
 - Racial/Ethnic intimidation
 - Reckless endangerment
 - Refusal to cooperate with a search based on reasonable suspicion
 - Rioting
 - Robbery
 - Sexual Harassment
 - Theft/possession/sale of stolen property (greater than \$50.00)
 - Use and/or possession of drug, alcohol or nicotine related paraphernalia
 - Use or possession of unauthorized substance/drugs/alcohol
 - Verbal Assault of Student
 - Verbal Assault on Staff Member
 - Vandalism (over \$50.00)
 - Violation of security protocol of the Conemaugh Township Area School District computer network and its components.
 - Walkouts/demonstrations/food fights
 - Any other offense so severe as to merit expulsion or police involvement
 - Bullying/Cyber Bullying
 - Burglary
 - Criminal Trespass
 - Disorderly Conduct
 - Hazing
 - Indecent exposure
 - Indecent Assault
 - Kidnapping
 - Murder
 - Sexual Assault
 - Terroristic threats
- **Procedures**
 - Immediate referral to an administrator
 - The administrator verifies the offense and, if necessary, confers with the teacher/staff person involved before meeting with the student.
 - After an informal hearing, the student is suspended from school and parents/guardians are notified. If appropriate, law enforcement agencies will be notified.
 - A complete and accurate report is submitted to the Superintendent for a possible hearing before the Hearing Officer.
- **Suggested Possible Disciplinary Options/Responses**
 - Suspension (Out-of-School)
 - Referral to appropriate law enforcement agencies
 - Restitution of damages or property
 - Referral for hearing that could result in appropriate disciplinary action including expulsion
 - Charges under the criminal code

- Referral to Student Assistance Program (SAP)
 - The procedures and options suggested are actions that may be taken. Additional consequences may be at the discretion of the building administrator.
 - Should an occasion arise that demands it, reasonable force may be utilized by a teacher, administrator, school resource officer, or staff. Examples of such situations are to quell a disturbance, or to obtain possession of weapons or dangerous objects, for self-defense, for protection of a person's property, or to remove a student who is disruptive or a danger to him/herself or others.
- **Guidelines for School Exceptional Students**
 - The District recognizes that the basic principles underlying this discipline policy reflect the basic rights of handicapped students mandated by Federal Law 94-142, Pennsylvania Special Education Regulations (Chapter 14) and Standards (Chapter 342), and court decisions: (1) no handicapped students may be deprived of a free appropriate public education as the result of misconduct; (2) changes in a handicapped student's placement may be effected only through the procedural mechanisms of 94-142 and State Board Regulations.
 - These principles do not prohibit handicapped students from all discipline, nor are handicapped students entitled to participate in programs when their behavior impairs the education of other students.
 - School officials, as defined and authorized by the Board, may employ reasonable disciplinary measures that neither cause deprivation of an appropriate public education nor are substantial enough to constitute change in placements. Temporary placement in isolated study cartels, timeouts, detention, or the restriction of privileges and/or extracurricular activities may be utilized. School officials may request a change in placement of handicapped students who have demonstrated that the present placement is inappropriate by disrupting the education of other students.
- **Delegation of Responsibility:**
 - **School Responsibility** - Student attendance and tardiness will be recorded and monitored by a method appropriate to each school building.
 - A report listing those students who are absent for the day will be made available to all faculty members as early in the day as possible.
 - All faculty members will maintain an accurate daily record of absences and tardiness of all students in classes assigned to them.
 - The district will seek to assist the parent/guardian and the students to resolve chronic attendance problems through counseling and appropriate referrals.
 - **Parental Responsibility** - The Commonwealth's compulsory school attendance law charges the student's parent/guardian with the responsibility for the student's school attendance. Therefore, all parents should encourage their children to be in regular and continuous attendance at school during the school year. Parents should direct their children to report to school even when it appears the child may be late to school.
 - **Student Responsibility** - Students are responsible for regular school attendance. They are expected to report to school and all classes each day on time.
 - Full-Day Absences - Students who are excused for the entire school day will be given the opportunity to make up all work missed. All work must be completed within a time period not to exceed the number of school days the student was absent.
 - Partial Day Absences - Students who are excused for any part of the school day are responsible for the work covered in all classes. IF students know that they are going to miss class because of an appointment or athletic event, they should get their assignments or make arrangements to take a test BEFORE they leave for the day. Students are expected to be prepared for class the next day. In addition, any homework due that day must be submitted BEFORE leaving.
 - **Attendance attached to school dances**
 - 12 or more unexcused tardies or unexcused absences, students will not be eligible for any extra-curricular activities such as Prom, dances, etc., at the discretion of the High School Administration. Loss of driving privileges will apply for the remainder of the school year.
 - 4 unexcused tardies to school/4 unexcused absences = No homecoming dance
 - 8 unexcused tardies to school/8 unexcused absences = No formal winter dance
 - 12 unexcused tardies to school/12 unexcused absences = No CTHS Prom

Conemaugh Township Area School District Policies

Please review all policies in their entirety at <https://go.boarddocs.com/pa/cnmt/Board.nsf/Public?open&id=policies>

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| <ul style="list-style-type: none"> ● Suspension and Expulsion - Policy #233 ● Controlled Substances and Paraphernalia - Policy #227 ● Bullying/Cyberbullying - Policy #249 ● Hazing - Policy #247 | <ul style="list-style-type: none"> ● Tobacco/Nicotine/Vaping - Policy #222 ● Weapons - Policy #218.1 ● Attendance - Policy #204 |
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ATTENDANCE (Policy 204)

The following are reasons for an excused absence for temporary periods of time from school:

