

<p><b><u>SCHOOL ADDRESS</u></b></p> <p>A-C VALLEY JR-SR HIGH SCHOOL</p> <p>762 STATE ROUTE #58</p> <p>BOX 345</p> <p>FOXBURG, PA 16036</p>	<p><b><u>A-C VALLEY</u></b></p> <p><b><u>ALMA MATER</u></b></p> <p>Our Alma Mater strong and true</p> <p>We'll never forget your scenic view</p> <p>Throughout the world we sing thy praise</p> <p>And for Blue and White our voices raise</p> <p>The days we spend at A-C Valley</p> <p>We'll cherish all our years</p> <p>Allegheny-Clarion Valley</p> <p>You grow stronger through the years.</p> <p>-Charles Tritle</p>	<p><b><u>SCHOOL COLORS</u></b></p> <p>Blue and White</p> <p><b><u>SCHOOL MASCOT</u></b></p> <p>Falcon</p> <p><b><u>SCHOOL WEBSITE</u></b></p> <p><a href="http://www.acvsd.org">www.acvsd.org</a></p>
<p><b><u>SCHOOL PHONE</u></b></p> <p>724-659-4661</p> <p>800-228-3775</p> <p>FAX: 724-659-4774</p>		

**A-C Valley, in conjunction with the community, will ensure a comprehensive education that inspires students to:  
**Dream Big, Work Hard, and Act Responsibly.****

.....  
Please detach and return this lower portion to your 1st period teacher.

Please read this Student Handbook with your son or daughter to become aware or reacquainted with the policies and procedures in this handbook.

- I have read/reviewed the handbook and am aware of the policies and procedures within, including the locker waiver and Acceptable Use Policy.
- I give the Allegheny-Clarion Valley School District permission to use my child's name in print, radio, television, or website media.
- I **do not give** the Allegheny-Clarion Valley School District permission to use my child's picture or name in print or website media and facsimile in print, radio, television, or website media.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

## PRINCIPAL’S MESSAGE

There’s a good reason why A-C Valley is known as the school district where “living and learning meet.” The curricular and extra-curricular achievements our school has experienced over the years have been possible only through the cooperative and collaborative efforts among students, parents, teachers, support staff, administrators, school board members and community residents.

This Student Handbook has been prepared as the primary source of school information for students and their parents/guardians. The handbook outlines school policies and rules/regulations that govern student conduct, academic requirements, and extra-curricular activities. It is only a guide and cannot speak to specific incidents. It is supportive of the mission to “Dream Big, Work Hard, and Act Responsibly”.

During the first week of school, teachers and administrators will carefully review with all students the information contained in the handbook so that students are aware not only of their rights and privileges, but also of their responsibilities. In addition, as new state and/or district policies and regulations become effective throughout the school year, revisions to the handbook will be furnished to all students. Each student should keep the handbook available as a reference to answer questions about our school’s procedures and requirements.

You are a valued member of the A-C Valley family; we look forward to your input, participation and success. Have a great school year!

## WELCOME FROM STUDENT COUNCIL

We, the members of the Student Council, welcome you to a new and exciting year at the Allegheny-Clarion Valley Junior-Senior High School. The Student Council works hard to increase student participation and decrease student apathy, introduce new activities and programs, provide opportunities for students to have a voice in what happens in their school, and promote the qualities of scholarship, citizenship and good judgment. We encourage you to offer suggestions on how we can make our school and our Student Council better for all of us. With your support and participation, we can make this year at A-C Valley a successful and memorable one.

## POLICY ON NON-DISCRIMINATION

The Allegheny-Clarion Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or disability in its admission procedures, educational programs, activities or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Office of the Superintendent of Schools, Box 100, Foxburg, PA 16036. Phone: (724) 659-5820.

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**ALLEGHENY-CLARION VALLEY JUNIOR-SENIOR HIGH SCHOOL  
BELL SCHEDULE**

<b>JUNIOR-SENIOR HIGH</b>		<b>CAREER CENTER</b>	
Locker Bell:	7:42	Locker Bell:	7:42
Warning Bell:	7:47	Warning Bell:	7:47
Period 1:	7:50-8:32	Period 1:	7:50-8:32
Period 2:	8:35-9:17	Period 2:	8:35-9:17
Period 3:	9:20-10:02	Period 3:	9:20-10:02
Period 4:	10:05-10:47	Period 4:	10:05-10:47
Period 5:	10:50-11:32	Period 5:	10:50-11:25
Lunch 6L	11:35-12:05	Lunch:	11:28-11:45
Period 6	11:35-12:17	Bus to Career Center:	12:45-12:15
Lunch 7L	12:20-12:50	Career Center:	12:15-2:30
Period 7	12:08-12:50		
Period 8:	12:53-1:35		
Period 9:	1:38-2:20		
Period 10:	2:23-3:05 (Dismissal)	Return from CCCC:	2:33-3:03

Students are supervised during school hours or when they are participating in after-school activities under the direct supervision of a teacher, coach or an advisor. Students not participating in extra-curricular activities under the direct supervision of a coach or an advisor are not permitted to be inside the school building.

## TWO HOUR DELAY SCHEDULE

ACV

Career Center

Locker Bell	9:42		9:42
Warning Bell	9:47		9:47
Period 1	9:50 -10:10		9:50 -10:10
Period 2	10:13 - 10:33		10:13 - 10:33
Period 3	10:36 - 10:56		10:36 - 10:56
Period 4	10:59 - 11:19		10:59 - 11:19
Period 5	11:22 - 11:42	Lunch	11:22 - 11:35
Period 6L	11:45 – 12:15	Departure for CCCC	11:40
Period 6	11:45 – 12:27		
Period 7L	12:30 – 1:00		
Period 7	12:18 – 1:00		
Period 8	1:03 – 1:46		
Period 9	1:49 – 2:31		
Period 10	2:33-3:05	Return normal time	3:00

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## ANNOUNCEMENTS

Announcements will be made over the public address system. It is imperative that each student pay close attention to these announcements because they bring notices of changes during the day, coming events, and lost or found items. Any teacher desiring to have an announcement read should submit the announcement to the high school office by noon on the day before it is to be made. Announcements must be written on the proper forms which can be obtained in the office. All announcement forms must be signed by the appropriate teacher or advisor. No students will be permitted in the halls while the announcements are being made.

## ASSEMBLY ETHICS

Students should enter and sit in the auditorium as a class under the direct supervision of their teacher. Every student should enter and leave the auditorium quietly and orderly. Every chair should be filled in before students move on to the next row. Please be courteous to our presenters and speakers by refraining from unnecessary conversation.

## BOOKS AND SCHOOL PROPERTY

Textbooks in Pennsylvania are purchased for the use of pupils at public expense. For each textbook, the student will fill out a Textbook Damage form, including a Detailed Condition Report of the book. The teacher will keep these on file until the book has been returned. Damage that is not documented on the form and inconsistent with normal wear and tear will be charged to the student. Lost books should immediately be reported to the teacher of the subject and to the Principal's office. If a book is not found, the pupil must pay the school the cost to replace the book.

If a book is not turned in at the end of the course (three days before the last day of the semester or school year), the report card is withheld until the book is turned in or paid for in full.

A student who marks or otherwise damages school property must pay for its repair or replacement. Desks, chairs, pencil sharpeners, etc., should be handled with care. Walls and floors should be kept clean, and all working materials should be handled with care.

## BUS PASSES

It is the goal of the district's transportation services to transport students safely to and from school each day. Due to insurance liability, bus overloading, and safety concerns, student bus stops must be consistent from day to day. Students riding a bus will be assigned a single pick-up point, and a single drop-off point for the entire school year. If circumstances warrant, AM and PM stops may differ, but once established, must remain consistent throughout the school year.

- In a situation of joint custody, requests for alternate stops on a consistent schedule will be accommodated if accompanied by a court order of custody.
- The administration may authorize adjustments to a student's bus stop in extra-ordinary, emergency circumstances. Emergency is defined as an unforeseen event requiring a one-time change in the child's official school bus routine.
- An emergency is the **ONLY** time a phone call will be considered for any changes.
- The administration may authorize adjustments to a student's bus stop in extraordinary, emergency circumstances. An **EMERGENCY** is defined as an unforeseen event requiring a one-time change in a child's official school bus routine. The following are examples of situations which would **NOT** be considered emergencies: **daily changes** in parent's work schedule, lack of babysitter, regularly or previously scheduled appointments. The following are examples of situations which may be considered one-time emergencies: family medical emergency, traffic accident involving a family member.

\*Exceptions to the above procedures due to extenuating circumstances can be requested through the building principal on a case by case basis. The necessary forms for these requests can be obtained through the office of the school.

Cameras and recording technology is present and utilized on all busses to monitor student behavior.

## CAFETERIA

The school maintains a modern cafeteria for the serving of wholesome, nourishing breakfasts and lunches at reasonable prices. Students may deposit money into their cafeteria accounts at any time. Students may also pay for meals daily as they go through the serving lines. Administrative involvement will be initiated on past due accounts starting with a contact to collect and balance the account.

Students may bring lunches from home but must eat in the cafeteria. All students may purchase milk in the cafeteria. A-C Valley participates in the federal free and reduced price meal program. A description of the program is published in the newspaper when each school year begins. Afterwards, all students receive income guidelines and applications to take home for parent/guardian review. Applications will also be available during the September Open House. Families with children who attend A-C Valley can now apply for free and reduced priced school meals online by going to [paschoolmeals.com](http://paschoolmeals.com)

Qualifying in one year does not guarantee qualifying in all subsequent years. Families will be notified regarding eligibility.

## CAFETERIA CHARGE PROCEDURES

In regard to meal charge policies, families should refer to the district website at [acvdsd.org](http://acvdsd.org) for specific details. Further questions may be directed to Stacey Redding at 724-659-3555 EXT 2144

## CAFETERIA ETHICS

Upon entering the cafeteria area, students buying meals should form orderly lines and wait their turn. Since the cafeteria serves as a dining room, pupils are asked to observe the proper standards of cleanliness and courtesy. Before leaving, students should gather up their dishes and trays and place them on the counter provided. All waste paper should be deposited in the proper waste can. **Students violating cafeteria behavior standards may lose the privilege to sit where they like and may be assigned a specific seat.**

## CHANGE OF ADDRESS OR PHONE NUMBER

It is necessary for the high school office to have an accurate record of the home address of all students. Any change of address and/or home or emergency phone number should be immediately reported by submitting the new address and phone number to the high school office staff

## CLASSROOM ETHICS

Students should be in their classroom seats when the bell rings to start class. Since the classroom is a place to work, there should be no loud talking or unnecessary noise. All classroom behavior should be in accordance with Positive Behavior Intervention and Supports guidelines that value dignity to self, dignity to others, and dignity to the public property and environment.

## CONTACTING YOUR SON/DAUGHTER DURING SCHOOL HOURS

Instructional time is highly valued at A-C Valley, however we do understand there are emergency situations in which parents need to communicate with their sons and daughters while they are in school. Please do call us in the main office. We will make sure the important message is given to your son/daughter as soon as is reasonable. If it is absolutely necessary that you speak with them, we ask that you consider calling them during their study halls, or we can have them call you back while they are in study hall. **Please understand that if you call your son's or daughter's cell phone, you are putting them at risk for school related consequences if their cell phone is not in the "off" position.**

## **CORRIDOR ETHICS - Students should:**

Have a signed pass in their hand during instructional class times. Follow general positive behaviors such as walk at all times, keep to the right, leave all bags/backpacks in lockers, use only assigned lockers, open and close lockers quietly, speak in a normal tone of voice, no personal displays of affection, use lockers only during class changes, unless special permission has been granted, and move quietly to the next class.

## **COURTYARDS**

A-C Valley High School has four courtyards. Students are not permitted in the courtyards, unless they are directed to be there by a teacher or under the direct supervision of a teacher.

