


STUDENT HANDBOOK 2020 - 2021

McConnellsburg Middle/High School
151 East Cherry Street
McConnellsburg, PA 17233
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Office Hours: 8:00 a.m. to 3:30 p.m.

<p>Dr. Christina J. Ramsey Principal (717) 485-7056</p>	<p><u>Dean of Students</u> Mrs. Lana Crouse Mr. Donnie Gordon Mr. Kenny Welsh (717) 485-7030</p>	
<p><u>SCHOOL COLORS</u> Blue & White</p>		<p><u>SCHOOL MASCOT</u> Spartans</p>

CF SPARTANS

“Continually Focused on Student Preparation And Readiness To Achieve Next Steps”

Our Vision

We envision all students, parents, and community members will be instilled with the value of education, preparing the students for the 21st Century and nurturing life-long learners. We believe in student-centered learning in a safe and supportive environment that cultivates independent thinking and resourcefulness in a global society.

Our Values

We believe all students can be independent thinkers, effective communicators, problem solvers, life-long learners, and responsible members of society.

We believe in building strong character, putting students first, and instilling Spartan Pride and school spirit each student.

We believe that individualized and customized educational programs for all students lead to academic and vocational success.



Spartan

PRIDE

“confidence and self-respect derived from accomplishment”



	Classroom	Hallways	Cafeteria	Restroom	Bus	Events (Auditorium, Athletic Field, Field Trips)
Persistence: continuing to exist despite interference or treatment	Come prepared to learn	Arrive to class on time	Keep conversations appropriate and at a low volume	Wash hands	Uphold safety expectations	Remain focused
Respect: due regard for the feelings, wishes, rights, or traditions of others	Allow learning to occur in a safe place	Remove distractions (hats, earbuds, loud voices)	Follow adult directives	Flush toilets	Appropriate words and actions towards driver and riders	Express support and gratitude
Integrity: the quality of being honest and having strong moral principles	Submit your work without cheating	Act as though teachers and guests are watching	Pay for breakfast/lunch items	Only request to go to the bathroom as needed	Assist driver in solving problems	Remain in designated area
Dedication: to devote wholly and earnestly to a purpose; loyalty	Take care of classroom	Enhance hallway appearance	Properly dispose of trash and food	Properly dispose waste into the trash cans	Take care of property	Promote school spirit
Excellence: the quality of being outstanding or extremely good	Do your best work	Be polite and helpful	Show consideration towards others through words and actions	Avoid destructive behaviors	Ensure area is clean prior to exiting the bus	Participate appropriately

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Student Responsibilities

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

ALMA MATER

*There's a school in Fulton County
A school we all love well.
And its sturdy sons and daughters
Its virtues love to tell.
Sing it out among the high schools
Spread the tale with vim and might.
For McConnellsburg stands defended
By the Blue and by the White.*

*When at last our days are over
And the last exams we've passed.
We will say goodbye forever
To our teachers, school and class.
We will then take school day victories
Into the world's grim fate and might.
And our victories will remind us
Of the Blue and of the White.*

School Board Members

Cory L. Gress – President	Jeffrey M. Shearer
Julia E. E. Dovey	Jason M. Sharpe – Vice President
Christopher R. Hann	Gregory L. “Greg” Strait
Rick E. Marshall	Jeffrey L. Deshong
Randy L. Crouse	Michael McAuliffe Miller - Solicitor

Administration

Mr. Hervey Hann	Superintendent
Dr. Janet Foor	Director of Pupil Services
	School Psychologist
Amanda Cunningham	Director of Transportation
Amy Hershey	Business Manager
Brent Seville	Director of Building and Grounds
Jason Carbaugh	Director of Technology