- **Religious Holidays** - A student may be excused from school for the observance of legitimate religious holidays of particular religious groups. A student's absence from school for religious holidays will be recorded as an excused absence, and there will be no penalty attached to such absence. The excuse should be submitted to the attendance officer three (3) days prior to the absence.
- **Health Care** - A student may be excused during school hours for the purpose of obtaining health care under the following circumstances:
 - The health care services are rendered by a state licensed practitioner.
 - The time of necessary absence from school involves a minimum of interference with school work.
 - Every principal may require a written statement signed by the state-licensed practitioner stating the time of the student's appointment.
- **Illness or Other Urgent Reasons** - Upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, every principal may excuse a student from non-attendance from school during a temporary period. However, the term "urgent reasons" will be strictly construed and will not be used to permit irregular attendance.
- **Funerals** - Funerals are considered excused absences for members of the immediate family. Non-family member funerals may require documentation.
- **Educational Visits/Trips** - Students absences from school resulting from family vacations with educational value typically will not exceed ten (10) school days to be considered excused. Educational trips will be ruled excused if, in the opinion of the building administrator, a vacation does have educational value and the following procedure is adhered to:
 - The parent/guardian provides a written request to the building administrator on the form provided by the school district PRIOR to the educational trip (or it will be denied) that will indicate the school days missed, the destination of the trip, and the educational value of the trip.
 - The student will obtain a form from the building administrator to present to teachers in order to obtain assignments to be completed prior to returning to school.
 - The student will give completed assignments to his/her teachers and arrange for the completion of other academic work missed.
 - Please note - all Educational Visits/Trip days count towards the total number of Parental excused absences that are permitted for a student. The total number of parental excuses permitted by Pennsylvania code is 10 in any given year.
 - Prior excessive tardies, early dismissals and/or numerous (10 or more including the trip) absences may result in the educational trip being denied.
 - No Educational visits/trip permission will be granted over the 10 school days allowed by state law. Any day that a student misses over the 10th day will be considered an unexcused/illegal absence.
- **Written Statement Required for All Absences**
 - Upon return from an absence from school for any reason, the student will present to the attendance office a written statement which is signed by the student's parent or guardian giving the date and reason for the absence or a written email, from the parent/guardian from an account that is registered in PowerSchool. If the written statement is not presented within three (3) days of the student's return to school, the absence will be considered unexcused/illegal absence.
 - It is permissible to email parental excused days to cover for any of the ten days that are permissible by state code. Emailed excuses MUST be mailed from the parental email address that is registered with the school from the emergency contact page that is distributed and collected at the beginning of each school year. Electronic excuses may be forwarded to hsattendance@ctasd.org.
- **EARLY DISMISSAL (Policy 204-AR- 9)**
 - Students requesting an early dismissal must report to the attendance office prior to 7:45 a.m. with a written statement from their parent or guardian indicating the reason for early dismissal. A parent also has the ability to request an early dismissal during the day through email. Early dismissal emails can be sent to hsattendance@ctasd.org. Requests for early dismissal will be granted in cases of (1) verified medical and dental appointments; (2) drivers test; and (3) family emergencies. Early dismissal for college appointments, job interviews, or SCS must have prior approval from a counselor or administrator prior to leaving. Students must sign out with the attendance secretary in the main office prior to leaving the building. Parents picking up students will sign out their child at the secured entrance. Parents MUST have their driver's license with them in order to sign out/pick up their child. All students leaving for early dismissal will be sent out of the secured entrance after signing out in the attendance office. Students will be required to provide documented verification for early dismissal upon returning to school the day of or the following day. Administration may request documentation from a state licensed practitioner for excessive early dismissals. Failure to provide medical documentation will result in an unexcused absence. It is suggested that all chiropractic and physical therapy

appointments be scheduled after school hours. All students with an early dismissal must return to school following the appointment in order to participate in extracurricular activities.

- If a student misses 10 or more days (parent excused) of school during one school year, he/she will be required to present a written statement from a licensed medical practitioner for all subsequent absences. It is recommended that chiropractic care/physical therapy should be scheduled after school hours. A student who is required to present such proof must do so for every subsequent absence from school. Failure to provide appropriate documentation will result in the absence being recorded as unexcused and possibly illegal under the compulsory attendance laws of Pennsylvania. If a student has exceeded 10 absences, he/she will be required to provide a written physician's excuse for tardiness in addition to absences.
- **Procedures Regarding Unexcused Absences/Make-up Privileges**
 - While all unexcused absences are subject to the provisions of the Pennsylvania School Code, certain such absences include make-up privileges, and others do not. The following unexcused absences carry make-up privileges (pending total parental excuses NOT exceeding ten days):
 - Emergency at home - one or more days of absence may include make-up privileges depending upon the nature of the emergency. Runaways - Each case may be dealt with on its own individual merit. A decision to grant makeup privileges is the responsibility of the administrator involved.
 - Weddings and Graduations - Make-up work will be granted for the day and reasonable travel time.
 - The following unexcused absences from school do not carry makeup privileges:
 - Leaving school without permission
 - Class Cut
 - Truancy
- **Tardiness to School (Policy 204)**
 - Students who are tardy to school will report upon arrival to the attendance office, present an excuse and report time of arrival. The student will be issued a pass to report to class. Failure to report to the attendance office may result in disciplinary action. All students must be in school prior to 9:00 a.m. in order to participate in or attend extracurricular/athletic activities.
 - Written Statement Required for All Tardies: Upon return from a tardy, the student will present to the appropriate attendance personnel a written statement by the student's parent/guardian or a licensed medical doctor giving the date and reason for the tardy. Valid reasons for an excused tardy include a medical/dental appointment, court hearing or a family emergency verified by a school administrator. All other reasons will be deemed unexcused. If a written statement is not presented within three days of the student's tardy day, the tardy will be deemed unexcused.
 - In the event of six or more unexcused tardies, disciplinary action will result. The disciplinary actions include: detention, revoking driving privileges, in-school suspension, parent conference, out-of-school suspension, and placement on a behavior plan.

SCHOOL INFORMATION

ACTIVITY PROGRAMS

Conemaugh Township Middle and Senior High School maintains an extensive extracurricular program. Each student is encouraged to belong to at least one club and/or after-school activity. New clubs or activities can be initiated by students and will be incorporated into the activities program if enough students are interested, if a faculty sponsor is available, and the necessary facilities can be provided.

- **Student Council (Policy 228)**
 - The membership of each Student Council shall consist of seven (7) elected representatives from a general election of the student body, plus the officers elected from the previous year's Council. If there is a tie in the general election for the final seat, both students will be elected. Elected representatives shall serve on the Council for the school year for which they were elected.
 - If vacancies on a Council occur during the school year, the person with the next highest vote during the general election will automatically fill the position. If no such person exists, vacancies can be filled by the student body at large. These students must submit petitions and will be selected by the current Student Council.
 - The election of Student Council officers will take place at the end of each school year for the next year. Officer elections must be held at least one week prior to the general election. Student Council members who do not show up to vote or are absent during voting will not have a vote counted. Members elected to an officer position will automatically be on the next year's Council, and will not be included as one of the seven seats available for each grade level. Officers to be elected include pres
 - The president must be a senior member (seniors for senior high council or 8th grade for middle school student council).
 - The vice president shall be a junior for senior high and a 7th grade student for middle school and have at least one year of previous service on Student Council.
 - All other offices can be held by any grade level student in each organization.