## **DRIVING/PARKING**

**Permission for students to drive on campus is a privilege which will be granted only under certain conditions and which will be revoked if abused.**

Students who wish to apply for a parking permit need to provide the following information to the office:

1. Proof of insurance
2. Valid drivers' license
3. A completed and signed "Application for Driving and Parking Permit"

Permits will be issued by numbers. Students with permits numbered 100-150 must park in the parking lot near the track. These students must exit the school property by going down the hill with the football field on the driver's side. Students with permits numbered 200-250 must park in the parking lot near the cafeteria. Failure to follow this guideline may result in the loss of driving/parking privileges.

Permission will be granted only for the following students:

1. Co-op students
2. Students participating in school-approved extracurricular activities that meet after school
3. Students with after-school jobs requiring transportation immediately after dismissal
4. As space permits, students with special permission granted by the principal may be permitted to park on school grounds

NOTE: Under special circumstances, permission to drive may be granted on a one-day basis (i.e., for medical appointments, college visitations, etc.). Such permission must be obtained in advance by presenting to the high school office a request written and signed by the parent/guardian.

The following regulations apply:

- 1) Driving/parking permits will be distributed to those who have requested and filled out the proper application found in the main office.
- 2) Students granted permission to drive must register their vehicles on the forms available in the high school office.
- 3) Student drivers must display a parking permit on the rearview mirror of the vehicle.
- 4) Student drivers may park in the lot adjacent to the cafeteria or the lot adjacent to the track.
- 5) Student drivers must yield the right-of-way to pedestrians and to school buses. Any unsafe driving will result in immediate loss of driving privileges.
- 6) Motor bikes may be permitted on school property with special administrative approval.
- 7) No vehicle may be used as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.
- 8) In order to maintain a safe and drug-free school, all vehicles parked on school property are subject to inspection by school authorities and/or law enforcement officers.

The District regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students, and as a matter of privilege and not of right.

The Board reserves the right to authorize the administration and/or law enforcement officers to inspect any motor vehicle parked on school property, at any time, for the purpose of determining whether the vehicle is being used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.

When reasonably possible, prior to a vehicle search, the individual responsible for bringing the vehicle onto school property shall be notified and be given the opportunity to be present. However, when the search of a vehicle is prompted by the reasonable suspicion that the contents of the vehicle may create an emergency, the Principal or designee may search the vehicle as soon as it is necessary to do so to discharge properly his/her duty to protect the person and/or school property.

## **FIRE DRILLS/EMERGENCY EXITS/LOCKDOWN PROCEDURES**

Section 1517 of the Pennsylvania School Code requires that fire drills be conducted no less than once a month.

The following regulations apply to fire drills and to any emergency exits from the high school building.

- 1) Immediately upon hearing the alarm signal, students and teachers should exit in the manner pre-arranged for each room. Without running, students should exit as rapidly and quietly as possible. All students must move to areas at least 100 feet away from the building and out of the fire lanes which fire-fighting vehicles would need to use.
- 2) All windows and doors should be closed; lights should be turned off.
- 3) Teachers should take their class rolls with them and supervise their assigned groups at all times. Teachers should pre-arrange aid for physically handicapped students.
- 4) All employees must leave the building with the exception of those persons charged with conducting the fire drills.
- 5) In the case of emergency evacuation procedures, parents/guardians will be notified via the School Reach phone calling system for information regarding pickup, transfer or transportation of students from a safe and secure location.

The following procedure should be followed for "Lockdown" situations:

- 1) Students in the halls will report IMMEDIATELY to the nearest classroom.
- 2) The teacher will lock the classroom door.
- 3) The students should congregate in a corner of the classroom that is NOT VISIBLE FROM THE DOORWAY (and courtyard windows, if possible).
- 4) The room should be COMPLETELY SILENT.
- 5) Fire bells should be ignored during a lockdown.

## **HEALTH SERVICES**

The school nurse assists with medical and dental examinations and gives first aid treatments. The nurse is responsible for preventing and controlling communicable diseases to the extent possible.

A student who becomes ill or is injured during the school day may report to the nurse's office after obtaining a pass signed by the teacher in charge of the student. All student illnesses or injuries should be reported to the nurse. For safety, students reporting to the nurse should be accompanied by a fellow student if necessary.

The Allegheny-Clarion Valley School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. However, parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school, the medication must be brought to the school office or given to the Nurse directly; this ensures self-keeping and proper administration for the medication.



The school nurse checks height, weight, and vision for each student in grades 7-12. Students in grades 7 and 11 are checked for hearing. Students in grades 7 are checked for scoliosis and receive a dental exam with parental permission.

## **PERIOD 1**

The school day begins officially at 7:50AM; therefore, any student not seated in their first period class by this time is tardy. Students are to report to Period 1 before the 7:50 tardy bell. Computers will be assigned to students at this time. Students arriving at school early in the morning are to remain in the cafeteria until 7:42.

## **INSURANCE**

Annually, each student has the opportunity to purchase accident insurance through a group plan. This insurance covers students during the school day and/or during a 24-hour period. Any medical expenses not covered by school insurance or family insurance must be paid by the student's parent/guardian. Parents should contact the district office for more information.

## **LIBRARY**

The library is one of the school's single most valuable resources. It should be used by all students as frequently as possible both for serious, scholarly research and for casual, light reading. Students are always welcome to come to the library for both purposes so long as they abide by the following conditions:

Computers and other technologies are for school appropriate use only; inappropriate use will result in suspension of computer/technology privileges.

The library is open during school hours from 7:45 to 3:05 PM with exception of the librarian's lunch period or other unforeseen circumstances. Students may come to the library from homeroom, class, or study hall with individual library slips issued by a teacher.

Each morning there will be signup sheets in the library for the periods that are open that day. Students wishing to utilize the library will need to sign up on those sheets for the appropriate periods and indicate the reason for using the library.

Each study hall will be allocated a number of library spaces for students based on the size of the study hall, the number of study halls meeting that period, and the traffic anticipated in the library that period. Students using the library for non-academic purposes will be limited and subject to the librarian's discretion. This helps to ensure a fair and equal opportunity and access for all students.

A Study Hall Library List will be supplied to the study hall teacher/monitor from the library with the number and/or names of those students going to the library for that period.

- 1) The study hall teacher/monitor will establish a procedure that allows all students an equal number of opportunities to use the library in the event that a list is not provided by the librarian.
- 2) Students will sign the Study Hall Library List. The study hall teacher/monitor will sign the list, record the time.
- 3) All students leaving the study hall for the library will walk quietly to the library together as a group. Upon arriving at the library, all students will sign in on the appropriate sheet indicating the time of arrival and purpose for visiting the library. All students coming to the library from study hall in this manner must stay in the library the entire period.
- 4) Students may use the library for casual recreational reading only one period per day.
- 5) Students may obtain a research pass from the appropriate classroom teacher.

All Conduct Code provisions apply to students in the library. In addition to being subject to the Penalties for Misconduct in the Conduct Code, students who misbehave in the library will be subject to suspension of library privileges. The library is a privilege, and should be treated as such. At the discretion of the librarian, and with the

approval of the Principal, students are subject to having library privileges suspended as a result of disciplinary infractions.

Books circulate for a period of two weeks. Encyclopedias, magazines, and special materials circulate overnight. There are no limits on numbers of books checked out at a time except as determined by the librarian under special circumstances.

Library Ethics: All students should follow the Positive Behavior guidelines of respect to self, respect to others, and respect to our community when in the library.

## LOCKERS

**Hall Lockers:** Homeroom teachers will assign each student a hall locker. All students must keep their books, coats, and other belongings in their own locker; **sharing lockers is prohibited**. Lockers must be kept neat in appearance. Only approved articles for school spirit, put there by cheerleaders/ student council, are permitted on outside of lockers.

The school provides students with hall lockers but assumes no responsibility for the safe-keeping of the contents of the lockers. Students may purchase combination locks for their lockers from the high school office or supply a lock from home. If a lock from home is used, the student is responsible for providing a key or combination to the lock to the administration. Valuables should not be left in lockers. If necessary, students may store valuables in the high school office during the day and pick them up after school.

Students should remember that school lockers are the property of the school district. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. Prior to a locker search, the student may be notified and given an opportunity to be present. However, when 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, the locker may be searched without the student's presence. The school assumes no responsibility for student's belongings stored in a hall locker.

**Gym Lockers:** Students using lockers in the boys' and girls' locker rooms during the school day, or at any other time, must assume full responsibility for the safe-keeping of the contents of the locker. Valuables should be padlocked inside the locker or entrusted to the teacher/monitor in charge. The school assumes no responsibility for students' belongings stored in gym lockers. Students are not to be in the locker room at any time other than when scheduled in the gym class or with special permission.

**Locker Waiver:** To have use of a school locker, a student must sign the following waiver:

By signing this handbook, I am indicating that I understand that school lockers are and shall remain the property of the school district. As such, I have no expectation of privacy in the locker assigned to me.

I understand that I am to keep my assigned locker and may not share lockers with any other students. I also understand that no school locker may be used as a depository for a substance or object which is prohibited by law or district regulations, or which constitutes a threat to health, safety or welfare of the occupants of the school building or the building itself.

I further understand that authorized school employees may inspect my locker at any time for the purpose of determining whether the locker is being used for storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school. I also understand that at any time, a K-9 may be in the building to search for any illegal or dangerous items in the building.

## LOST ARTICLES

Lost articles are frequently turned in to the high school office. Their rightful owners may claim them if proof of ownership can be established.

## NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

### Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment opportunities, athletics and extracurricular activities.

### Delegation of Responsibility

In order to achieve the aforesaid goal, the Board directs the Superintendent to assume the responsibility of coordinating and implementing activities as Compliance Officer.

The Compliance Officer shall publish and disseminate this policy at least annually to students, parents and employees. The publication shall include the name, office address and telephone number of the Compliance Officer.

It shall be the duty of the Compliance Officer to monitor:

1. Curricula Content – Review current and proposed curriculum guides and textbooks to detect any bias upon race, color, creed, religion, gender, sexual orientation, ancestry, national origin, culture or handicap/disability; ascertain that supplemental materials fairly depict the contribution to society of both sexes and the various races and ethnic groups.
2. Training – Develop an ongoing program of in-service training for students and staff designed to identify and alleviate problems of racial, sexual, religious, national origin, cultural or handicap/disability bias in all aspects of the school program.
3. Student Access – Review current and proposed programs, activities and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, gender, sexual orientation, national origin or handicap/disability in any duty, work, play, and classroom or school practice, except as may be permitted under federal and state regulations.
4. District Support – Ensure that like aspects of the school program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to facilities and equipment, and related matters.
5. Student Evaluation – Ensure that tests, procedures, and guidance and counseling materials designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged are not differentiated or stereotyped on the basis of race, color, creed, gender, sexual orientation, national origin, or handicap/disability.

The Compliance Officer may be assisted in these duties by a committee composed of the board solicitor, school administrators, teachers, and/or community residents.

The Compliance Officer shall report to the Board on progress in the non-discrimination program for school and classroom practices, as requested.

### Complaint Procedure

During all steps in this procedure, a complainant has the right to be accompanied by a third party and has the right to present witnesses and other evidence.

#### Step One

1. The complaint shall be presented in writing within ten (10) calendar days of the occurrence to the building principal.
2. The principal shall discuss, review, attempt to resolve the complaint, and issue a decision within ten (10) calendar days after receipt of the complaint. A written notice of the decision will be presented to the complainant(s).

#### Step Two

1. If not satisfied with the principal's decision, the complainant(s) shall appeal the decision in writing to the Compliance Officer within ten (10) calendar days after receipt of the decision.
2. The Compliance Officer shall conduct a review and issue a decision within ten (10) calendar days after receipt of the appeal. A written notice of the decision will be presented to the complainant(s).