Middle School

Hillary Alexander	Nurse
Stephanie Beckner	Reading 7 th /8 th Science
Michelle Crull	6 th Grade Math
Cherina Cutchall	Librarian
Cheryl Cutchall	8 th Grade Math
Bradley Dickerson	Art
Todd Grissinger	7 th /8 th Social Studies/Online Coordinator
Susie Hahn	Special Education
Mallory Lockard	6 th Grade English
Ann Meyer	6 th /7 th Science
Eddie Quinby	Math
Terri Rader	Special Education
Amanda Robinson	7 th Grade English
Alex Serrano	Guidance Counselor
Heather Strait	Life Skills
Josh Strait	6 th /7 th Social Studies
Gregory Strait	Music
Kristi Watkins	8 th Grade English
Kenny Welsh	7 th Math/Athletic Director

High School

Anjuli Barber	Family Consumer Science
Catherine Carbaugh	11 th /12 th English
Jacob Corl	Earth & Space Science
Joni Dunkle	Algebra/Calculus
Michelle Eichelberger	Chemistry/Physics
Lana Crouse	Biology
David Garland	Health & Physical Education
Donnie Gordon	Algebra/Geometry
Amy Kline	Ag Science
Zachary Mason	World Cultures/Online Coordinator
Thomas Mathews	Spanish
Timothy McCracken	Special Education
Josh McKelvy	Government & Civics
Shelly McMullen	Guidance Counselor
Mac Miller	American History
Karin Moore	10 th /11 th English
Sheri Perry	Business Math
Adrienne Stoner	Health & Physical Education
Dayton Tweedy	Special Education
Colleen Varner	9 th /10 th English
Angela Zinobile	Driver's Education

FCAVTS

Erik Damgaard	Director
Brandi Mellott	Allied Health
Crystal Glee	Computer Programming
Bill Pelton	Construction Trades
Todd Wolford	Drafting and Design

Faculty Authority

There is no division of authority among the faculty of McConnellsburg Middle-Senior High School. Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any function or activity, as the parent/guardian may exercise over them (Public School Code, Section 1317). Faculty may use reasonable force in the following situations: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Visitors

All visitors must report directly to the main office and sign in as soon as entering the building. All visitors must have a visitor's pass. Former graduates may visit faculty members after 2:47pm.

Central Fulton School District 2020-2021 School Calendar

August 17	Teacher In-service
August 18	Teacher In-service
August 19	First Day for Students
September 4	Teacher In-service
September 7	Labor Day
September 28	Early Dismissal – Professional Development
October 15	Early Dismissal -- Professional Development
October 16	No School
October 23	End of 1st Marking Period
November 11	Act 80 – No School for Students – Veteran's Day
November 24	Early Dismissal
November 25	Act 80- No School for Students
November 26 & 27	No School -- Thanksgiving Break
Nov 30 & Dec 1*	Antlered Deer Season
December 22	Early Dismissal
December 23 – January 1	No School -- Winter Break
January 4	Students/Staff return to school
January 12	End of 2nd Marking Period
January 18*	No School -- Martin Luther King Day
January 29	Early Dismissal – Professional Development
February 12*	No School -- Mid-Winter Break
February 15	No School -- Presidents Day
February 22	Early Dismissal – Professional Development
March 22	Act 80 – No School for Students
March 19	End of 3rd Marking Period
March 31	Early Dismissal

**indicates built in snow make-up days (12/1, 1/18, 2/12, 4/1, 4/6)*

EMERGENCY CLOSING & DELAYS

In the event school is canceled or delayed due to inclement weather, families will be notified via the SkyAlert system. This information will also be made available by the following:

- Announced on the following radio stations: WSKE (104.3), WFGY (98.1), WAYZ (104.7), WQCM (94.3), WIKZ (95.1), WCHA (96.3), WDLA (96.7) WHAG (AM 1410)
- Announced by television stations: WTAJ, NBC25, WJAC, WWCP, WATM

Vo-Tech Closing: If two schools are closed, Vo-Tech will be closed. The Vo-Tech will make every attempt to coordinate with member schools on early dismissals.