- Election of Student Council Representatives
 - The Student Council representatives will be elected at large from the class they will represent. Members will be elected by secret ballot. Each grade shall elect seven (7) members of each grade level. This number is in addition to the officers from that grade elected by the Student Council.
 - PETITIONS – Petitions will be available from the main office approximately two weeks prior to the general election being held. Properly completed petition forms must be returned to the main office by the date designated each year.
 - ELECTIONS – Elections of representatives for the following year shall occur annually during the last six-weeks of the school term. Ballots for each class will be prepared by the high school office staff and distributed to each homeroom on election day. Elections will be held during homeroom period. Students who do not show up to vote or are absent during voting will not have a vote counted. Results will be announced over the intercom and printed in the bulletin once results are compiled.
- **Art Club**
 - The Art Club is open to any student in grades nine through twelve who is currently taking a senior high level art course. Members of the club participate in Homecoming Parade as well as a variety of other art related projects throughout the year.
- **Athletics**
 - The Conemaugh Township School District offers a full complement of extra-curricular activities including a complete schedule of interscholastic athletics. The District's athletic programs are as follows: jr. high and varsity cheerleading, jr. high, jr. varsity (JV) and varsity football, girl's and boy's jr. high, JV and varsity soccer, golf, jr. high, JV and varsity volleyball, girl's and boy's jr. high, JV and varsity basketball, JV and varsity rifle, girl's and boy's jr. high and varsity track and field, jr. high and varsity wrestling, jr. high, JV and varsity baseball and jr. high, JV and varsity softball. Additionally, through cooperative agreements, students can participate in Tennis (Windber) and Cross Country (J.C.S.)
 - [CLICK HERE FOR ELECTRONIC ACCESS TO ATHLETIC SCHEDULES](#)
- **Choir**
 - The choir is the most active vocal group at Conemaugh Township Area High School. Students are selected for the choir through an audition with the director. Students will then participate in concerts each school year and other choral events.
- **Computer Club**
 - The Computer Club is open to all students in grades 9 to 12. They meet numerous times throughout the school year to discuss computer issues and undertake computer projects. Each meeting is designed to talk about updates in computer technology and to work on computer projects. In the coming years, they would like to get involved in a Computer Fair to enter projects in different categories. They are also in charge of making the senior slide show presentation at graduation.
- **Conumach/Contownian Staff**
 - Designed primarily for those students who are members of the Journalism I and II courses, the Contownian, Conemaugh Township Area Middle School/High School's newspaper, and the Connumach, Conemaugh Township Area Middle School/High School's yearbooks, respectively are the school's official publications. Staff concern themselves with the study of newspaper, news magazine, and yearbook journalism with special emphasis on high school journalism. After exploring the various editorial, staff, layout and design, and management positions, the students learn the fundamentals of news, feature, society, sports and editorial writing. Headline writing, artwork, photography, reporting, interviewing, column writing, and circulation are also examined. Practical hands on experience of layout and design procedures is gained through a detailed understanding and experience of the "Adobe InDesign CS6 Creative Cloud" computer software program, the most complete writing, editing, design, layout, and production tool available in desktop publishing today, and other various graphic, digital, and scanning software programs. Through these and the incorporation of other studied areas, the students gain discernment and proficiency in writing and publishing the Conemaugh, the Contownian and the Connumach through the most modern methods available in journalism. The Contownian Newspaper is now an online newspaper and is not in print. The Journalism Dept. is now in charge of the complete design and compilation of the school's web page.
- **Drama Club**
 - Members of the Drama Club are involved in the spring Musical as either cast, crew, or orchestral members.
- **Fellowship of Christian Athletes**
 - The Fellowship of Christian Athletes Club (FCA) is open to all student athletes in grades 7 to 12. Weekly meetings (Huddles) are conducted before school in the gym. The FCA vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches.
- **Middle School Band**
 - The Middle School Band consists of instrumentalists who perform at the annual Christmas and Spring Concerts.

- **Middle School Chorus**
 - The Middle School chorus studies music fundamentals and emphasis is placed on good choral techniques. Students will then participate in two concerts each year.
- **Marching Band**
 - The C.T.H.S. Marching Band is one of the many competitive bands in the area. It performs in competition, at football games, parades, and pep rallies. The band practices two to three days a week during the fall. Students in grades 7-12 are eligible to join band or color guard.
- **Mathcounts**
 - MathCounts is open to all 6th, 7th and 8th grade students. It is a nationwide enrichment program and series of competitions designed to stimulate student's interest and achievement in mathematics. It is sponsored by the National Society of Professional Engineers and several other organizations. A ten-member team will compete at the local level in February with the possibility to advance to the state level in March.
- **Public Address Announcers**
 - The Public Address Announcers greet us each morning and afternoon to bring us the daily announcements. Any 11th grade student may try out for the position of Public Address Announcer for the next year. Typically, 3 or 4 students are chosen.
- **Rotary Interact Club**
 - This club is for students ages 12 to 18. It is open to all students who desire to serve others locally and internationally. This organization is globally recognized and builds relationships within communities and builds international bridges.
- **SADD/TATU Club**
 - Students Against Destructive Decisions/Teens Against Tobacco Use – Students helping students make positive decisions about challenges in their everyday lives. Members include students in grades 9 through 12 who sign the contract for life. The club sponsors many activities, such as: assemblies, Red Ribbon Week, and each spring they are involved in the Prom Promise Program. Active members and officers meet weekly.
- **Scholastic Quiz**
 - Grade 6/Jr. High (7-9) AND SR. HIGH (10-12) Using a "Jeopardy" format and a buzzer system, students practice throughout the school year in answering general knowledge questions across the academic disciplines. Participation is open to all interested students, although competition team members are selected in the spring. CT takes part in a county-wide tournament held late in the school year, where there are brackets for both junior and senior high. Sixth graders are welcome to practice with the junior high group but do not compete until grade 7.
- **Speech Team**
 - Speech Team is the school organization for students interested in public debate or formal argumentation. They compete in local, regional and state competitions. The jr. high team (Gr. 7 – 9) season is from September to November and the senior high (Gr. 10 – 12) season is from December to March.
- **Sr. High Concert Band**
 - The Conemaugh Township Sr. High Concert Band is for students in grades 9-12 and meets every day of the week, opposite Choir. The Concert Band performs a Christmas Concert and at Commencement. This course is taken for one credit.
- **Ski Club**
 - The ski club provides an opportunity for all students to ski at one of the nearby ski resorts.
- **Spanish Club**
 - The Spanish Club strives to give students a wider understanding of the Spanish language, customs, country, and people.
- **Technology Student Association (TSA)**
 - Jr. High (7-9); Sr. High (10-12) The Technology Student Association fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs. Students have the opportunity to compete in regional, state, and national competitions.
- **Township Buddies Club**
 - The Township Buddies Club (grades 6-12) offers individuals with special needs the opportunity to have friendships with other members of the school. The ultimate goal for this club is to create integration within the school community along with mentorship and friendship for those in need. This program strives to break social barriers at a difficult time in a teenager's life, with or without a disability.

Students are not permitted to audio record, video record or take photos on the school campus without permission from administration.

CHROMEBOOK TECHNOLOGY INITIATIVE

The Middle & Senior High School has instituted an in-house one-to-one Chromebook initiative with each of our students attending the Middle & Senior High School. Each attendee will be issued a device that will follow their progression through the grade levels at the Middle & Senior High School. Issued devices are strictly identified and rendered for school use only and are not permitted to be taken outside of the building. These devices are expected to be properly cared for and appropriately utilized while in the care of the assigned student. Any and all damages to the Chromebook are the responsibility of the student. Insurance is available, at a minimal fee, to cover damages to the devices that are provided by the district. Failure to abide by District Policy in its use will result in disciplinary action.

ASSEMBLY CONDUCT

Students and teachers are to sit together unless participating in the assembly. Students are to move to their seats quickly and quietly. All talking should cease when the program begins, and students should indicate their sincere appreciation by continued attention and applause only.

BULLYING (Policy 249)

Every student shall be responsible in respecting the rights of others and to ensure an atmosphere which is free from bullying and negative behaviors. Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from occurring. Bullying can happen in person or online and it can be obvious or hidden. Single incidents and conflict or fights between equals, whether in person or online are not defined as bullying. Those witnessing or experiencing bullying must report incidents to the building administration or guidance. Those in violation of bullying are subject to: counseling, parent conference, loss of privileges, alternative placement, exclusion from events, school based discipline, and/or counseling /therapy services outside of school.