### Step Three

1. If not satisfied with the decision of the Compliance Officer, the complainant(s) may appeal the decision to the Board at its next regular meeting by notifying the Board Secretary in writing within ten (10) days after receipt of the Compliance Officer's decision.
2. The Board shall conduct a review and issue a decision within thirty (30) days following the board meeting at which the complaint was presented. A written notice of the decision will be presented to the complainant(s).

The district will take all steps to prevent the recurrence of any discrimination and to correct the discriminatory effects on the complainant(s) and others, if appropriate.

Retaliation is unlawful against any complainant or individual who participates in a complaint investigation. Such retaliation may subject the retaliating party to disciplinary action.

## **OFFICE TELEPHONE**

The telephone in the office is for **emergency purposes only**. You must receive a pass from your assigned teacher in order to use the office telephone.

## **QUALIFICATIONS AND CRITERIA FOR OFFICERS (STUDENT COUNCIL, CLASS OFFICER)**

1. Must have passed all courses the previous semester and have a minimum of a "75%" average during the year of election and the year of office.
2. Must be approved by the sponsor.
3. Must not be suspended from school (ISS or OSS) during the year of election or the year of office.
4. Must satisfy the school attendance policy (per student handbook) during the year of election and year of office.
5. Must be committed to attending all meetings unless excused by the advisor.
6. Must not hold the same office two years in a row (class officers only).
7. Must give a speech to be considered for the office of president (class officers only).
8. Must submit a petition with the signatures of 25 students and 2 core content teachers (class officers only).
9. Must submit a petition with the signatures of 30 students and 4 teachers (Student Council officers only).

Any elected Class Officer who no longer complies with any of the eligibility rules and/or commits an act in violation of the A-C Valley student conduct code that results in disciplinary action of ISS or OSS is subject to removal from office without replacement by judgment of the Class advisor and the Principal.

## **SAP TEAM (STUDENT ASSISTANCE PROGRAM)**

The A-C Valley SAP Team is a group of concerned and trained professionals whose purpose is to identify students with problems which inhibit educational growth. The SAP Team's primary function is to identify students whose behavior causes reasons for concern and to initiate positive plans for intervention. The SAP Team does not treat student disorders; it identifies high-risk students and intervenes to seek help for those students. Any student, parent/guardian, or teacher wanting to seek help for a student with problems should approach the school counselor or the attendance officer.

Faculty Members are Mandated Reporters – If you or someone you know is being abused or is in an abusive relationship, please be sure to notify any staff member.

## **MMS GRADEBOOK/PARENT PORTAL (ONLINE ACCESS)**

To access your son's or daughter's academic information, please use the Parent Gradebook option found on the district's webpage. The high school parent access is on the left hand side of the high school's homepage. A form will need to be filled out and submitted to the main office prior to first use. Once that information is entered into the

MMS system, parents will be able to access their child's grades. Instructions for how to open an account are found on the high school's webpage ([www.acvdsd.org](http://www.acvdsd.org)).

## **CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES IN SCHOOL**

Students may possess personal communication devices, such as cellular phones/smart watches, while on school property during the regular school day, but they must be turned off and not visible or audible, regardless of the reason, from 7:50AM – 3:05 PM. The principal or principal's designee may grant a student permission to use a personal communication device at the principal or principal's designee's discretion.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. A staff member who discovers a student in possession of a personal communication device outside the parameters of this policy shall confiscate the device and turn it in to the main office.

Students who possess a personal communication device in violation of this policy and school rules are subject to related disciplinary action. Students who use any personal communication device to violate any other school rules, official standardized testing rules, state statutes, or federal communication laws will be disciplined appropriately and referred to the appropriate outside agency/authority.

Students are not to use cell phones in any common areas of the school, including the halls or the cafeteria during school hours. Unless specifically directed or supervised by school personnel.

The actions (or other equivalent actions) taken by administration will be as follows:

- 1) Upon the first offense, the main office will hold onto the device until the end of the school day. The student will be assigned one (1) after-school detention.
- 2) Upon the second offense, the main office will hold onto the device until the student's parents have been contacted. The administration will contact the student's parents to discuss the matter and ensure all parties clearly understand the consequences of a third offense. The device will then be handed to the student or parents and discipline decided.
- 3) Upon the third offense, the device will be confiscated and a conference with parents and student will be held to determine discipline.

**NOTE: Any student using phones to video or record other students could be subject to further disciplinary actions including immediate in-school suspension. Posting of videos on social media is strictly forbidden will result in a major disciplinary referral.**

## **VIDEO CAMERAS ON PREMISES**

Video cameras are located throughout the interior and exterior of the high school to assist in providing a safe learning environment for students and staff and to protect school district property and equipment.

## **VISITORS**

The high school welcomes and encourages visits to school by parents, adult residents, and interested educators between the hours of 8:00 A.M. and 3:05 P.M. Upon arrival at the school, visitors must register at the main office where they must produce state issued identification and be given instructions. All visitor identification will be scanned and recorded for documentation. No visitor will be allowed access to students without proper clearance and approval.

## **SCHOOL WELLNESS POLICY**

The school district does have a wellness policy on record that addresses a comprehensive nutrition program, access to food and beverages at a reasonable cost, physical education, and curriculum designed to educate students on healthy habits.

## PARENT NOTIFICATION REQUIREMENTS

The district complies with all federal and state requirements for notifications.

## STUDY HALL

Study hall is a silent area where students can complete work, study, and get help on material they do not understand. Students are expected to bring at least three items that will keep them academically engaged for the entire period. There are computers available for use in study hall. Students wishing to visit a teacher for help must have a pass from that teacher. **Passes from a substitute teacher will not be accepted. Students earn the privilege to sign out of study hall for various reasons (library, arts, music, shop, etc.) as long as they maintain acceptable grades. Grades are checked weekly and students who have 2 or more D's or 1 or more F's will not be permitted to sign out of study hall.**

## STUDENT/PARENT COMPLAINT PROCESS

**Level 1:** Any matter involving a staff member should be addressed directly to the staff member of concern, who shall discuss it with the complainant and make every effort to provide a reasonable explanation or take appropriate action within the employee's authority.

**Level 2:** If the matter cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the building principal or the employee's immediate supervisor.

Any misunderstandings between students/parents and the school district shall be resolved by informal direct discussions among the interested parties, following the established organizational structure.

**Level 3:** If the matter remains unresolved, the superintendent and/or School Board may become involved as necessary.

<b>SECTION II: Guidance and Academics</b>			
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## ACADEMIC INTEGRITY

A high standard of honesty is expected of students in all phases of academic work. Academic dishonesty in any form (copying another student's work, allowing another student to copy your work, plagiarism, etc.) is an offense against the integrity of the entire school community and a threat to the standards of the school and the standing

of every student. Students are expected to refrain personally from acts of academic dishonesty and to report to a faculty member any knowledge they have of such acts of others.

In cases where academic dishonesty has been confirmed by the teacher, the student will receive zero points for the assignment with no option for a makeup assignment and one day of in-school suspension. For any subsequent offense, the student will receive zero points for the assignment and may receive additional disciplinary up to and including course failure.

## CLASS RANK

Class rank for students in grades 9-12 will be based upon a percentage system. To determine the final average for each student, the following procedure must be followed:

The final grade in a course will be multiplied by the course credit assigned to the course. A sample 9th grade report card is shown below.

SUBJECT	GRADE	CREDIT	FINAL WEIGHTED GRADE
ENGLISH 9	90 X	1	90
WORLD CULTURES	81 X	1	81
ALGEBRA1	76 X	1	76
BIOLOGY 1	86 X	1	86
SPANISH 1	84 X	1	84
MECH. DRAWING	94 X	1	94
BAND	90 X	1	90
PHYSICAL EDUCATION	96 X	.5	48
		7.5	649

The final weighted percentage grades are then added and divided by the total credits taken.

649 is the number of the weighted grades

7.5 is the number of credits. The final weighted average for this student is 86.53%

This calculation is done each year and combined with the previous year's figures to make the final weighted averages cumulative. The class rank is determined by assigning the highest weighted average the number one rank and continuing on down the list.

Final class rank for graduating seniors will be determined at the conclusion of the senior year. The final class rank will be used in determining Valedictorian, Salutatorian and Honor Graduates. Valedictorian/Salutatorian will be chosen based upon GPA rounded to nearest hundredths. In addition to satisfying the academic requirement, the Valedictorian and Salutatorian must have been full-time students continuously enrolled in the Allegheny-Clarion Valley School District.

## WEIGHTED GRADES

The two major goals related to the implementation of weighted classes are: (1) to encourage students to take more challenging courses, and (2) to reward students for their achievements in the identified challenging courses.

- 1) Weights of 1.1, 1.075, 1.05 and 1.025 will be applied in the identified courses when determining grades for each of the four grading periods.
- 2) The lowest course percentage grade to which the weight would be applied is 75% - - If the student earns a 74% or lower, no weight would be applied.

The following courses are weighted.

1.1	All Advanced Placement Courses
1.075	Pre-Calculus, Organic Chemistry, World Languages IV/V, Anatomy and Physiology
1.05	Honors Algebra II, Honors Geometry, Statistics, Chemistry II, Physics II, World Language III, English Honors 10
1.025	Honors Algebra I, Algebra II, Geometry, Biology II, Chemistry I, Physics I, World Languages I and II, English Honors 9

Science labs are given ½ credit as an elective unweighted.

Should changes be made in current courses, or if courses are added to the curriculum, the administration may identify additional courses to be weighted.

## FAILED COURSES

A student in grades 9-12 who fails a course required for graduation, or a student in grades 7 or 8 who fails a course needed to be promoted to the next grade level, or a student in grades 7 or 8 who fails a required subject and would rather take it during the summer than repeat it during the next school year has five available options. Any costs incurred through using any of these options are the sole responsibility of the student and parent/guardian. Any option taken must have been pre-approved by a school administrator or school counselor.

### OPTION 1

Take and pass an approved high school correspondence course offered by an accredited institution.

### OPTION 2

Take and pass an approved summer class course consisting of at least 120 hours of instruction at an approved Summer School Program.

### OPTION 3

Take and pass a course of 30 hours of individual tutoring by an approved teacher certified in the area of the course.

### OPTION 4

The District permits seniors who are failing, or anticipate failing, required courses for graduation to earn necessary credits by completing an approved tutoring or correspondence program during the last grading period of the senior year and prior to the end of the school year. Credit will be assigned if the student successfully completes the pre-approved program. The district course grade will be used in determining GPA. Students will be permitted to participate in senior-related activities, including the graduation ceremony, if they successfully complete the pre-approved tutoring program AND pass the district course during the fourth grading period.

### OPTION 5

Failing seniors who have successfully passed all required subjects but did not earn enough total credits for graduation may be tutored by a certified teacher in a subject included in the A-C Valley course catalog in order that the failing senior may fulfill the credits requirement for graduation will be permitted.



If none of the above options are utilized, the failed course will be added to the following year's schedule. This action may result in a student remaining in the same grade and/or delaying graduation.

## FINANCIAL AID/SCHOLARSHIPS

Many opportunities for financial aid and scholarships are available to graduating seniors planning to attend post-secondary educational institutions. Visit the school website to access information on available scholarships and other information. The school counselor will also schedule Financial Aid Nights to assist families who are applying to post-secondary institutions. Students should work closely with their school counselor to secure as much help as is available.

## GRADUATION REQUIREMENTS/PROGRAMS OF STUDY

In addition to state requirements (<https://www.education.pa.gov/K-12/Assessment%20and%20Accountability/GraduationRequirements>), a MINIMUM OF 24 CREDITS must be satisfactorily completed for graduation.

Course	Credits
English	4
Social Studies	3
Science (not including labs)	3
Mathematics	3
Physical Education	2
Health	.5
Arts/Humanities	2
Electives	6.5
<b>Total Credits</b>	<b>24</b>

Although the school counselor does his/her best to track credits, it is ultimately the student's and parent's responsibility to ensure students will earn enough credits to graduate. Every attempt will be made to limit the number of study periods allowed. Three study periods are not permitted.