Middle School PSSA Testing Window

April 1*- 6

April 26

May 21

May 27

May 27

May 31

No School -- Spring Break

Early Dismissal – Professional Development

Early Dismissal -- Professional Development

Last Day for Students

End of 4th Marking Period

No School -- Memorial Day

April 20 – May 8

High School Keystone Testing Window

December 2 – January 17

May 11 - 22

2020-2021 Bell Schedule

Grades 6, 7, & 8	Grades 9 & 10	Grades 11 & 12
Breakfast 7:30 am – 8:00 am	Breakfast 7:30 am – 8:00 am	Breakfast 7:30 am – 8:00 am
Period 1 (8:05 am – 8:45 am)	Period 1 (8:05 am – 8:45 am)	Period 1 (8:05 am – 8:45 am)
Period 2 (8:48 am – 9:28 am)	Period 2 (8:48 am – 9:28 am)	Period 2 (8:48 am – 9:28 am)
Period 3 (9:31 am – 10:11 am)	Period 3 (9:31 am – 10:11 am)	Period 3 (9:31 am – 10:11 am)
“Plus” Period (10:14 am – 10:39 am)	“Plus” Period (10:14 am – 10:39 am)	“Plus” Period (10:14 am – 10:39 am)
Period 5 (10:42 am – 11:22 am)	Period 5 (10:42 am – 11:22 am)	Period 5 (10:42 am – 11:22 am)
Period 6 (11:25 am – 12:05 pm)	Lunch “A” (11:25 am – 11:55 pm)	Period 6 (11:25 am – 12:05 pm)
Period 7 (12:08 pm – 12:48 pm)	Period 6 (11:58 am – 12:38 pm)	Lunch “B” (12:08 pm – 12:38 pm)
Lunch “C” (12:51 pm – 1:21 pm)	Period 7 (12:41 pm – 1:21 pm)	Period 7 (12:41 pm – 1:21 pm)
Period 8 (1:24 pm– 2:04 pm)	Period 8 (1:24 pm– 2:04 pm)	Period 8 (1:24 pm– 2:04 pm)
Period 9 (2:07 pm – 2:47 pm)	Period 9 (2:07 pm – 2:47 pm)	Period 9 (2:07 pm – 2:47 pm)

The “Plus” period for high school students will be time that is set aside for students to receive announcements, receive remediation/enrichment, complete assignments (test/work from absence), work on graduation requirements, conference with teachers/advisors, and many other constructive activities. The “Plus” period for middle school students will be a time that is set aside for students to receive training on study skills, character education, internet safety, organizational skills, etc.

SCHOOL OPERATIONS

Academic Regulations

Class Rank

Class rank is calculated based on the total quality points earned by the student.

1. Advanced placement courses will have a value of 1.4.
 - The following courses will have a value of 1.2:
 1. College Prep English 12
 2. Chemistry
 3. Foreign Language (3rd and 4th year)
 4. Advanced Biology
 5. College Prep English 11 (because of summer reading assignment)
 6. Physics
 7. Algebra II
 8. Pre-Calculus/Trigonometry
2. Higher education courses will be accredited in accordance with the following:
 - The instruction from the course must take place at a degree or certificate-licensed institution.
 - All costs will be at the student’s expense.
 - Prior approval of the administration is necessary.
 - College courses will be given a value of 1.4.
 - The amount of credits received will be the same as that awarded by the instructing institution.
 - Full-time higher education status students shall be permitted to attend accredited institutions of higher education on a full-time basis as an alternative to the senior high school year, providing the following procedures are met:
 1. Students must attend a meeting including parents/guardians, faculty members, and principal to determine suitability of the individual for the program.
 2. Students shall be permitted to participate in all activities/events/opportunities offered to students with senior status.
 3. Class rank stands as it was when they left our school.

Course Acceleration

A student wishing to accelerate through a course or take a high school course online must contact and receive written approval from the guidance office at least a semester (two nine weeks) prior to the time the course would have been scheduled.

1. The only method which can be used to accelerate through a course is satisfactory completion of the requirements as defined within the course planned instruction.
2. Online high school courses can only be taken from an approved list of providers, must be aligned with the PA state standards when applicable, and cannot take the place of specific required courses.