HAZING (Policy 247)

Hazing (aggravated or organizational) activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Actions as such occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization Such actions include, but are not limited to:

- Violation of state or federal criminal law
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, mental nature or sexual nature
- Endure any other activity that creates a reasonable likelihood or bodily injury to the student

BOOKBAGS, BACKPACKS AND ATHLETIC BAGS

Students are encouraged to keep bookbags, backpacks, and large purses locked in their assigned locker during the day. Students are permitted to arrive and dismiss with bookbags and backpacks daily. All athletic bags will be dropped off in an assigned locker room or bag room. No book bags or back packs will be permitted in the lunch area during lunch periods.

BULLETINS AND ANNOUNCEMENTS:

Announcements for the day are made over the public address system in the morning and afternoon. Should you wish to have announcements made regarding school activities, you must have the announcement approved by both the teacher/advisor, and by an administrator. It is the responsibility of all students to read and be aware of announcements pertaining to them. In order to provide important information to the parents/guardians of our students, we also make the announcements available for viewing within the PowerSchool system (this is not to include daily attendance).

SCHOOL BUS BEHAVIOR

Students are under the full authority of the school from portal to portal. All school policies & procedures are in force during all bus trips. Students are expected to adhere to the following guidelines:

- Stand in a safe area and be attentive to your surroundings while waiting for the bus to arrive
- Obey and respect the orders of the bus driver
- Ride only on the bus to which you are assigned, unless permission is requested and granted through administration
- Remain in seats until final destination has been reached and the bus has come to a complete stop

- Face forward at all times while the bus is in motion
- Keep the bus clean and free from litter at all times
- Do not damage the bus in any manner
- Keep hands, head, and feet inside of the bus at all times

CAFETERIA

Lunch is provided for those students who wish to buy their lunch. Students may bring their own lunch if desired. Food items are designed to be consumed in the cafeteria. Administration will make all attempts to keep the consumption of food items centralized to the cafeteria. Students are responsible for returning their trays, paper and waste matter to the disposal area, and keeping their area clean. Students are NOT permitted to receive lunch from outside establishments or to have food vendors deliver items to the cafeteria or to the high school without prior Administrative approval. Breakfast is provided free to all students on a daily basis from 7:30 A.M. until the ringing of the warning bell at 7:45 A.M. Lunch meals will cost \$2.55 for a regular lunch. Those who are classified as reduced lunch recipients will be charged .40 per lunch Extras will be paid for by the student.

CHEATING AND PLAGIARISM

Academic dishonesty involves stealing something from another source and not giving credit to the source. It includes, but is not limited to, copying another's homework, submitting someone else's work as the student's own (this includes having parents do a student's paper or work), copying any part of another's work without proper attribution using appropriate documentation styles, using or attempting to use unauthorized aids during a test or academic exercise intended for assessment or evaluation purposes.

- Academic dishonesty will result in a zero being issued for the assignment(s). This includes but is not limited to homework, quizzes, labs, tests, projects and research papers. Parents will be notified in cases of academic dishonesty, and a discipline referral will be issued.,
- Students who engage in any type of academic dishonesty are referred to the National Honor Society Advisory Board for review, which may impact the student's eligibility in the National Honor Society.
- Students who take a picture, record, or share an assignment from their smartphone or smartwatch will receive a Zero on the assignment and will be referred to the main office for Cheating/Plagiarism and Cell Phone / Smart Watch unauthorized photo/video. In addition to the zero, students will also receive a consequence for the inappropriate use of a smartphone/smart watch during an assignment.

CYBER SCHOOL

Conemaugh Township works collaboratively with Ignite in offering an in-house cyber program. The program is designed for students who require mobility and flexibility during the school day due to medical issues or unforeseen circumstances. All requests for cyber courses will need approval by the high school administration and the school counselor.

COMMUNICATION WITH STAFF

In order for a child to reach his/her maximum potential as a student, there will be times where parent-teacher communication must occur. Should the parent wish to initiate communications with any teacher, contact information for all staff members can be found on each individual teacher's page that is located on our website. Please direct yourself to <https://hs.ctasd.org/Faculty-and-Staff> . Locate the staff members name and click on their link. You will be directed to an informational page of the staff member where you will find their contact extension, email address and other valuable information that relates to their classes, including weekly course information to be covered, syllabus information, and more... We encourage you to reach out to our teachers with any course based questions or classroom based questions to which you encounter.

DANCES

Conemaugh Township High School will sponsor formal dances throughout the school year (Winter Formal and Prom). Tardiness, attendance, and student behavior are directly tied to participation in these extra-curricular activities. Any student who is suspended for a level 3 or 4 infraction may lose the opportunity to participate in one or all of these social events.

No student or guest over the age of twenty years of age will be permitted to attend any school-sponsored dance including the prom. Students who have not yet attained the level of ninth grade are not permitted to attend the Senior High Formal Dances. Any guest who is not a CTASD student must complete the appropriate paperwork and personally provide photo identification prior to the dance. Non-CTASD students are not permitted to attend CTASD sponsored dances aside from the dances identified as formal dances. Middle School students are not permitted to attend High School dances and vice versa. All school rules pertaining to student behavior will be in effect.



DRESS CODE (Policy 221)

It is the policy of the Conemaugh Township Area School District to promote a positive environment that promotes the intellectual, personal and social well being of students. The Board has the authority to impose limitations on students' dress in school and at any school-sponsored activity. Wearing apparel which lends to create a disturbance in the academic atmosphere is not permitted.

- The following are not permitted by policy:
 - Shorts, skirts and dresses must be to the fingertips of students.
 - Ribbed or spaghetti strapped tank tops
 - Shirts exposing a students' midriff
 - Shirts containing suggestive or "double meaning" statements
 - Clothing advertising alcohol, drugs, tobacco or violence/weapons
 - Hats are not permitted to be worn in the building, except on special days announced beforehand.
 - Chains, metal spiked neck or wrist ware are not permitted
- Violations of the dress code shall be handled in the following manner:
 - First offense - Warning and placement into ISS until the appropriate attire is brought to them
 - Second offense - Assignment of one night of detention and/or confiscation and placement into ISS until the appropriate attire is brought to them
 - Third offense - Two nights of detention and/or confiscation and placement into ISS until the appropriate attire is brought to them
 - Fourth offense - Three nights of detention and/or parental conference and placement into ISS until the appropriate attire is brought to them
 - Fifth offense - 1 day of ISS and a parental conference and placement into ISS until the appropriate attire is brought to them
- Other procedural dress code violations include:
 - Hooded sweatshirts are not to cover the head while inside of the building.
 - Pants, shorts/skirts must be worn at or above the hips in a manner that does not expose undergarments
 - See-through shirts lacking appropriate coverage or showing visible undergarments are prohibited.
 - Racial, ethnic, gender or sexually offensive language or depictions on clothing is prohibited
 - Earbuds or any type of headphones are prohibited from classrooms.
 - Bandanas and sunglasses are not permitted to be worn, except on special days announced beforehand.