In addition to the academic/course requirements, each student must: (1) satisfactorily complete a graduation project. All students in grades 9-12 are assigned a mentor who will guide their progress through the graduation project requirements.

Students in grades 9-12 may choose among four Programs of Studies: 1) Academic, 2) General, 3) Business, or 4) Vocational-Technical. Each Program of Studies has its own requirements. Students must work with their guidance counselor in selecting a Program of Studies and in meeting the requirements

**NOTE:** Students will not be permitted to participate in graduation ceremonies unless they have **completed all graduation requirements and fulfilled all school obligations before the day of graduation.**

## REQUIRED ATTENDANCE FOR CREDIT/ PARTICIPATION IN GRADUATION

Recognizing the strong relationship between regular class attendance and learning, and in accordance with the Pennsylvania Department of Education's acknowledgement that school performance is a combination of achievement (grades earned) and effort (attendance), the Allegheny-Clarion Valley School District requires regular attendance as well as satisfactory academic performance to earn course credit. **Regular class attendance is considered to be an integral part of the student's program of studies. Less than 80% attendance will automatically trigger an attendance improvement plan.**

Minimum attendance requirements shall mean the presence of a student in a class for at least eighty percent (80%) of each semester. School sponsored fieldtrips and activities will not count as absences. Any student preparing to graduate that has not met the minimum attendance requirement, may not be permitted to participate in graduation ceremonies.

## GUIDANCE SERVICES

Guidance services include assisting students with registration, completing subject selection, providing occupational and educational information, maintaining cumulative high school records, counseling individuals, providing referral services, and testing. A variety of career materials are available to students in the guidance office. Students and parents/guardians should take full advantage of the opportunities to explore careers and develop their plans for the future.

## PARENT CONFERENCES

Parents/guardians are urged to contact the school about any questions regarding their child's schoolwork. Appointments for conferences with teachers, counselors, or administrators may be made by calling the main office at 724-659-4661.

## HONOR AWARDS

Students who are eligible for the Principal's List are those who have received all A's per grading period. Students who are eligible for Honor Roll are those who has received all A's and B's in a grading period. Any student not meeting the minimum 90% attendance threshold is not eligible for honor recognition, or honor awards.

\*If you are not on one of these lists and feel you should be, please see the school counselor.

## REPORT CARDS

Report cards will be issued at the end of each nine-week grading period. Grades are calculated on the following scale:

1	A = 93% - 100%
2	B = 85% - 92%
3	C = 75% - 84%
4	D = 65% - 74%
5	F = 0% - 64%
6	I = Incomplete
7	WF = Withdrawal/Fail *See L "Schedule Changes"

"I" for Incomplete will be given only when work was missed because of excused absence from school.

Assignments not completed for reasons other than excused absences will become zeros in the teacher's grade book. Students are responsible for arranging to make up missed work within a reasonable time limit established by the teachers involved.

There will be no final grade of Incomplete at the end of the year. Teachers and students must make arrangements to complete course work before leaving for summer vacation.

## **SCHEDULE CHANGES**

Students must assume a responsible approach to scheduling because it seriously affects their futures and because administrators and counselors expend much time and energy on the scheduling process. Every effort is made to provide students with their course selections and to balance class sizes.

Schedule changes required by administrative error or oversight will be made as promptly as these errors are made known to the guidance office. Students will continue their original schedules until notified by the guidance counselor that a change has been approved. The time frame for making schedule changes will be established by the School Counselor and Principal.

If a student drops a class after 5 days, they will receive a Withdrawal/Fail (WF) on their report card. This grade will remain on their permanent transcript and will be calculated into their GPA as a 64% unless the class has been successfully completed at a later time.

## **STUDENT RECORDS**

### 1) Permanent Record Cards

Each student has a permanent record card in the high school office. On it is placed the record of attendance, academic performance, and extracurricular activities. This card is the only permanent record of a student's accomplishments and is used by school officials to supply the information requested by employers and post-secondary educational institutions.

### 2) Transcripts

After graduation, students are permitted two free transcripts. During students' junior and senior years, they may obtain free copies of their records for reference to future employers or colleges.

### 3) SECTION 504

The School District ("District") will ensure that no student with a disability as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act Amendments Act (ADAAA) within the District's jurisdiction will be denied, because of his/her disability, participation in curricular, intramural, or interscholastic activities or any of the services offered or rendered regularly to the students of this District. No otherwise qualified person shall, solely by reason of his/her disability, be subjected to discrimination under any program or activity sponsored by the District. The District is committed to ensure that students with disabilities be identified, evaluated, and provided with a free appropriate public education. The District does not discriminate on the basis of disability with regard to admission, access to education services, treatment or employment in its programs and activities. For more information, contact the school district psychologist at 724-659-5820

### 4) Confidentiality of Records (FERPA) - Annual Notice to Parents and Eligible Students of FERPA Rights

The following information is provided to notify students and their families of their rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and "eligible students" (students eighteen years of age or older) certain rights as described below.

#### Access to records

Parents/Guardians and eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. Contact the guidance office to make arrangements to inspect your child's or your records.

#### Challenge to records

Parents/Guardians and eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate student's rights, and the right to have a hearing if that request is refused.

#### Disclosure

FERPA provides that educational records cannot be released without the written consent of the parent/guardian or eligible student, except in certain specified instances.

#### Directory information

Information which is labeled “directory information” by a school district is excluded from FERPA’s protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers, attendance, course of study, parent/guardian names, sports, extra-curricula’s, and awards. If you do not want some or all of this information about your child released, you may prevent its disclosure by notifying the school district in writing. Please forward these requests to the guidance office.

#### Policy

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is presented in the School District’s FERPA policy statement. You may obtain a copy of this policy by contacting the district’s central office at 724-659-5820.

#### Complaints

If you believe the school district is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the act at the following address:

FERPA Office  
Department of Education  
Room 4511 Switzer Building  
Washington, DC 20202

## **STUDENT PROMOTION**

#### Grades 7-8

Students in grades 7 or 8 will be retained if they (1) fail two or more one-credit courses, (2) fail Reading and one one-credit course, or (3) fail two or more rotation courses (Grade 7—Reading, Computer Literacy, Music, and Physical Education, Spanish); Grade 8—Reading, Art, Family Living, Health and Physical Education) and one one-credit course. Reading must be passed at both the Grade 7 and Grade 8 levels.

#### Grades 9-12

Promotion and homeroom seating are based on the following number of credits earned:

- 9th grade – promotion from 8<sup>th</sup> grade
- 10th grade – 6 credits
- 11th grade – 12 credits
- 12th grade – 18 credits

Any current student or transferring student will remain in the homeroom based on credit accumulation at the time of original placement (beginning of the school year), except those 11<sup>th</sup> grade students earn enough credits to become seniors after the first semester.

## **TRANSFER/WITHDRAWAL**

Students who withdraw or transfer from the district before the end of the school term must report to the guidance office for clearance forms. Students will not be recommended by the school or given credits until proper clearance has been made. These students must return all books to the teachers and pay any outstanding fees, which may be due.

## CAREER CENTER ELIGIBILITY

### 9th-11 Grade Regulations

If a 9-11th grade student fails one or more required one-credit courses, he/she will not be eligible to attend the Career Center school until the course or courses are passed at the home school and he/she is on schedule for graduation.

### Career Center Transportation

Career Center students, who, with a reason approved by the administration, miss the Career Center bus in the morning, will be permitted to drive to the Career Center for the day with parent permission, or will remain at the home school and have no penalties. Career Center students, who, with a reason not approved by the administration, miss the Career Center bus in the morning, will not be permitted to drive to the Career Center, will remain at the home school, and will not receive Career Center credit for the day.

## QUALIFICATIONS FOR NATIONAL HONOR SOCIETY

Section 1. To be eligible for membership the candidate must be a member of those classes designated as eligible in the chapter bylaws. Candidates must have been in attendance at the school at least the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians who have been transferred in their work; in these cases, the present school Principal should seek a recommendation from the previous school Principal pursuant to the candidate's selection. Based on the recommendation of the previous Principal, the National Honor Society Council may waive the semester regulation.

Section 2. Candidates must have a cumulative scholastic average of at least 93 percent at the conclusion of the third grading period of the year they apply without rounding and participate in a minimum of 1 honors class per year on average. Candidates shall then be evaluated on the basis of **service, leadership, academic rigor and character** against a rubric available in the guidance office or the NHS handbook.

Section 3. The selection of each member to the chapter shall be by a majority vote of the National Honor faculty council.

Section 4. A description of the selection procedure shall be published in an official school publication, which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the National Honor Society Council and shall be consistent with the rules and regulations of the National Honor Society. Sophomores, juniors and seniors meeting the minimum criteria will be notified that they are eligible for the National Honor Society.

Section 5. The National Council and the NASSP shall not review the judgment of the National Honor Society Council regarding selection of individual members to local chapters.

## SPECIAL EDUCATION SERVICES

Each student with a disability who is a resident of the district shall be provided quality education programs and services that meet the student's needs for educational, instructional, transitional and related services. The special education program shall be designed to comply with law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.

The Board directs that all resident students with disabilities shall be identified, evaluated, and provided with appropriate educational services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and parental notification.

## PROCEDURES FOR RETURNING FROM CYBER SCHOOL

The Allegheny-Clarion Valley School District reserves the right to mandate students returning from Cyber School to successfully complete 24 credits to be eligible for graduation. The returning students will transfer their current cyber school grades, schedule, and completed credits to the Allegheny-Clarion Valley School District. Depending on the availability of classes, the administration will develop a new schedule for each student that mirrors their current cyber school courses.

The administration will develop the student’s schedule with classes that are available and required for graduation. This does not guarantee that students returning will have a full schedule and could result in the student being academically behind due to not receiving at least 6 credits. If the student is placed in a new course, he/she will be responsible for making-up the work that was missed in a timeframe set by the teacher. Failure to make up the work with the teacher’s time frame will result in the assignment of after-school detentions and/or Saturday detentions until the work is completed.

All returning students will transfer their current grades to Allegheny-Clarion Valley School District for classes that are aligned with our content and curriculum. The following factors will be taken into consideration in determining a grade in the form of a percentage:

- Grades/classes provided by the cyber provider
- Completion percentage of cyber course(s)
- Attendance rate

Final grades will be issued upon completion of each course

<b>SECTION III: Attendance</b>			
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## PROCEDURES

1) Student Day: The student day begins at 7:50 A.M. and ends at 3:05 P.M. Students must be in their first period class by 7:50 A.M. when the tardy bell rings. The State of Pennsylvania defines truancy as “missing three (3) or more days of school without a legal excuse. Habitually truant students are defined as missing six (6) or more absences without legal excuse. It is expected that all students will attend school at least 90% of the time and if attendance drops to 80%, a student attendance improvement plan will be initiated. Note: there will be no opportunity to make up missed work if the absence is deemed illegal with a result of zero for the assignment. Students not in attendance on Friday are ineligible for any school activities on the following Saturday.

2) Absences: When returning from an absence, the student should take his/her excuse directly to Room 101A before the beginning of Period 1. Contact with the attendance officer must be made BEFORE the student is admitted to Period 1. **A written excuse from the parent/guardian must be submitted within three (3) days of the absence; if the written excuse is not submitted within this time period (by 7:50 AM on the 3<sup>rd</sup> day), the student will be assigned a lunch detention on that day.** If the student fails to submit the excuse on the fourth day, the absence will be illegal / unexcused and discipline will be assigned according to the table below.

<b>1<sup>st</sup> Illegal or Unexcused Absence</b>	Administrative Involvement (Warning)
<b>2<sup>nd</sup> Illegal or Unexcused Absence</b>	One After-School Detention and a referral to the Student Assistance Program.
<b>3<sup>rd</sup> Illegal or Unexcused Absence</b>	One day of In-School Suspension and a Student Attendance Improvement Plan may be developed.
<b>4<sup>th</sup> Illegal or Unexcused Absence</b>	Two days of In-School Suspension and a citation will be submitted to the District Magistrate (see B. below).
<b>5<sup>th</sup> Illegal or Unexcused Absence</b>	Three days of In-School Suspension and a citation will be submitted to the District Magistrate.
<b>6<sup>th</sup> Illegal or Unexcused Absence</b>	Administrative Involvement and a citation will be submitted to the District Magistrate.
<b>Subsequent Illegal or Unexcused Absences</b>	Meeting with Administration and/or School Board and a citation will be submitted to the District Magistrate.