Dropping Courses/Changing Courses During the School Year

1. Students will be given the opportunity to change their schedule only during the first week of school or the first week of a new semester.
2. In very rare situations, students may be permitted to drop a class if they get joint written permission from their teacher, the guidance counselor, the principal, and their parent/guardian. This must be a mutual agreement between this group of individuals. If students are allowed to drop the class, he/she will receive no credit and a failing grade for the course.

Grading

Letter grades will be assigned in accordance with the following percentages and will have the following quality points:

Letter Grade	Percentage	Quality Points
A+	98, 99, 100	4.00
A	95, 96, 97	3.66
A-	92, 93, 94	3.33
B+	90, 91	3.00
B	87, 88, 89	2.66
B-	84, 85, 86	2.33
C+	82, 83	2.0
C	79, 80, 81	1.66
C-	76, 77, 78	1.33
D+	74, 75	1.00
D	71, 72, 73	0.66
D-	68, 69, 70	0.33
E	67 and below	0.00

Graduation Requirements

From grades 9 through 12, every student shall obtain at least 24 units of credit.

*Units of Credit	Course Title
4	English
4	Mathematics
4	Science
4	Social Studies
2	Arts and/or Humanities (additional Social Studies credits will count)
.5	Health
1.5	Physical Education

Student selects 5 additional credits from among those approved (by the school district) for credit toward graduation

The following are also graduation requirements: Senior-Professional Portfolio/Project and 24 hours of Community Service (must be completed by May 1 of senior yearpaperwork in the Guidance Office).

Any student transferring to the Central Fulton School District after completing the 1st semester of their junior year who does not meet the 24 hours credit minimum and additional requirements will be evaluated by the administration. Important aspects of the evaluation will include past course loads and past course failures.

Students must attain at least a proficient level by 11th grade on the Pennsylvania Keystone mathematics and reading assessments in order to graduate. This requirement is in addition to the current graduation requirements of twenty-four (24) course credits, twenty-four (24) hours of community service (paperwork goes to guidance office), and a senior professional portfolio/project. Students not meeting the proficiency level on the Keystone Assessments will be given additional opportunities to meet the proficiency levels during the next school year. Students may also meet the proficiency requirement in other ways determined by administration.

Participation in Graduation Ceremony

A valedictorian, salutatorian, and students ranking third and fourth in class will be appropriately recognized at commencement. Any student who does not meet the requirements for graduation will not be permitted in the baccalaureate and commencement exercises. The parent/guardian of the student will be notified by the principal. Seniors are reminded that the graduation ceremony is a school activity, and as such is a privilege rather than a right. Since the graduation ceremony is a school activity, a senior may be restricted from participating in the graduation ceremony under the following conditions:

- Out-of-school suspension which extends through graduation.
- Not participating in all practices for graduation.
- Misbehavior during graduation practices, financial obligations not being met, behavioral obligations not met, failure to comply with academic requirements such as: community service hours, senior portfolio and educational projects. A violation of any of these can result in the student's diploma being withheld.
- Alternative Educational Placement

Honor Roll

At the end of every marking period, all report cards will be evaluated and a list of honor students will be published. To be eligible for an honor roll at McConnellsburg Middle-Senior High School, the report card must not contain any incomplete grades. A student must also meet the following qualifications:

- **All A Honor Roll**--all subjects must be an A- or above
- **AB Honor Roll**—all subjects must be a B- or above

***Note:** If a teacher and the counselor or a teacher and the principal feel a student has a valid reason why his/her report card is incomplete, a brief extension period may be given to students without jeopardizing their honor roll standing.

Plagiarism/Cheating

The administration, faculty, and students at McConnellsburg Area Middle/High School consider cheating a very serious offense.

Cheating is defined as:

1. When a student has prior knowledge of any graded coursework.
2. When a student passes on the information of an assessment or graded assignment.
3. When a student is caught using a "cheat sheet" on an assessment, quiz, or graded assignment.
4. When a student willingly copies answers during an assessment, quiz or lets a student copy answers from his/her peers.
5. Plagiarism—to steal and pass off (the ideas or words of another) as one's own. To commit literary theft-present as an original idea or product derived from an existing source.
6. Copying of electronic media.