DRUG, ALCOHOL TOBACCO AND VAPOR DEVICES (Policy 222)

Drugs, alcohol, tobacco, vapor devices or look-alikes are governed in combination of Conemaugh Township Area School District policy and Local Ordinance no. 602. These prohibit the possession and/or use of drugs (including lookalikes), alcohol and tobacco on school grounds and prescribe penalties for violation of its provisions. Any person who violates this ordinance shall be guilty of a summary offense, and upon conviction, shall be sentenced to pay costs and a fine. Conemaugh Township Area School District policy also prohibits possession/use on school grounds and during school events. Possession or utilization of drugs, alcohol, tobacco or vapor devices in school buildings, on school buses or on school grounds will result, in addition to prosecution, in disciplinary action. Additionally, Conemaugh Township has partnered with Adagio and will utilize partnered services with Tobacco and Vapor Devices. Cessation programs shall be utilized through either Adagio or through the "Smokeless Saturday" program pending frequency and the situation.

FIREARMS/WEAPONS (Policy 218.1)

Students are not permitted to possess, handle, or transmit weapons on school grounds, at school sponsored activities or on buses or other vehicles provided by the school district, under any circumstances. Weapons refer to a gun of any type, operable or inoperable, facsimile (look-alike) of a gun, firearm, shotgun, rifle, nunchaku, blackjack, sandbag, tasers, shockers, pipe, club, brass knuckles, dagger, knife, razor, cutting instrument, or any instrument capable of the infliction of serious bodily injury. Possession of any type of weapon is defined by being found on the person, in his/her personal property (book bag, gym bag, athletic bag, purse) or in a place where the individual exercises control (desk, locker, vehicle).

EMPLOYMENT CERTIFICATES

Child Labor Laws require each student seeking employment to obtain a certificate for employment from the school district. Employment certificates are processed by office personnel in the Guidance Office and are available daily between 7:30 a.m. to 3:00 p.m. State law requires the parent or guardian to sign the application. Proof of age must be provided.

GUIDANCE/COUNSELING SERVICES

Counseling services are available for every student at Conemaugh Township Middle and Senior High School. These services include assistance with educational planning, interpretation of test scores, occupational and career readiness information, assistance with individual concerns, or any question he/she would like to discuss with their appointed counselor. Students wishing to visit a counselor should contact the counseling secretary in the guidance office to arrange for an appointment. Course selection guides are available for course selection questions.

GRADUATION REQUIREMENTS

Students must attain 26.50 Carnegie Units, which includes a completed graduation project (Senior Career Seminar) worth .5 credits. For a complete listing of required courses and their appropriate unit value, students should refer to their curriculum guide or contact the Guidance Office.

NOTE: The number of courses selected each year and the number of weighted courses selected each year may have an effect on the GPA for final High School ranking. If you have any further questions about graduation requirements, please call the Senior High Guidance Counselor at 814-479-7886.

Credits are earned through satisfactory completion of the following courses of study, which requires earning a minimum of 62% as a final grade.

Full Time Student		½ Day GJCTC Student	
Subject	Required Credits	Subject	Required Credits
English	4	English	4
Science	3	Science	2
Mathematics	3	Mathematics	3
Social Studies	4	Social Studies	3
Arts & Humanities	2		
Health & Physical Education	2	Health & Physical Education	2
Electives	8	Electives and/or GJCTC (4 CR/YR)	12
Public Speaking (Gr.12)	.5	Public Speaking (Gr.12)	.5
Personal Money Mgt (Gr.12)	.5	Personal Money Mgt (Gr.12)	.5
Senior Career Seminar	.50	Senior Career Seminar	.50
TOTAL CREDITS	26.5	TOTAL CREDITS	26.5

PROMOTION POLICY (Policy 215)

- Grade 7 - For promotion from sixth grade to seventh grade, a student must earn at least three sixth grade academic units. These units are earned by earning a final passing grade in the following sixth grade subjects: English, Science, Mathematics and Social Studies.

- Grade 8 - For promotion from seventh grade to eighth grade, a student must earn at least three seventh grade academic units. These units are earned by earning a final passing grade in the following seventh grade subjects: English, Science, Mathematics and Social Studies.
- Should a student in grades 6-8 fail a single course for the year, the student is required to demonstrate proficiency in that course through either attending a school affiliated summer school opportunity or repeat the course, or will be placed into remediation for said course for the following school year. Placement in remediation will remain in place until proficiency is reached (as determined by the course instructor).
- Grade 9 - For promotion from eighth grade to ninth grade, a student must earn at least three eighth grade academic units. These units are earned by having a passing grade in the following eighth grade subjects: English, Science, Mathematics and American Cultures II.
- Grade 10 - For promotion from ninth grade to tenth grade, a student must earn at least 6.50 credits.
- Grade 11 - For promotion from tenth grade to eleventh grade, a student must earn at least 13 credits in the ninth and tenth grade.
- Grade 12 - For promotion from eleventh grade to twelfth grade, a student must earn at least 19.50 credits in grades nine, ten, and eleven.
- If a required course is failed, the student must retake the course. If the student decides to not recover that during the summer months, they do so with the knowledge that they will not remain on track for graduation.

MIDDLE SCHOOL FAILING GRADES - CORE COURSES

At the end of the academic year in middle school (grades 6-8), students' grades play a crucial role in determining their academic progression. It is essential for students to maintain satisfactory performance in their core courses, including English Language Arts (ELA), Mathematics, Science and Social Studies. If a student fails a single core course, such as ELA, Math, Science or Social studies, they will be required to retake that specific course during summer school. This additional opportunity allows students to catch up on the material and demonstrate proficiency in the subject. A student will be retained in the same grade level for the following academic year.

However, if a student fails two core courses, the consequences become more significant. In this case, the student will be retained in the same grade level for the following school year unless both failed courses are taken as summer school courses. This procedure ensures that students acquire the necessary foundational knowledge before progressing to the next grade level. By attending summer school and successfully completing the failed courses, students can demonstrate their competence and continue to the next progressive grade level. In the event that a student fails three or more core courses, a different course of action is taken. This aims to provide additional support and resources to the student, allowing them to focus on strengthening their understanding of the essential subjects that serve as the foundation of their academic futures. Retaining the student in the same grade level ensures they have the opportunity to master the foundational skills before moving on to more advanced material.

Overall, the end-of-year grades in middle school are critical for students' academic progress. By recognizing the importance of core courses and implementing appropriate measures, such as summer school and grade retention, the educational system aims to support students in their learning and provide them with the necessary tools for future success.

CLASS RANK (Policy 214)

A system of class rank will be determined by grade point average for students in grades 9-12 where all students will be ranked together. Class rank shall be computed by the final grade in all subjects for which credit is awarded. As determined by the curriculum committee, some courses will carry greater weight than others based upon rigor. The bonus for weighted courses shall be 8%, 6% or 3%. Said bonuses will strictly be utilized for class rank purposes and will not be added to the earned percentages on the report card.

DROP/ADD COURSES PROCEDURE

Students will only be permitted to drop classes for academic reasons. Once the school year begins, classes cannot be dropped after the fifth day of school. Students will have five school days to drop a class with no penalty. They must submit to the Guidance Office a written request signed by a parent. Credit requirements and schedule requirements must be met by the student. This usually means that they will have to replace the dropped course. If a student drops a course after five days without the teacher's recommendation, they will receive a "WF" on their transcript.

MAKE-UP WORK FOLLOWING AN ABSENCE:

Students who have been legally absent from classes will have the privilege to complete work that was provided in classes to which they missed in absence. Arrangements for make-up work is the responsibility of the student and teacher(s). Students who have been illegally absent from school do not have the privilege of completing make-up work. Students have a reasonable amount of time upon their return to school to complete make-up work. Reasonable amount of time is equivalent to the number of days to which a student was absent. After this period, all work that is still incomplete, will receive a failing mark.