## ENFORCEMENT

### 1) Students 17 years of age and younger:

Truancy Penalty: If a student's absence is ruled unexcused/illegal, the student will be considered truant. Penalties will be assigned as follows:

Unexcused absences for students aged 17 and younger are considered illegal absences. When the third illegal absence is reported for a student, a letter will be sent to the parent/guardian advising that all future illegal absences will result in a warrant being served on the parent/guardian by the District Magistrate.

If the attendance officer receives **prior notification** from a parent/guardian that a student will be out of school with an unexcused/illegal absence, it is possible the penalties for truancy described in paragraph "A" may be waived.

### 2) Students 18 years of age and older:

Truancy Penalty: If a student's absence is ruled unexcused, the student will be considered truant. Penalties will be assigned as described in the previous chart.

Students 18 or older are not covered by the Compulsory School Attendance Laws (Section 1327). Nevertheless, the students are expected to attend school in the same manner as those students covered under the law. Attendance below 80% may lead to denial of the student walking at graduation or participating in any extra-curricular activities. Any student failing to meet the minimum requirement for attendance will not be eligible for honor recognition.

If the attendance officer receives prior notification from a parent/guardian that a student will be out of school with an unexcused absence, it is possible the penalties for truancy described in "A" may be waived.

**NOTE: Any student refusing to fulfill their penalty for violation of the attendance code is ineligible for participation in any school activities beyond the classroom. This includes all extra-curricular activities, field trips, or other school sponsored activities.**

## FIELD TRIPS (SCHOOL SANCTIONED)

Field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of every instructional program. Field trips shall be governed by the following guidelines:

- 1) The safety and well-being of students will be protected at all times.
- 2) Parental permission is sought and obtained before any student may participate.
- 3) The administration approves the purpose, itinerary and duration of each field trip.
- 4) Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
- 5) Students who, at the time of the trip, have a failing grade in any class may be withheld from the trip to improve their academic standing.
- 6) All missed work must be made up according to their individual teacher's discretion (See G. Make-Up Work).
- 7) Administrative discretion will be used for students who have violated the school's conduct code multiple times or who have multiple absences.

## TYPES OF ABSENCES; Excused Absences

**The State of Pennsylvania provides guidelines for acceptable absences. These guidelines can be found here: [WWW. Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences \(pa.gov\)](http://www.pasde.net/Compulsory_School_Attendance,_Unlawful_Absences,_and_School_Attendance_Improvement_Conferences)**

**These are the generally accepted reasons for absence from school.**

- **Illness/Quarantine**
- **Death in the immediate family or other close relative**
- **Religious holidays or instruction**
- **Exceptionally Urgent reasons:** Student must supply convincing details in a written excuse that is signed by a parent/guardian. The term "Urgent Reason" does not include working, but could include reasons such as impassable roads and weather so inclement as to endanger the health of the student. The attendance officer will make a judgment on any "urgent reasons" excuses on a case-by-case basis. According to the law, urgent reasons must be "strictly construed" so as not to permit irregular attendance.
- **Dental and Medical appointments:** Students who wish to leave school for dental or medical appointments are required to bring a note from the parent or guardian to the attendance officer prior to the 1<sup>st</sup> period class. If possible, the appointments should be made during study periods, or lunch. The District reserves the right to contact the dentist or doctor to verify appointments. An excuse form, given to the student, must be signed and completed by the doctor following the appointment. This form must be returned to the office upon the student's return to school, or the absence from school may be considered unexcused/unlawful.
- **Interviews:** Students may be excused a maximum of two days per year for job interviews or for post-secondary education interviews. Students must apply to the attendance officer or guidance counselor for interview permission slips. Each permission slip must be signed by a guidance counselor and by a parent/guardian; it must be returned to the attendance officer before the day of the interview. Students must make up missed work satisfactorily.
- **Educational Trips:** Students may be absent for non-school sponsored educational trips (e.g. to attend a conference or to go on a trip with parent/guardian). Such absences will not be subject to the penalties for truancy **if the administration has approved the absence before it occurs. To be excused, students must submit a request form prior to the trip.** The request must include destination, date of departure, date of return, and a brief statement explaining the trip and its educational benefits to the student. The student must be under the direction or supervision of a parent/guardian or another adult who is acceptable to the parent/guardian. The completed request form is submitted to the Principal, who in turn submits it to the Superintendent for approval or



disapproval. When requests are denied, the parent/guardian will be notified by telephone or letter. Request forms for educational trips are available in the high school office. The following conditions apply:

- The trip must be of educational value and not merely a matter of convenience to the parent/guardian or student.
- Educational trips may not be approved if they conflict with finals, achievement tests, PSSAs (state assessments), or any other school event during which the Superintendent deems attendance is necessary.
- Students will be **limited to a maximum of five days per year** for educational trips.
- Students must collect all academic work before leaving on the trip. All make up work must be completed by the end of the 2<sup>nd</sup> day the student has returned.
- Students deemed truant (80% or less) due to attendance will be denied from taking educational field trips.

**Ten-Day Limit:** After students accumulate 10 days of excused absences, the attendance officer may require a doctor's statement of illness before accepting illness as an excuse for any subsequent absences. Hospitalizations and other extenuating circumstances may be considered as special cases.

1). **Unexcused Absences:** All absences not covered under "excused absences" above will be **unexcused**.

2). **Unexcused/Illegal Absences:** All unexcused absences for students aged 17 or younger are illegal as well as unexcused. Section 1333 of the School Code applies to unexcused/illegal absences. Examples of unexcused/illegal absences include but are not limited to:

- Babysitting, visiting relatives, missed bus, no transportation, employment, hunting, personal reasons or any skip day of any kind.

3). **Half day/Full day Absences:** Absences from school will be classified as follows:

- a. Tardy: Late arrival between 7:50 AM and 9:59 AM (written excuse required)
- b. Half day absence (morning): Late arrival between 10:00 AM and 11:59 AM (written excuse required). If this is found to be unexcused, it will count as one illegal absence.
- c. Half day absence (afternoon): Early dismissal between 12:00 PM and 1:59 PM (written excuse required). If this is found to be unexcused, it will count as one illegal absence.

## EARLY DISMISSALS:

If it is necessary for a student to leave school early, a written request signed by a parent/guardian must be presented to the attendance officer before first period begins. If the request is approved, the student will receive an early dismissal slip stating the time the student is to be excused. The student must present this slip to the teacher of the class involved before reporting to the office to sign out before leaving the building. Students requesting early dismissal for a dentist/doctor appointment must include the name and telephone number of the dentist/doctor on the request so that the appointment may be verified. Students who arrive late because of a dentist/doctor appointment must have a note from the dentist/doctor and must have received approval the day before, except in emergency situations. "Personal Reason" is not an acceptable excuse for an early dismissal. All requests for early dismissals signed by a parent will be honored. **However, the dismissal may be excused or unexcused/illegal.** The student will be notified immediately upon submitting the request if the dismissal will be unexcused/illegal. After a student accumulates three unexcused/illegal dismissals, the student will receive a warning that each additional unexcused/illegal dismissal will carry the penalty of detention hall and zeros for the work missed. Leaving school to go to work is NOT an excused dismissal unless the student participates in a school sponsored co-op program.

## TARDINESS

**To school:** Students are tardy to school if they are not in their 1st period seats when the 7:50 AM tardy bell rings. Students tardy to school must report to the high school office to sign in on the tardy-to-school book and receive an admit slip. Upon the third accumulated unexcused tardy, they will receive a lunch detention. No tardiness penalties will apply to students arriving on a late bus providing they report immediately to the office or classroom as directed.

**To class:** Students are tardy to class (or study hall) if they are not in their seats when the bell rings to begin class. Students tardy to class must sign the "tardy to class" sheet in the room in which the infraction occurs, listing the arrival time and reason for the tardy. Upon the third accumulated unexcused tardy, they will receive a lunch detention. Please see template at the end of this handbook for excuse samples.

## MAKE-UP WORK

Students must assume responsibility for making arrangements with teachers to make up work missed during an excused absence. Failure to make up work within the make-up limits established by the teacher will result in zeros for grades on missed work.

If a student has 3 or more incomplete assignments, the teacher shall notify the office and the student will be assigned after-school detention in order to complete the assignments.

Students on in-school suspension or out-of-school suspension are permitted to make up work missed during the period of the suspension. (See Conduct Code, C. Penalties for Misconduct, 3.e and 4.f.)

## ENROLLING IN/WITHDRAWING FROM SCHOOL

Students wishing to enroll at A-C Valley High School must be accompanied by a parent/guardian on the day of entering. Likewise, students wishing to withdraw from A-C Valley High School must be accompanied by a parent/guardian on the day of exiting.

## EMANCIPATION

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that students eighteen-years-old and older are no different than other students. They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student. This would require a notarized statement from the parents absolving them of all legal responsibility, proof of a change of address (voting registration, license, etc.), or whatever other proof the school would consider appropriate. Marriage for an eighteen-year-old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen-year-old. An eighteen-year-old is required to follow the attendance rules of the school. The only time an eighteen-year-old is treated differently is when there is a specific law, such as the privilege of voting.

## PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

In order to participate in an extra-curricular activity, students must be in school before 10:00 AM that day, unless excused by the Principal or his designee. To be excused requires notification at least one day prior to the absence.

Students who have been suspended are not able to participate in or attend extra-curricular activities on the day of their suspension(s), including the weekend. Other information regarding Extra-Curricular Activities is found later in this handbook.

Students who are absent on Friday are not permitted to attend extra-curricular activities on the following Saturday.

## ILLNESS AT SCHOOL

Students who become ill during the school day should obtain a pass to the nurse's office from the teacher in charge. If the nurse is not available, the student must then report to the high school office; the Principal or designee will decide whether the student should go home. **An ill student should not call home without approval from the nurse or principal** and should never attempt to leave school without proper authorization from the nurse or Principal. Leaving school without authorization will be considered as leaving school without permission and subject to the penalties established in the Conduct Code.

## COLLECTING MAKE UP WORK DUE TO ILLNESS

Homework will be collected at the parents' request if the phone call is received prior to 10:00 AM of the day the student is absent. Parents are responsible for collecting this material from the main office between 3:00 and 3:30 PM. Refer to policy G. Make-Up Work for guidelines pertaining to time limits on making up the work.

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## PREFACE

The goal of discipline is to create and maintain a school environment conducive to learning, promote the well-being and learning of every student, and to create an excellent example for the greater community in every aspect. Positive Behavior Intervention Supports is a leveled system of behavior management that focuses on learning how to interact with others by respecting self, respecting others, and respecting the community. This conduct code recognizes the need for discipline and the relationship to learning that an orderly school needs. Students should **SOAR** by staying **S**afe, taking **O**wnership, **A**ct responsibly, and **R**eady to learn.

## AUTHORITY

The Pennsylvania School Code (Section 1317) recognizes that teachers are authorized to reprimand or correct students in the classroom, halls, and on any other school property.

**ANY ITEM NOT SPECIFICALLY ADDRESSED IN THIS CONDUCT CODE OR IN ANY OTHER SECTION OF THIS STUDENT HANDBOOK WILL BE HANDLED BY ADMINISTRATIVE DECISION.**

## DISCIPLINARY GUIDANCE

The Allegheny-Clarion Valley High School believes in the value of positive behavioral approaches. This approach does not alleviate the individual responsibility for each person's behavior and the consequences of their behavior. It builds on the pillars of learning as the change-agent for making more positive and responsible decisions. The following SOAR matrix is provided to be the basis for this approach.