- Consequences:
 - First Offense:
 - Failing Grade for the particular assignment in question (test, quiz, paper, etc)
 - Teacher will document in Skyward as “First Offense”
 - Teacher will notify parents
 - Second Offense:
 - Failing Grade for the marking period in the course in which the second overall offense took place
 - Submit discipline referral in Skyward for Dean of Students and/or Principal
 - Dean of Students and/or Principal will assign Extended Detention.
 - Dean of Students and/or Principal will notify parents
 - Third Offense:
 - Failure for year in the course in which the third overall offense took place.
 - Submit discipline referral in Skyward for Dean of Students and/or Principal.
 - Dean of Students and/or Principal will assign In School Suspension (ISS).
 - The Dean of Students and/or Principal will notify parents.

Future consequences for additional instances of cheating or plagiarism may include out of school suspensions and/or alternative education.

Report Cards

Progress reports are issued by teachers near the middle of each marking period. These reports are meant to alert the parent/guardian that students are in danger of failing a particular subject. However, progress reports may be sent at any time a teacher feels it necessary. Upon receiving the progress report, parents/guardians are encouraged to contact the office to arrange a parent/teacher conference. Report cards will be issued to the student 4 times a school year on a 9-week basis. A copy will be retained for the student’s permanent files. Report cards will be held if all school related monetary obligations are not met by the end of the school year. Final tests count the equivalency of one-half of a marking period.

Retention Policy

Parents/Guardians of a student repeating a course or a grade shall be notified by letter prior to the beginning of the next school year encouraging them to meet with the principal and/or teachers involved to review any anticipated problems.

1. Definitions:

- **Major subject** – any subject which meets at least 5 periods per week for a full year.
- **Minor Subject** – a subject which meets less than 5 times per week or for less than a full year, except 8th grade Health which will be considered a major subject.

2. Policies for Middle school students – 6th through 8th grade students

- Any student failing the equivalent of two or more credits will be retained and repeat the grade.

3. Policies for 9th through 12 grade students - Students will be listed on grade level in accordance with the following:

- *9th grade students must have passed requirements for 8th grade.
- *10th grade students must have passed at least 6 credits toward graduation.
- *11th grade students must have passed at least 12 credits toward graduation.
- *12th grade students must have passed at least 18 credits toward graduation.
 1. Required subjects failed shall be rescheduled for the following year.

4. Procedures for Credit Recovery (Grades 9-12)

- A student who fails a required subject may avoid repeating the course through credit recovery, subject to the following regulations.
 1. In order to be eligible for credit recovery a student must have obtained a final grade of 50% or higher.
 2. Acceptable methods of credit recovery at student expense: Summer school or private tutoring for 60 hours per subject by a teacher who possesses a valid teaching certificate for the subject.
 3. No more than two satisfactorily completed courses will be accepted per year through credit recovery.
 4. No student will be permitted to use credit recovery for the same subject in consecutive years.

Assembly Courtesy

Students and their teacher will sit in the assigned areas (below) during assemblies:

- 6th Grade - Balcony
- 7th Grade – Middle Section: Rows M-Q (Seats 1-7); Right Section: Rows L-S
- 8th Grade – Middle Section: Rows M – Q (Seats 8-14); Left Section L – R
- 9th Grade – Middle Section: Rows F – L
- 10th Grade – Right Section: Rows A – K
- 11th Grade – Left Section: Rows A – K
- 12th Grade – Middle Section: Rows A – E

In addition to being a source of entertainment and information, assemblies provide an opportunity to display proper crowd courtesy. Whistling, stamping of feet and other discourteous actions have no place in an assembly.

1. Students must sit in their assigned seating area at all assemblies. Failure to do so may result in automatic expulsion from that assembly and possible loss of subsequent assembly privileges.
2. Students will be called to assemblies. Teachers will accompany, seat and supervise their class.
3. Students are not to bring homework or other materials to the auditorium unless requested to do so.
4. Students are to refrain from placing feet or knees on seats.
5. Students should not have cell phones out during these programs.