EDUCATIONAL WORK RELEASE PROGRAM

Applications are available in the Guidance Office:

- The Educational Work Release Program is an opportunity provided to students to meet their academic requirements necessary for graduation and to have the ability to gain additional accredited educational opportunities or employment experience throughout his or her senior year of school.
- Approved participants will be granted 'early release' from school in order for them to attend their accredited educational or employment opportunity during school hours.
- The student's class schedule must make participation in the Educational Work Release Program possible without causing overloads or section imbalances.
- Applications for the Work Release Program will be reviewed by a selection committee of administration and guidance to determine program eligibility and acceptance.
- A student may not be self-employed and may not be employed by a faculty member. Additionally, candidates may not be employed by a parent or a guardian. Shall extenuating circumstances arise, a student may request a case review with the selection committee.
- The final decision with any student's participation in the Work Release program rests with the building level administration.
- Students may gain an application from the Guidance Office for further details, additional expectations, rules and regulations of the program.

WEIGHTED COURSES:

As determined by the curriculum committee and based upon course rigor, weighted courses are as follows:

The bonus for a weighted course will be an additional 8%, 6%, or 3%. This bonus will be utilized only for GPA/Class Rank purposes. Students will receive the earned percentages on their report cards.

Weighted .08	Weighted .06	Weighted .03
AP Calculus AB	Spanish IV	Public Speaking
AP Calculus BC (virtual course)	French IV	Intro to Music
AP Literature & Composition	Honors Pre-Calculus	Creative Writing
AP Literature & Language	Honors Government/Economics	Statistics
AP Physics	Honors World Cultures	Algebra II
AP Music Theory	Physics	Microcomputer Applications
	Honors Biology	Spanish III
	Biology II	French III
	Chemistry II	Honors Geometry
	Honors English 12	Honors English 10
	Honors English 11	Honors English 9
	Anatomy	Honors Environment and Ecology
	Honors Algebra II/Trigonometry	Trigonometry

CLASS RANK (Policy 214)

The Board recognizes the necessity for a system of computing grade point averages and class rank for secondary school students to inform students, parents/guardians and others of their relative academic placement among peers.

The Board authorizes a system of class rank, by grade point average, for students. All students shall be ranked together. Class rank shall be computed by the final grade in all subjects for which credit is awarded. Any two or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the proceeding person.

A student's grade point average and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records. Class rank and GPA will not be provided over the phone.

PERCENTAGE GRADING SYSTEM (Policy 213)

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

- A - Superior attainment of course objectives (92%-100%)
- B - Above average attainment of course objectives (82%-91.99%)
- C - Average attainment of course objectives (72%-81.99%)
- D - Below average attainment of course objectives (62%-71.99%)
- E - Performance does not meet minimum standards (61.99% and below)
- P - **0-61.99% Credit awarded
- WF - Withdraw/Fail No Credit awarded
- S - Satisfactory Credit awarded
- U - Unsatisfactory No Credit awarded
- I - Incomplete

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

INCOMPLETE RULE

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

HONOR ROLL

To be eligible for the Honor Roll at Conemaugh Township Area High School the student's report card must consist of A's and B's listing in all courses in which the student is enrolled. The student must have at least one A. Strictly for Honor Roll recognition, an 81.5% and 91.5% are rounded up to a B and A respectively.

NATIONAL HONOR SOCIETY

- One of the highest honors a Conemaugh Township Area Middle School /Sr. High School student may achieve is membership in the National Honor Society. Students are selected on the basis of their outstanding achievement in scholarship, leadership, character and service. Seeking to create an enthusiasm for scholarship, stimulating a desire to render service, prompting worthy leadership and encouraging the development of character are the purposes of the society.
- Candidates for membership in this organization must have spent at least one semester in Conemaugh Township Senior High School and must be members of the sophomore, junior or senior class.
- To be eligible for election, students must achieve and maintain a scholarship average of 90% or better during their senior high years (grades 10,11,12). Students must also submit a completed Conemaugh Township Activities Form.
- Students who achieve this academic standard will be considered as candidates for election to membership. In considering candidates, the faculty council will also evaluate their service, leadership and character.

REPORTING STUDENT PROGRESS (Policy 212)

Communication between school and home is a vital component in a students' growth and education. The reporting of student progress on behalf of the school shall include: Academic Progress Reports, Grade Reports and Parent/Guardian Conferences with teachers. Report cards are provided to the students at the conclusion of each nine week period. The report cards are the property of the student and are not to be returned. Progress Reports will be distributed to parents at the midway point or at intervals where the students work is not satisfactory. Parents are encouraged to access PowerSchool to view the most current status of student achievement. Additionally, parents/guardians may request access to the parentportal of the school management system (PowerrSchool) in order to gain real time access to student performance.

KEYSTONE EXAMS

The Keystone Exams are state mandated, end-of-course assessments designed to assess proficiency in the subject areas of Algebra, Literature and Biology. Students in all Algebra I and Algebra B, Biology and English 10 courses will demonstrate their proficiency on the

Keystone Exam as an end of year assessment in May. Students who do not score proficient or advanced will re-test during future test administrations in Winter or Spring. Demonstrating proficiency on the Keystone Exams is a requirement for graduation from Conemaugh Township Middle and Senior High School. Scoring proficient or advanced will satisfy the local requirement. Students who do not pass the Keystone Exam will need to demonstrate proficiency through either surpassing their PVAAS growth rating or via remediation in conjunction with PA Senate Bill 1095.

ELECTRONIC HALL PASS SYSTEM

All students are required to generate an e-hallpass, via the designated classroom device, whenever a request is made to leave a classroom. When a student receives an e-hallpass, it is expected that the student travels directly from their location to the destination which was approved. It is also expected that students utilize the e-hallpass system in a timely manner, determined by the classroom teacher. E-hallpass use is a privilege. Abuse of this privilege will result in disciplinary action and/or restrictions.

- Students must generate an e-hallpass anytime they are requesting to leave their assigned classroom.
- Only one student is permitted out of the classroom on an e-hallpass at a time. Exceptions are limited to emergencies.
- Students are not to be utilizing the e-hallpass system during instruction. Instruction is not to be interrupted unless in the case of an emergency.
- Students found out of their classroom without an e-hallpass will be returned to class, and a discipline consequence will be assigned. Additional misuse of e-hallpass procedures will result in progressive disciplinary action.
- Teacher permission is required for utilization of an e-hallpass

HEALTH SERVICES

Procedures for Students Coming to the Health Room: All students must have an e-hallpass release from a teacher prior to reporting to the health room (emergencies are an exception). Students reporting at the end of a class will be asked to go to their next period teacher to request an e-hallpass. When the nurse is not available, students must report to the office.