<b>Expectation</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Restroom</b>	<b>Arrival/ Dis</b>	<b>Assemblies</b>
<b>S</b> <b>Stay Safe</b>	Stay in designated areas, Be in control of your body and words	Be attentive, maintain personal space, stay to the right	Clean area, throw away trash, handle food appropriately	Wash your hands, Keep area clean, throw away trash	Be attentive of your surroundings, Dress for weather	Stay in designated areas, be in control of your body and actions
<b>O</b> <b>Ownership</b>	Follow classroom rules, take charge of your learning	Keep hallways clean and clear, walk to destination promptly	Stay in designated areas, choose healthy options	Report problems to your teacher, flush, return to class promptly	Keep track of your belongings and be a role model	Be a role model, keep hands and feet to self
<b>A</b> <b>Act Responsibly</b>	Use good manners, take care of materials and equipment, respect others	Use appropriate language and voice level, follow adult direction	Use appropriate language, voice level, and manners, follow adult directions	Use all equipment and supplies as needed	Use appropriate language, follow adult directions	Use appropriate voice level, follow adult directions
<b>R</b> <b>Ready to learn</b>	Follow teacher's classroom expectations, support and care for one another	Take materials needed for class, report to destination on time	Be prepared for your next class	Use between classes or beginning/ end of class	Bring materials to school, take needed materials home	Listen to speaker

## OVERVIEW

This conduct code breaks disciplinary responses into 3 (three) categories: Minors, Majors, and State Reportable behaviors. Every attempt will be made to guide a student to proper and desired behaviors and will be done by every staff member, teacher, coach and administrator. The building administrator accepts ultimate responsibility for determining final disciplinary action but will follow the guidelines as noted under the offense category.

MINOR (LEVEL I)	MAJOR (LEVEL II)
<ul style="list-style-type: none"> <li>• 3 Missing Assignments</li> <li>• Cell Phone Violation (minor)</li> <li>• Disruptive or Rude Behavior</li> <li>• Dress Code</li> <li>• Drinks/Food/ Gum When Not Permitted</li> <li>• Failure to return books, equipment, forms or permissions</li> <li>• Hallway disruption</li> <li>• Ignoring or failing to follow classroom/school policies</li> <li>• Insubordination (minor)</li> <li>• Inappropriate use of hallway passes or sign-out sheets</li> <li>• Littering/ Loitering/ in unassigned area</li> <li>• Lying</li> <li>• Personal Displays of Affection</li> <li>• Tardiness/ Truancy</li> <li>• Teasing/ name calling</li> <li>• Cell phone – minor</li> <li>• Using inappropriate language and/ or gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Causing Injury to a fellow student</li> <li>• Cheating</li> <li>• Cutting Class</li> <li>• Defacing or damaging school property</li> <li>• Failure to follow bus safety rules</li> <li>• Failure to serve or successfully complete ISS or ASD</li> <li>• Fighting</li> <li>• Inappropriate use of school parking policies/ safety measures</li> <li>• Insubordinate behavior (major)</li> <li>• Intimidating/ Threatening/ harassing another student</li> <li>• Openly defiant of authority</li> <li>• Stealing</li> <li>• Forging notes/ excuses</li> <li>• Cell Phone (Major/ ex: video)</li> <li>• Tobacco Violation* (Also reported to magistrate and referral to Student Assistance Program)</li> <li>• 3 Minor referrals</li> </ul>
<p><b>Penalties:</b> Warning, Lunch Detention, After School Detention (ASD)</p>	<p><b>Penalties:</b> After School Detention (ASD), In School Supports (ISS), Out of School Suspension (OSS)</p>

**NOTE: Any student refusing to fulfill their penalty for violation of the behavior code is ineligible for participation in any school activities beyond the classroom. This includes all extra-curricular activities, field trips, or other school sponsored activities.**

STATE REPORTABLE OFFENSES (LEVEL III)	
<ul style="list-style-type: none"> <li>• Arson</li> <li>• Bullying</li> <li>• Disorderly Conduct</li> <li>• Extortion/ Attempted Extortion</li> <li>• Harassment</li> <li>• Lewd Behavior or Indecent Exposure</li> <li>• Leading/ Participation in a riot</li> </ul>	<ul style="list-style-type: none"> <li>• Possession or use of firearms, firecrackers, or other types of weapons/ explosives</li> <li>• Possession/ use/ sale or transfer of drugs or alcohol of any kind</li> <li>• Threatening phone calls or bomb threats</li> <li>• Unauthorized use of school fire alarm</li> <li>• Terroristic threats</li> </ul>

**PENALTIES:** In School Supports (ISS), Out of School Suspension (OSS), Alternative Placement,, Expulsion, Police Involvement

**PENALTIES FOR MISCONDUCT – Note: Cell phone violations result in ASD upon first violation**

- 1) Lunch Detention
  - a. Lunch detention is secluding the student from the social interactions with their peers during lunch.
  - b. The student will report to the cafeteria at their normal lunchtime and purchase their lunch.
  - c. The student will sit at a designated table in the cafeteria or alternate location.
  - d. The student is not permitted to talk to or otherwise engage with other students during the lunch period.
  
- 2) After-School Detention (ASD)
  - a. ASD is detaining a student after school under supervision.
  - b. Prior to ASD the student will be informed of the reason(s) and given an opportunity to respond.
  - c. The student's parent/guardian will be notified of the date(s) in advance.
  - d. Transportation home is the responsibility of the student and/or parent/guardian. School personnel will not be responsible for students beyond the prescribed time of ASD.
  - e. ASDs must be served in full or they will be rescheduled.
  
- 3) In-School Supports (ISS)
  - a. ISS is suspending a student from classes under supervision within the school and supporting positive decisions.
  - b. Prior to ISS the student will be informed of the reason(s) and given an opportunity to respond.
  - c. The parent/guardian will be notified in writing of the ISS.
  - d. Students assigned ISS may not participate in or attend extracurricular activities during the period of suspension, which may include weekend events.
  - e. During ISS, teachers will furnish assignments, which must be completed and submitted on an assigned date or on the day suspended students return to classes. For tests, quizzes, and all graded work that cannot be completed in the suspension room, ISS students will need to make up work no later than the second day back in class. The period of suspension does not end until the date of re-admittance to school.
  - f. All electronic devices must be turned into the suspension supervisor at the beginning of the day. Those items will be locked in the teacher's desk until the end of the day, at which time they will be given back to the student (students may remove their batteries).
  
- 4) Out-of-School Suspension (OSS)
  - a. OSS is suspending a student from classes and excluding the student from school property. The student is under the supervision of the parent/guardian and must remain at home during regular school hours, unless prior administrative permission is obtained.
  - b. Prior to OSS the student will be informed of the reason(s) and given an opportunity to respond.
  - c. The parent/guardian and the Superintendent will be notified in writing of the suspension.
  - d. The parent/guardian must accompany the student to school for an informal hearing with the Principal before the student will be re-admitted. Unless special arrangements for the conference are necessary and have been established, a period of suspension does not end until the date of re-admittance to school.
  - e. Students assigned OSS may not participate in or attend any extra-curricular activities during the period of the suspension, which may include weekend events.
  - f. During OSS, teachers will not furnish assignments. Instead, suspended students will be responsible for getting assignments through classmates. For tests, quizzes, and all graded work, OSS students will have two make-up days granted for each day of suspension, up to a maximum of ten days.
  
- 5) ALTERNATIVE EDUCATION PLACEMENTS  
Any student placed in an alternative education setting (such as SMILES, and Pathways) is prohibited from attending or participating in extracurricular activities or school functions. The principal reserves the right to amend this policy on a case-by-case basis. Any failed drug test while enrolled in Alternative Education will result in further action as deemed necessary by the administration.

## 6) EXPULSION

- a. Expulsion is excluding a student from school for more than 10 consecutive days.
- b. Expulsions may be recommended by the Principal, but require School Board approval.
- c. Expulsions require formal hearings before members of the School Board. Appropriate notices and information to which students and parents are entitled will be furnished. Students have the right to legal counsel for a formal hearing.
- d. Expulsion may be permanent exclusion from the school.

## STUDENT RIGHTS/RESPONSIBILITIES

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines. Attendant upon rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of the district.

## BULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, with a clear difference in power (physical, mental, and/or emotional), which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- a) Substantial interference with a student's education.
- b) Creation of a threatening environment.
- c) Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

## HARASSMENT

The Allegheny-Clarion Valley School Board strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment, in any form, is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students who have been harassed to report promptly such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals, nor retaliation, shall occur as a result of good faith charges of harassment.

The term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origins, age or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status;
- 2) Submission to (or rejection of) such conduct is used as the basis for academic or work decisions affecting the individual;
- 3) Such conduct deprives a student of educational aid, benefits, services or treatment; or
- 4) Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment. Communication of sexual harassment could include but is not limited to the following: physical contact, auditory communication, or the use of technology (personal communication devices, Internet, etc.)

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of fellow students and staff and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to school employees with whom the student is most comfortable. These employees include, but are not limited to, teachers, counselors, nurses, Principals and other administrators. All employees receiving harassment complaints from students shall report such to the building Principal. If the building Principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator. If the Superintendent is the subject of a complaint, the student shall report the complaint directly to the School Board.

When a student believes that she/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

#### Complaint Procedure

- 1) A student shall report a complaint of harassment, orally or in writing, to the building Principal or designated employee, who shall inform the student of his/her rights and of the complaint process.
- 2) The building Principal shall immediately notify the Superintendent, or other designated administrator, and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
- 3) The building Principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the Superintendent, and others directly involved, as appropriate.
- 4) If the investigation results in a substantiated charge of harassment, the District shall take prompt corrective action to ensure the harassment ceases and will not recur.
- 5) Complaints filed against the building Principal or Superintendent will be handled at the appropriate next level.

#### Discipline

- 1) A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.
- 2) If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

#### Appeal Procedure

- 1) If the complainant or accused is not satisfied with the Principal's decision, she/he may file a written appeal to the Superintendent.

- 2) The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. She/ He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, the building Principal, and others directly involved, as appropriate.
- 3) If the complainant is not satisfied with the Superintendent's decision, she/he may file a written appeal to the School Board. The Board will review all documentation related to the previous investigations and will provide a written response and/or conduct a hearing.
- 4) If the complaint is against the Superintendent, the appeal will be handled at the Board level.

## **TERRORISTIC THREATS/ACTS**

A-C Valley School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community. The District acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such a terror or inconvenience.

Terroristic act shall mean an offense against property or involving danger to another person.

The District students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school property.

The administration is to act promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Students and staff shall be responsible for informing the building Principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building Principal shall immediately begin an investigation and inform the Superintendent after receiving a report of such threat or act.

When the building Principal has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- 1) The building Principal shall immediately suspend the student.
- 2) The building Principal shall promptly report the incident to the Superintendent.
- 3) Based on further investigation and consideration of previous infractions of school rules and regulations, the Superintendent may report the student to law enforcement officials and/or recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts (1) the Board may require, prior to readmission, that the student provide competent and credible evidence indicating the student does not pose a risk of harm to others, and (2) the student, upon return to school, shall be placed on probationary status and be subject to random searches.

In the case of exceptional students, the District will take all steps necessary to comply with the Individuals with Disabilities Education Act.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Dangerous weapons and replicas of weapons are forbidden on school property.

No students shall knowingly possess, handle, or transmit any weapon including but not limited to: knives, cutting instruments, cutting tools, nunchaku, ice picks, explosives, machetes, firearms, shotguns, rifles, air guns, irritating or poisonous gases, poisons, Tasers, or other objects that are fashioned with the intent to use, sell, harm, threaten or harass students, staff, parents, or patrons in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event or function before, during or after school hours.

Any student violating this policy may be suspended or expelled in compliance with the requirements of the "Gun-Free Schools Act of 1994," Act 26, or similar legislation.