Athletics

Athletic Philosophy for Participants

The following philosophy is set forth by the “National Federation of State High School Athletics Association” and has been adopted as the philosophy for the governing of athletics in the Central Fulton School District. Educators have long acknowledged it as a privilege for a student to participate in interscholastic athletics. It is a privilege for a student to represent his/her school in a program of this nature, just as it is a privilege for anyone to represent a credible organization.

Interscholastic athletics is a completely voluntary program. No student is obligated to take part in any interscholastic activity and certainly not in interscholastic athletics. Participation is not required for graduation, nor must a student have athletic credits for college entrance. Those who participate must give extra effort and time. Because interscholastic athletics are voluntary and because those participating represent their student bodies, it is mandatory that to qualify, the standards must be the highest. This is particularly true of academic requirements, school citizenship, and sportsmanship.

The dignity of the school program is reflected through interscholastic athletics. Those who take part must conduct themselves in a manner which is above question. Selection of candidates is necessary. It must not be based upon athletic performance alone but also upon attitude, conduct, cooperation, and earnest and sincere desire to represent the student body in a manner which complements the school and the community.

As a result, there are special standards for those who represent schools as members of interscholastic teams. The student who is unwilling to be a good citizen should be denied the privilege of participation. Because it is a privilege to represent a school in athletics, it follows logically that the school must have the authority to revoke the privilege when the student-athlete does not conduct himself/herself in an acceptable manner. Not only does this responsibility exist while he/she is on the field, the court, or the track, but the good conduct shall be required of him/her at other times as well. Therefore, school authorities must see that the standards of conduct of those representatives are above reproach. The need for high standards of conduct is aggressively defended.

Any lowering of standards for a “successful” season is deplored. When doors of interscholastic competition are opened up to those who are poor citizens, the program suffers. Interscholastic athletics are not intended to do this – and they can’t. Neither are they for the purpose of retaining those who have poor character traits. Rather, the privilege of representing the schools should be extended to those who have given evidence that they are good citizens; in other words, those who have earned it. Lowering standards to win contests or for any other reason is self-defeating. Any resulting successes are temporary and they are empty indeed. All too soon the schools which lower their standards learn they have paid too great a price for any measure of athletic success.

In addition to the above philosophy we have strived to base our program around the following traits: pride, respect, sacrifice, desire, and self-discipline.

Coaching Duties

Home games

- It is expected that the home coach will make himself/herself available to the visiting coach and express a desire to make every reasonable convenience available. Upon completion of the game, the host coach will again check with the visiting coach to ascertain that accommodations have been made and taken care of.

Away Games

- Prior to departure to or from away games, the head coach will ascertain that all team members are present on the bus. No athlete will be permitted to drive to away games unless special permission has been obtained from the principal. For the athlete to travel home with his/her parent/guardians, written permission must be submitted in person by the parent/guardian to the head coach. Students should be reminded that stealing is a theft, no matter under what guise it may have been conducted. No items of equipment, apparel, or “souvenirs” of any kind will be stolen from the host school. Possession of such items shall be considered grounds for immediate suspension from the team for the remainder of the sport season. Upon leaving an away school the head coach should check the area used by his/her team to ensure everything is in order. During the period of travel, coaches will seat themselves where they will have full knowledge of all activities. Boys and girls are expected to wear suitable attire to and from away games. Past experiences have shown that when boys and girls dress like ladies and gentlemen they act like ladies and gentlemen and represent the highest ideals of good sportsmanship.

In conclusion, the members of the coaching staff are responsible for developing the highest ideals on the part of boys and girls under their supervision. It is through the development of these ideals that the interscholastic athletic program will achieve its highest goal, the development of character of all participants. Coaches are provided a Coach’s Handbook to provide general information for coaches, athletes, and parents.

Drug/Alcohol Screening

Parents or guardians who are interested in drug or alcohol screening of their children are asked to contact the principal.