- **Early Dismissal Due to Illness:** The parent/guardian will be contacted by the school nurse should their child become ill during regular school hours. The parent/guardian will be contacted by the school nurse from information provided on the emergency card only (students are not permitted to contact parent/guardian claiming illness - student MUST be released by nurse or office). Early dismissals count toward days of absences. The parent/guardian will be responsible for transportation necessary to take the student home. Students must sign out with the secretary in the main office. The parent/guardian may be responsible for providing documentation from a state licensed practitioner for chronic early dismissals. Failure to provide documentation from a state licensed practitioner will result in an unexcused absence. Extreme emergencies requiring immediate doctor's care will be handled as the situation warrants. Students who contact a parent for an early dismissal without consulting the nurse will receive a discipline referral for inappropriate cell phone use. The dismissal will be recorded as unexcused unless a medical note from a licensed physician is provided within three days of returning to school.

EMERGENCY CARDS

Emergency cards are required to be completed by the parent/guardian for each student and returned to the High School Office. Any changes throughout the year are the responsibility of the parent/guardian to provide the office with the new information.

USE OF MEDICATION (Policy 210)

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

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

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

- School officials must receive a written request from the physician stating that the medication is to be administered to the student.
- Parent or guardian signature is necessary. It is preferred that the Conemaugh Township Area School District Prescription Medication Consent Form be used for medication administration requests. A written request must accompany the medication before it will be administered by the school nurse or other authorized school personnel.
- All medication must be in the original prescription bottle with the current date and name of the student on the bottle.
- All medication must be brought to the nurse's office or main office. No medication is to be kept in the student's possession or locker. Note: Asthmatic inhaler may be kept in the student's possession with prior approval from the nurse.

- The school nurse has the right to call your physician if there is a question.
- Students will be responsible in coming to the office at the time medicine is to be given.
- Prescription medication will be kept in a locked cupboard or refrigerator in the Nurse's room.

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

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

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

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

Please refer to Policy #210 for information regarding Use of Medication.

INFECTIOUS DISEASE POLICY

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

HOMEWORK

Students cannot achieve their maximum potential if learning activities are limited to the hours spent in the regular classroom. Student learning can be enhanced through a partnership with the teacher, the student, and the parent. Appropriate homework can be an excellent means of communication with parents concerning the learning activities of the student. It is hoped that parents will support this partnership by showing an interest in the student's work and by encouraging the student to set aside a specific time period each evening for completing assignments. Failure to complete assignments will result in the assignment of no credit on individual assignments. Chronic assignment of no credit may be accompanied by disciplinary action.



PHYSICAL EDUCATION NON DRESS PROCEDURES

Our procedures in dealing with students who fail to not dress appropriately for Physical Education classes are as follows:

- A student who fails to dress appropriately or refuses to participate in two or more classes in a marking period will receive an after-school detention.
- An after-school detention will be assigned per infraction following the initial assignment of after-school detention.
- A single non-dress will not affect the student's grade assignment. Each non-dress after the initial, causes the student to drop a letter grade.

SCHOOL CLOSURES/DELAYS/EARLY DISMISSAL

If it is necessary to alter a regularly scheduled school day due to inclement weather or other unforeseen circumstances, parents and students will be notified via the CTASD Facebook page, School Messenger phone/email communication system and through local radio and network television.

INTERSCHOLASTIC SPORTS

Conemaugh Township Middle and Senior High School belongs to the P.I.A.A., District V and the WestPAC Conference and adheres to the rules and regulations of these organizations. Athletic programs are available in the following areas:

- **BOYS:** Football, Soccer, Cross Country (co-op through J.C.S.), Golf (co-ed), Basketball, Wrestling, Rifle, Baseball, Track & Field and Tennis (co-op through Windber)
- **GIRLS:** Volleyball, Soccer, Tennis (co-op through Windber), Cheerleading, Cross Country (co-op through J.C.S.), Golf (co-ed), Basketball, Rifle, Softball, and Track & Field

ATTENDANCE ELIGIBILITY: To participate in extracurricular activities is contingent on attendance and behavior. Students must arrive at school prior to 9:00 a.m. to participate in that day's activities, and if a student has an early dismissal or excessive tardies/dismissals, they may not be eligible to participate.

ACADEMICS AND CURRICULAR REQUIREMENTS FOR ATHLETICS You must not be failing any two subjects that are currently on your course-load as a student as of the end of each Thursday in a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediate following Monday through Sunday of that week. All grades will be checked again during the Thursday of the following week. If the student is not failing two or more classes, their eligibility will be reinstated on the immediate following Monday. Additionally, all students must have not failed any two classes during the previous grading period, except for the eligibility for the first grading period is based upon your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

ELECTRONIC ATHLETIC SCHEDULES

Athletic schedules are available via the web at <http://ctasdathletics.digitalsports.com/>. Utilizing this website provides you the opportunity to view the most updated schedules that we make available. You may register for notifications of changes to any particular schedule through Digital Sports. Should a game ever be altered in any way, you will receive immediate notification.

ATHLETIC BAGS

School issued athletic bags are not permitted to be stored in the hallways or in areas that may cause an unsafe situation. Students are expected to place their athletic bags in their sport specific locker room or on the shelf system that has been installed in the storage room that is located on the second floor beside the female restroom facility.

GENERAL INFORMATION

LOCKERS

Lockers are school district property. Students are assigned lockers for their own convenience and the security of their personal belongings. Students are reminded not to share their lockers or their locker combination, because this invites problems with security. Students need to remember that anything found in their locker is assumed to belong to that student.

LOCKER SEARCHES

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

LUNCH DETENTION

Lunch detention is a discipline option for students who violate discipline code level I or level II. Students who are assigned lunch detention by a classroom teacher or an administrator are expected to report directly to the lunch detention room when the class bell rings. Students will be dismissed to the cafeteria to receive their lunch by the detention monitor at the appropriate time. Students assigned to lunch detention will not be permitted to talk, socialize, use electronic devices, or listen to music for a detention period. Students may also be immediately assigned to the lunch detention room if they fail to obey rules in the cafeteria.

AFTER SCHOOL DETENTION

After school detention is assigned for minor disciplinary infractions, taking place on Tuesdays and Thursdays from 3:00 p.m. to 4:00 p.m. If a student fails to attend after-school detention once assigned and confirmed with the parent, the student will be assigned In-School Suspension.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) will be held during regular school hours. The student will report to the office upon his/her arrival to school on days to which they are assigned ISS. Students are accountable for all assigned days of ISS and will be excluded from classes and all extra-curricular activities, including practices, games, dances, etc. ISS will end at midnight on the last day of the suspension period. The student is also responsible for all assigned work on a period by period basis. Failure to complete any assigned work within the described time period will result in zeros being assigned, unless waived by the individual teacher.

OUT OF SCHOOL SUSPENSION

Out of School Suspension (OSS) is a disciplinary assignment where the student does not report to school. Students are excluded from classes, school grounds and all extracurricular activities, practices and games, including those that are held at venues outside of Conemaugh Township). Students shall have the responsibility to make up exams and work missed while under OSS assignment. Should an OSS assignment extend past a 3 day period, the student and family must attend an informal hearing at the school.

EXPULSION

Expulsion is the exclusion from the Conemaugh Township school by the Board of Education via waiver or hearing as a result of extensive discipline infractions or from a more serious single disciplinary infraction. Expulsion assignment is for a calendar year.

METAL DETECTORS

The District does possess hand held metal detectors that may be used to assist in identifying and locating materials that are identified as being unsafe or contradicts school policy.