Weapons under control of law enforcement personnel are permitted. The Superintendent and/or his designee may authorize other persons to possess weapons in the school building which are used in conjunction with a lawful, supervised school activity or course or are necessary for duties required within the scope of employment.

The Allegheny-Clarion Valley School District is concerned with the safety and well-being of pupils, employees and visitors on school property or at school events. If weapons are found, the District will intervene to remove weapons, and discipline and prosecute those individuals responsible for handling, possessing, or transmitting the weapons.

- 1) An individual possesses a weapon when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (i.e. book-bag, gym-bag, purse) or in a place where the individual exercises exclusive control (desk, locker or vehicle).
- 2) The term “weapons” shall also include objects which have the appearance or characteristics of weapons, such as look-a-like or replica weapons which are not necessarily operable.
- 3) The Administration shall report every student violation of the district weapon policy to the Board of School Directors. The Superintendent shall report discovery of weapons to local enforcement officials.
- 4) Incidents of a student possessing weapons will be reported to the student’s parents and the local law enforcement agency. Violation of this policy will result in immediate suspension (up to 10 days) and notification to the Superintendent. After a review of the incident by the Superintendent, the Board of School Directors may conduct a hearing.
- 5) In compliance with the requirements of the “Gun-Free Schools Act of 1994,” any student determined to have brought a weapon to school shall be expelled from school for a period of not less than one year, unless the Board of Directors modifies such requirements on a case-by-case basis.
- 6) A student who otherwise violates this policy or assists in the violation of this policy is subject to one or more of the following actions depending upon the specific violation and intent:
  - a. Suspension from school for up to ten (10) days
  - b. Placement in an (alternative education) Program
  - c. Hearing from the Board of School Directors (or a committee of the Board). The Superintendent may exclude the student from school pending the hearing. The standard penalty will be (a) expulsion from school; or (b) a one-year expulsion if one or more of the following circumstances exists:
    - i. Possession of a firearm
    - ii. Possession of a knife or cutting instrument the blade of which is exposed
    - iii. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage
    - iv. Use of a weapon, attempt to cause, or intentionally or recklessly cause bodily injury to another
    - v. Use of a weapon, attempt to cause fear or imminent bodily harm
    - vi. Significant history of rules violation
    - vii. Staff members are to keep supervised school activities or course requirements involving the possession of weapons to a minimum. If weapons are to be brought to school for an approved school or school-related activity, students must follow district procedure. The students, parent or guardian must bring the weapon to the school office to be left with an administrator. The parent or guardian must return at the end of the day to retrieve the weapon from the school office.
    - viii. This policy shall not apply to a weapon that is unloaded and is possessed by an individual while traversing school property for the sole and only purposes of obtaining access to public or private lands used for lawful hunting, if the entry on to such school premises is authorized by the Board of School Directors.
    - ix. In the case of exceptional students, the District will take all steps necessary to comply with the Individuals with Disabilities Act.

## **TOBACCO USE AND CONSEQUENCES**

A-C Valley School District is committed to protecting the public health and providing for the comfort of all parties. In addition, the District recognizes that tobacco use can have serious consequences.

For the purpose of this policy, “tobacco” refers to a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product or nicotine and smokeless tobacco in any form. In order to protect students and others from an environment which may be harmful to them, the District, in addition to enforcing the school’s discipline policy, will strictly administer all provisions of Act 145 of 1996. Therefore, a pupil who possesses or uses tobacco in a school

building, on a school bus or on school property owned by, leased by, or under the control of a school district not only violates the school's discipline policy, but also commits a summary offense.

A pupil who commits an offense under this policy shall be subject to the school penalty and be referred to the local judicial authority. Upon conviction, the pupil will be sentenced to pay a fine for the benefit of the school district and pay court costs. When a pupil is charged with violating Act 145, the court may admit the offender to an adjudication alternative in lieu of imposing the fine.

The school penalty associated with being caught with tobacco will include a suspension in addition to completing a tobacco education program. Failure to complete the program as prescribed may result in further disciplinary taken by the district.

A summary offense under Act 145 shall not be a criminal offense of record, shall not be reportable as a criminal act, and shall not be placed on the criminal record of the offending school-age person if any such record exists.

## **DRUG AND ALCOHOL POLICY**

Drug definitions shall include any alcohol or malt beverage and drug listed in Act 64 (1972) as a controlled substance, chemically abused substance, or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples include, but are not limited to, concentrated energy drinks, beer, wine, liquor, marijuana, hashish, anabolic steroids, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the school nurse.

### Reasonable Suspicion Testing

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student has or is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use.

The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of punishment under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- 1) Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession;
- 2) Abnormal or erratic behavior indicating intoxication;
- 3) Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes;
- 4) First-hand information provided by reliable and credible sources of use, possession, or intoxication;
- 5) The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol; or
- 6) Possession of illegal drugs, prescription drugs for which the student does not have a prescription, alcohol containers, or drug paraphernalia.

Intoxication means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to a member of the administrative staff. The administrative staff member must determine that the circumstances constitute reasonable suspicion of a drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrative staff member is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion.

Once an administrator finds reasonable suspicion, an administrator shall contact the student's parent/guardian. If the District decides to require submissions to such a test, the school will first seek to have someone from the lab come to the school to administer the test. If that is not possible, the student will be released to their parents and a

drug/alcohol test must be conducted within 24 hours and provide the school with a copy of the results. Failure to comply with the mandatory 24 hours will result in immediate placement in Alternative Education.

If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

#### Discipline and Treatment

- 1) A proven peddler of drugs within the school premises will receive a nine-day out-of-school suspension, will be reported to the law enforcement officials, and will be placed in an alternative education program and/or recommended to the Board of School Directors for an expulsion hearing.
- 2) A student possessing, using, or appearing under the influence of a drug on school property or on a school-sponsored activity, including time spent on the school bus, will receive a nine-day OSS, will be reported to the law enforcement officials, will submit to a drug and/or alcohol test at the expense of the student's parent/guardian, and will select either Option One or Option Two, as described below. The administration may recommend the student to the Board of School Directors for an expulsion hearing.
- 3) **Option One:** Parent and student will sign a form at the time of suspension stipulating that they will adhere to the following terms and conditions:
  - a. The student, within the nine-day suspension, will voluntarily participate in a drug and/or alcohol assessment at the expense of the family. The family has the right to select the agency of their choice to conduct the assessment from a list provided by the Principal at the time of suspension, provided that the family signs a "release of information" form allowing the school to receive the test results, and provided that the test administered was the test required by the Principal.
  - b. Upon receipt of written notification that results of the assessment were negative, the student, at the conclusion of the assigned disciplinary action, will be permitted to return to the regular education program and will be referred to the A-C Valley SAP Team.
  - c. If the written notification of the assessment is not received prior to the last day of the suspension/expulsion, the student will not be permitted to return to the regular education program.
  - d. In order to continue temporarily in the regular education program, the student must continue to successfully complete each phase of the prescribed program.
  - e. Upon receipt of written notification of successful completion of the recommended treatment program, the student will return to the regular education program and participate in the appropriate student assistance program.
- 4) **Option Two:** Should the parent and student not agree to the terms and conditions of Option One of the following will occur:
  - a. Withdrawal from school in accordance with the Pennsylvania School Code
  - b. Placement in an alternative education Program
    - i. The student will willingly participate in an assessment and complete the prescribed treatment as part of their alternative education
    - c. Hearing before the Board of School Directors for possible expulsion from school

Any and all expenses associated with any of the provisions of Option One or Option Two are the responsibility of the family. Further, no student involved in a drug-related incident will be considered for readmission to school until written documentation of a drug/alcohol evaluation is provided and the student has successfully completed a rehabilitation program, if the need for such a program is recommended through the evaluation. Any item not specifically addressed in this policy will be handled by administrative decision. The administration reserves the right to decide the best course of action for any case in question.

## **DRESS CODE**

The Student Council, faculty, and administration of A-C Valley recognize the need for students to be guided by three basic principles in regard to clothing, accessories, makeup, and hairstyles. Clothing that is hazardous to health and safety, disruptive and distracting within the educational environment, and offensive to community standards will

not be permitted during the school day. The administrative team will decide whether a dress code violation has occurred by using the three pronged principals –

1. Is the dress/ item distracting
2. Does it cause a safety concern
3. Is it offensive in some way to those around him/her

**The following is a partial list of inappropriate clothing/styles which are not to be worn in the school:**

- 1) Hats, head coverings, hoods of any kind in the building.
- 2) Sunglasses (without a doctor's written order) - Sunglasses should be stored in your locker.
- 3) Hairstyles that cover eyes (use appropriate hair accessories to keep the hair out of the eyes).
- 4) Coats – All coats must be secured in the student's locker. If a student feels a classroom might be too cold, we suggest keeping a sweater or sweatshirt at school.
- 5) Any clothing that has printed material that may be considered obscene or inappropriate, including vulgarity/sex/sexual connotations (double meanings)/nudity/alcohol/tobacco/drugs and similar themes.
- 6) Clothing with holes that expose undergarments or bikini area is not permitted
- 7) Tops that expose the midriff, chest, cleavage, or undergarments – the outer-most top must have at least a 2-inch wide strap so that 2 inches of the shoulder is covered.
- 8) No clothing style that exposes undergarments' or bikini area
- 9) Shorts or skirts with high slits up the side. However, shorts and skirts are acceptable when they are **within fingertip length** while standing.
- 10) Clothing items that are intended as underwear or sleepwear.
- 11) Cleanliness: Students are expected to wear clean clothing; free of loose dirt, grease, strong odors, etc.

#### **Prohibited Items**

- Gloves or any kind of hand coverings
- Pillows, blankets, slippers, or other “comfort” items
- No-face paint
- Fidget spinners, toys, items that distract including headphones and earbuds without teacher permission.

NOTE: Exceptions to the dress code may be made for special days (e.g., hat day). Permission to wear something ordinarily forbidden will be granted on designated days only. Dress code principles apply to student spectators at extra-curricular activities, not just normal daytime school hours.

**The administration reserves the right to decide any case in question.** Also, as unusual or new cases arise, cases that this dress code did not anticipate or cases requiring the interpretation of the dress code, the administration will decide whether a dress code violation has occurred by using the three guiding principles established in this dress code.

## **BUS BEHAVIOR/ EXPECTATIONS**

The School Laws (24-2451) of Pennsylvania permit School Boards to provide transportation for elementary students living more than one and a half (1-1/2) miles from school and for secondary students living more than two (2) miles from school. The transportation service provided by the District is a privilege, which may be denied to students who misbehave on the bus. Students and parents/guardians must be aware of and observe the following regulations:

- 1) Be at the assigned loading zone on time (5 minutes before pick-up). Buses cannot wait for late students and still get to school on time.
- 2) The bus driver, who is in charge of maintaining discipline on the bus, has the right to verbally reprimand any student who misbehaves. The bus driver will assign seats for students and may change seat assignments at any time in order to control student behavior.
- 3) Bus riding privileges may be suspended for a maximum of ten (10) days for the following:
  - A. failing to follow reasonable instructions from the driver
  - B. eating or drinking on a school bus
  - C. not remaining seated in their assigned seat
  - D. entering or leaving the bus at any other point than the front door

- E. not keeping arms, hands, and heads inside the bus at all times
  - F. not keeping conversations at low volume, as prescribed by the bus driver. There should be no shouting, or screaming, or any behavior, which might endanger anyone's safety
  - G. failing to follow school rules and regulations
- 4) The student and/or parent/guardian must reimburse the bus contractor the full amount of repair/replacement costs for any intentional damage to a bus by a student.
  - 5) Immediately after any act of misconduct, the school bus driver will file a written school bus misconduct slip with the high school office so that disciplinary action can be taken.
  - 6) In addition to suspension of riding privileges, misconduct on a school bus can also result in detention or suspension as described in the Penalties for Misconduct (Section C).
  - 7) When a student's bus privileges have been suspended, the parent/guardian will be notified by phone and/or in writing. The parent/guardian will be responsible for the suspended student's attendance during the suspension. Failure to attend school on a day when bus-riding privileges have been suspended will result in an unlawful/unexcused absence.