ENRICHMENT

Enrichment is a designated time period within our regularly scheduled day where we afford an expansion period to the educational process. On a daily basis, we will designate a portion of this time frame for reading, where students will be required to read material that is of interest to them. Additionally, this time will be utilized for tutoring, PSSA preparation, Keystone preparation and remediation for both state assessments.

STUDENT SAFETY NETS:

- **STUDENT ASSISTANCE PROGRAM SAP/CARE Team (Policy 236)** - The purpose of the Student Assistance Program is to identify students who are experiencing significant personal problems that may place their academic success at risk. Examples of problems might include substance use (drug/alcohol), depression, suicidal thoughts, and other crisis situations. The goals of the SAP are to develop an atmosphere of trust in which students will seek help from support team members; to assure students that problems are resolvable with help from professionals, and to acquire necessary counseling services for students in need before problems reach a crisis level. Assistance is always available by visiting the School Social Worker, Guidance Counselor, or by contacting a team member.
- **SAFE2SAY SOMETHING** - Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. Safe2Say is user friendly and may be utilized in either a world wide web version or via an app that is available through your Smartphone. Please visit <https://www.safe2saypa.org/what-is-safe2say-something/> for more information.
- **COUNSELING AND MENTAL HEALTH SERVICES** - Circumstances do arise where students require services that go above and beyond what are traditionally afforded by traditional school counselors. Additional services are available during the school day by certified Mental Health Professionals who are on site, daily, at Conemaugh Township. Please contact the Guidance Office for additional information pertaining to available services.
- **REACH COUNSELING SERVICES** - We have partnered with REACH to afford in-school mental health counseling services to our students on an as needed basis, with parent consent. Services can be arranged through speaking with a school counselor or through completing a referral at <https://www.ctasd.org/REACH>.
- **TRIBELINE** - Students have 24 hour availability to a licensed counselor for guidance or assistance relating to any struggles that they may be encountered with. This service is specific to Conemaugh Township students and is made available through our partnership with REACH. **(814) 248-0726**

SCHOOL FIELD TRIPS

Students acknowledge that participation in extracurricular activities and travel to activities is a privilege and not a right. Students should understand that baggage is subject to surveillance and possible inspection at the discretion of the School District. Students with failing grades, excessive tardies, dismissals, absences and/or behavior issues may be denied the opportunity to attend school-sponsored events and trips.

COUNSELING AND MENTAL HEALTH SERVICES

Circumstances do arise where students require services that go above and beyond what are traditionally afforded by school counselors. Additional services are available during the school day by certified Mental Health Professionals. Please contact the Guidance Office for additional information pertaining to available services.

STUDENT DEBTS

It is the practice of the School District that when a student accrues a debt to the school district through loss or damage of school district property, materials, equipment, or cafeteria debt, the student's report card, transcripts, and/or diploma may be withheld until such debt is cleared.

STUDENT DRIVING REGULATIONS

A parental permission form to drive to school must be filed in the high school office. Students will park in areas designated and are not permitted to loiter in parked cars, visit their car during the school day, or move their cars until after the buses leave. Students violating driving regulations will have their driving privileges revoked and could be disciplined according to the discipline policy. An accumulation of 6 unexcused tardies will result in revocation of driving privileges for the remainder of the school year. Excessive a.m. absences may result in removal of driving privileges. Excessive disciplinary infractions may also impede a student maintaining their driving privileges.

- Student drivers are expected to arrive at the school between 7:30 a.m. and 7:45 a.m.
- Dangerous/reckless driving is an automatic revocation of a student's driving privileges and may result in the issuance of a citation.
- Students are expected to park in the designated student parking area.
- All student vehicles must be registered in the high school office. Any student vehicle that is not registered will result in administrative action according to the discipline matrix.
- Six total tardies (unexcused) will result in revocation of driving privileges for the remainder of the school year.
- Cars are not to be moved once parked unless asked to do so by school personnel
- Student drivers/riders are not permitted to use or be in the possession of tobacco products, alcohol, vapor devices or controlled substances while driving or parked on school grounds. Student drivers are not permitted to have such materials in their vehicles. The School District reserves the right to conduct search activities with respect to said material.
- Dismissal from the student parking lot will be done in an orderly fashion. Students who place themselves or others in harm's way will be subject to school discipline or revocation of privileges.

SURVEILLANCE CAMERAS

Please be advised that the Conemaugh Township Middle and Senior High School has completed the installation of surveillance cameras inside and outside Conemaugh Township Middle and Senior High School, including parking locations. The surveillance cameras will provide safety for our students, staff and property of the School District. Surveillance cameras can and will be utilized to aid in investigations of any misconduct that occurs during the school day and on school grounds.

BUS SURVEILLANCE CAMERAS

Please be advised that the Conemaugh Township Area School District completed the installation of surveillance cameras inside each of the buses that transport students to and from school and for the majority of the athletic travel. The surveillance cameras will provide safety for our students and staff. Surveillance cameras can and will be utilized to aid in investigations of student misconduct that occur on the buses. Additionally, the sound recording mechanisms will be active as students travel on the buses.

HALO DETECTION DEVICES

Restrooms and locker rooms are equipped with Halo Detection Devices for the health and safety of the student body. These devices have the capability to detect aggression, excessive noise, tampering, distressed individuals, the use of vapor devices, tobacco use via smoking and if an individual utilized a cover up prior to vaping or smoking. The devices have proven to be extremely accurate in their detection and will be utilized in identifying individuals in violation of the aforementioned.

VISITORS

An added level of security has been implemented for all visitors to Conemaugh Township Middle and Senior high School. All parents, guardians, and guests must scan their valid driver's license for criminal background checks. A visitor's pass will be presented that must be worn prior to entering any other area of the building. The district believes this is another safety measure to keep our children protected. Visitors who do not register will be considered as trespassing. The secured entrance to the Conemaugh Township Middle and Senior High School is the only entrance that can be utilized during the school hours. Students are not permitted to open exterior doors throughout the school for any student, staff, or visitor.

The preceding rules and guidelines contained in this handbook are a partial representation. The complete policy guidelines can be found on our website, www.ctasd.org.

The student handbook is subject to being amended throughout the school year by the District or Middle and Senior High school administration. All changes will be communicated to the school community prior to implementing any change.

SPECIAL EDUCATION SERVICES AND PROGRAMS

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

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

PARENTS REQUESTING A MULTIDISCIPLINARY EVALUATION

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation of the child at any time. The request shall be in writing. Information on special education services and programs is available in the district office. Additional information can be obtained by contacting the guidance department (479-7886) or the special education coordinator (479-4080).



GIFTED EDUCATION

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

NOTICE OF HOMELESS EDUCATION POLICY

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

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

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

If you have any questions or concerns regarding Title I, please contact Mrs. Nicole Dull, Superintendent and Federal Programs Coordinator

CONEMAUGH TOWNSHIP AREA SCHOOL DISTRICT NONDISCRIMINATION POLICY 2023-2024

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

For information regarding civil rights, grievance procedures or activities and facilities that are accessible to and usable by handicapped persons. Inquiries should be directed to:

Mrs. Nicole M. Dull, Title IX Coordinator Section 504 Coordinator
Conemaugh Township Area School District
814-479-7575 - nicole.dull@ctasd.org