<b>SECTION V: EXTRA CURRICULAR ACTIVITIES</b>			
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## **GENERAL INFORMATION**

Students are invited to join clubs of interest to them. The purpose of clubs at A-C Valley is to enrich classroom activities, to expand student interests and awareness, and to provide opportunities for self-directed activities and citizenship roles not available in the academic curriculum. There are also a variety of non-club activities that engage the student but do not hold typical sponsorships or activity accounts.

Regular schoolwork must be the student's first priority. Participation in extra-curricular activities is no excuse for not completing assignments. Participation in extra-curricular activities is a privilege, not a right. Students on suspension (ISS or OSS) may not participate in or attend extra-curricular activities during the period of the suspension, which may include weekend events. Students who are sent home due to illness will not be permitted to participate in after-school activities. Any student arriving to school after 10:00 A.M. will not be permitted to participate in after school activities. Any student not in attendance on Friday will not be permitted to attend activities on the following Saturday.

Team/group meetings may be held during the day providing no major conflict with clubs and providing the administration has approved the meeting.

No extra-curricular activities may be scheduled for a school night without the Principal's consent.

All cyber school students must follow the same policies and guidelines of any regular ACV student while attending or participating in extra-curricular activities and sign the student handbook stating this.

Students belonging to clubs must report directly to the room in which the club meeting is being held. Students must remain in the meeting room until the bells ring signaling the end of the period or until dismissed by the sponsor. Failure to follow these provisions may result in a student being removed from the club.

Information about joining clubs and about the meeting dates of the various clubs will be announced and posted on homeroom bulletin boards. Clubs wishing to hang posters must obtain permission from their club advisor and their principal before hanging posters.

Students may initiate a new club if they can secure a faculty sponsor and if the club can be worked into the existing club schedule. Sponsors must be faculty members. All new clubs must be approved by the Administration. Any funds generated by clubs must be deposited in the Student Activities account in the high school office. All funds must be counted prior to deposit. All clubs should keep financial records of deposits and expenditures. For payment of any club expense, a voucher must be drawn in time for approval by the Principal. Club dues or assessments should be minimal.

Clubs may take trips if they are related to class work, have some educational significance, and have been approved by the Principal, Superintendent, and School Board.

## **DISTRIBUTION OR COLLECTION OF MATERIALS BY STUDENTS**

Students are not permitted to:

- 1) Sell raffle tickets during the school day.
- 2) Advertise goods or services for the benefit of profit-making organizations.
- 3) Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the School Board

## **ATHLETIC ELIGIBILITY**

Student-athletes will become ineligible to participate if they are failing two or more one-credit core courses, or the equivalent one core and two elective courses. This will be reviewed weekly for eligibility for competition in the following week. Student-athletes must also maintain a minimum weighted grade average of 75% at the end of each grading period, while passing at least two core courses, in order to remain eligible during the following grading period. Failure to achieve the 75% minimum average or pass at least two core courses at the end of a grading period will result in the student-athlete being placed on academic probation for the following grading period and being declared ineligible for competition for the first three weeks of the probation grading period. The grades of a student-athlete on academic probation will be checked after three and six weeks of a probation grading period; if a student-athlete does not have a 75% average or is not passing at least two core courses at either the three-week or six-week checkpoint, the student-athlete is ineligible for the following three weeks. Students receiving an "I" (Incomplete) grade are ineligible until the "I" is replaced by a passing grade.

## **ATHLETIC AWARDS/LETTER REQUIREMENTS**

- 1) The Athletic Director, through the records achieved by individual athletes, awards plaques to departing seniors. These special awards will be based on the number of letters earned by an athlete during any season(s) of participation in grades 9-12 and are not limited only to athletes who participated in their senior year. The following awards may be earned.
  - 1 letter: Gray certificate
  - 2-4 letters: Blue and white certificate mounted in a frame
  - 5 or more letters: Wood plaque with mounted plate

\*Each of the above certificates will identify the sport and letter year(s).

- 2) Varsity Jackets have always been a project of the Varsity Club and are not furnished by the school district. The criteria for these jackets are established by the club.
- 3) Academic-Athletic Award for Seniors-Criteria
  - a) The student(s) must be a senior athlete.
  - b) The student(s) must have obtained a minimum QPA of 3.5.
  - c) The student(s) must have obtained a minimum of four letters during his/her high school career.
  - d) The student(s) must have exhibited leadership, initiative, loyalty and responsibility to the School and to the sport(s) during his/her career.
  - e) All students who meet the four criteria above will receive an Academic-Athlete Award. If no student meets the four criteria, no award will be given.

## **RETURN/REPLACEMENT OF SCHOOL ISSUED EQUIPMENT**

At the conclusion of a season, the school's coaches or other designees will collect the school issued equipment back from participating students. Students who do not return their issued equipment will be provided with a bill for the replacement cost of the equipment. Students who owe equipment may not participate in other extra-curricular activities until the equipment has been returned or paid for.

## **EXTRA-CURRICULAR TRANSPORTATION GUIDELINES**

The extra-curricular transportation is provided to students from A-C Valley who are participating in an off-campus event or who are interested in supporting the Falcon athletic teams during away games. Students attending these events/games must follow the rules and expectations that are set forth in the student handbook or they will be disciplined accordingly. Students who wish to use school provided transportation must provide a signed letter from their parent/guardian giving permission for their son/daughter to attend the event/game. Each student is expected to ride to and from the event/game using the school provided transportation. In the event a student will need to ride home from the away event/game with their parent(s), the parent must sign out their son/daughter with the adult chaperoning the provided transportation. Parents should be prepared to provide photo identification, if requested by the chaperone. A student who needs to ride home with an adult other than their parent/guardian can bring a note from the parent/guardian to the office no later than 8:00 AM the morning of the event; this note, giving the student permission to ride home with another responsible adult, must be signed by an administrator. The student will give this signed note to the chaperone and the responsible adult will sign out the student. The responsible adult should also be prepared to provide photo identification to the chaperone, if requested.

## **YEARBOOK**

The A-C Valley yearbook, the QUADCO, is published annually. All yearbook staff members get much satisfaction from their efforts at writing copy, making lay-outs, cropping pictures, and, of course, seeing the finished product. All students interested in working on the yearbook should see the yearbook advisor when school begins. Students may use the first period to work on the yearbook.

## **PROM**

The Prom is an exciting event in the lives of our students. The Allegheny-Clarion Valley School District wants to support the celebration while also balancing the safety of our students. All males must wear formal wear, such as a collared shirt, suit coat, tie, and proper dress shoes. All females must be conscious of the community standards and select their apparel accordingly. All guests must have administrative approval and must have proper paperwork filed in the main office.

# STUDENT ACCEPTABLE USE POLICY

## Purpose

The Board supports the use of computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the districts computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

## Definitions

**Electronic Communications** – includes but is not limited to: phone calls, emails, computer network, social media, texting and other instant messages.

The term child pornography is defined under both federal and state law.

**Child Pornography** – under federal law, is any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where: The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

1. Such visual depiction is a digital image, computer image or computer generated image that is or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
2. Such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** – under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** – under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion.
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** – under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** – any material or performance, if:

The average person applying contemporary community standards would find that the subject matter taken as a whole appeal to the prurient interest;

1. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
2. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** – a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.



### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use' monitor fileserver space utilization by district users; or deny access to prevent and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee. The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or function it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students.

Upon request by students through their supervising teacher or staff, building administrators may authorize access to blocked content material for bona fide research or for other lawful purposes. If a request for access to blocked content material is denied, the requesting student, through their supervising teacher, or staff member may appeal the denial to the Superintendent or designee for expedited review.

All requests for access to blocked content material shall be documented on the official ticket system, indicating date, time and length of session of access. If the request is denied, all supporting documentation, including reason and any appeals shall also be documented.

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff. The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall prior to being given access or being issued equipment, sign user agreements acknowledging awareness

of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment. Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Student, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials.

The district shall utilize technology protection measures, based on industry standards, that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

1. Maintaining and securing a usage log.
2. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: Interaction with other individuals on social networking websites and in chat rooms.

1. Cyberbullying awareness and response.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking sites, etc.

### **Internet safety measures shall effectively address the following:**

1. Control of access by minors to inappropriate matter on the Internet.
2. Safety and security of minors when using email, chat rooms, instant messaging, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy accepted rules of network etiquette, and federal and state laws. Specifically, the users are prohibited:

1. Facilitating illegal activity.
2. Commercials or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity and pseudonyms.
14. Fraudulent copying, communications or modification of material in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files or other media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

## **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Personal technology devices (PTD) may only be used in the classroom with the express approval of the teacher. All audio/video functions must be disabled and may not be used on school property without explicit teacher approval. Teachers have the right to refuse to allow PTDs. Personal technology device use may in no way disrupt or distract from the learning environment.

The Allegheny-Clarion School District assumes no responsibility or financial liability for any damage the student may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of personal technology device. PTDs are not allowed to access the Allegheny-Clarion School District's networks in any way. Students may not create unauthorized wireless networks or hot spots. This includes establishing wireless access points, wireless routers, and open networks on personal devices. The Use of PTDs is prohibited in a restroom or other area on Allegheny-Clarion Valley School Campus where there is a general and reasonable expectation of privacy (e.g., locker room, nurse's office, etc.)

Allegheny-Clarion Valley School District shall not be responsible for content filtering of cellular devices or any device connecting to networks other than Allegheny-Clarion Valley's Networks.

## **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

## **District Website**

The district shall establish and maintain a website ([www.acvsd.org](http://www.acvsd.org)) and shall develop and modify its webpages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized websites without authorization from the building principle.

## **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data or another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

## **INTEGRATED PEST MANAGEMENT**

The Allegheny-Clarion Valley School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure. Our IPM approach focuses on making the schools and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance and routinely monitoring the schools and grounds to detect any pests. The pest monitoring team consists of building maintenance, office and teaching staff and students. Pest sightings are reported to our IPM Coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. These can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Notices will be posted in the treated area(s) 72 hours prior to application and for two days following the application.

Parents/guardians of students enrolled in the Allegheny-Clarion Valley School District may request prior notification of specific pesticide applications made at the school which the child attends. To receive notification, you must be placed on the school’s notification registry. If you would like to be placed on this registry, please notify the school district in writing and provide a phone number as to where you can be reached during school hours. Please include your e-mail address if you would like to be notified electronically.

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

## **HOMELESS YOUTH**

The ESSA Act and the McKinney-Vento Homeless Assistance Act require that homeless children and youth have full and equal access to an appropriate public education and that they experience success in school. Homeless students shall have access to the same educational programs and services provided to other District students. Students shall not be discriminated against, segregated, or stigmatized based on their status as homeless. The District administration shall make reasonable efforts to identify homeless children within the District, encourage their enrollment, and eliminate existing barriers to their attendance and education. Students enrolling in the District who are, or become, homeless students should notify the District of that fact so the District can better ensure that the student’s rights under federal and Pennsylvania law are explained to him/her and to his/her parents. “Homeless students” are defined as individuals lacking a fixed, regular and adequate nighttime residence, which includes the following conditions:

- a. Sharing the house of other persons due to loss of housing or economic hardship.
- b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- c. Living in emergency or transitional shelters.
- d. Abandoned in hospitals.
- e. Awaiting foster care placement.
- f. Living in public or private places not designed for, or ordinarily used as, regular sleeping accommodations for human beings.
- g. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- h. Living as migratory children who qualify as homeless because they are living in circumstances described above.

The District’s local liaison for homeless children and youth is Mrs. Michelle Austin, who can be reached at 724-659-4661 ext. 137. The local liaison serves as the primary contact between homeless families and school staff, district personnel, shelter workers and other service providers. The local liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