Interscholastic Athletics

It is the policy of the Central Fulton School District to provide an interscholastic athletic program of the highest caliber. Athletes participating as members of teams will be expected to conduct themselves as representatives of the school district at all times, maintaining strict standards of personal conduct, fair play, and sportsmanship.

The McConnellsburg Middle/High School interscholastic athletic program offers the following sports:

<u>Fall Sports</u>	<u>Winter Sports</u>	<u>Spring Sports</u>
Boys Varsity Soccer	Boys Varsity Basketball	Boys Varsity Baseball
Girls Varsity Soccer	Girls Varsity Basketball	Girls Varsity Softball
Girls Varsity Volleyball	Boys Junior High Basketball	Boys & Girls Varsity Track
Co-Ed Junior High Soccer	Girls Junior High Basketball	Boys Junior High Baseball
Girls Junior High Volleyball		Girls Junior High Softball
		Co-Ed Junior High Track

Leagues

Inter-County Conference (ICC) – South Division Member, Girls Soccer, Volleyball, Girls and Boys Basketball, Baseball, Softball, and Track

Rules & Regulations for Interscholastic Sports

1. Teams will be chosen by the coaching staff according to the following criteria:
 - Attitude
 - Ability
 - Desire
 - Scholastic Standing

➤ Once a team is chosen, all participants are responsible for abiding by the rules and regulations set forth by the coaching staff.
2. General Rules of Conduct

- No use of profanity
 - Courtesy toward others
 - Conduct yourself as a proper representative of your school.
3. Rules for Practice Sessions
 - Never miss practice sessions unless excused by the coach prior to practice.
 - No tardiness to practice sessions.
 - Always hustle through drills.
 - When the coach is talking, give him/her your individual attention.
 - Practice is serious. No foolishness or boisterous conduct will be permitted.
 - During all practices, only coaches, players, and school authorities will be permitted in the gym.
 - Must attend at least ½ day of classes to be eligible to attend a practice or a contest on any school day in session unless given prior permission in advance by the high school principal or athletic director.
 - A student may not participate in or attend any school function or practice on a day he/she is serving a school suspension. If multiple days of suspension occur and they run over a weekend or extend over a vacation, the student will be ineligible to attend, practice, or participate in activities.
 4. Rules for returning school uniforms and equipment.
 - Upon the end of a sports season or when an athlete leaves a team, they have seven school days to return clean uniforms and equipment. Detention will be given if this policy is not followed.
 5. Rules for Games
 - Exert your best effort at all times.
 - Hustle off the court or field when substituted for.
 - Use no profanity.
 - No bickering with opposing players.

Standards for Athletes

1. Student athletes must be bona fide students of McConnellsburg Middle-Senior High School or entering into an agreement according to P.I.A.A. regulations in co-sponsored events. They shall not have attended high school for more than 8 semesters after entering the ninth grade as specified in Article XVIII, Section C of the P.I.A.A. handbook.
2. Students under temporary suspension or probation for disciplinary reasons are not allowed to participate. Students in alternative education programs are not eligible for participation.
3. Written permission of the parent/guardian is required for all participants.
4. A physician's certificate of participant's fitness for participation shall be filed with the head coach prior to the first practice in a sport.
5. Participants must have amateur standing in the interscholastic sports in which they participate.
6. Participants should carry some type of accident insurance coverage that protects them during competition. The school, as an agency of the State, is not responsible or legally liable for payment of claims due to injuries by students in any activity.
7. Scholastic eligibility for any sport or other practice oriented school activity such as plays and the musical:
 - Must be passing four full credits
 - Scholastic eligibility for fall sports and other fall activities will be determined by checking if the athlete or student has passed four full credits the previous school year.
 - Weekly grade checks will be conducted for in-season athletes and other participating students. Two or more E's will place the student on a weekly suspension running from Monday through Sunday. A student will remain ineligible until he/she clears a weekly grade check with no more than one E.
 - Coaches and advisors are required to verify the eligibility list each week.

Attendance

McConnellsburg MS/HS is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school.

1. Excused Absence – includes the absence of a student for any of the following reasons:
 - Illness
 - Quarantine
 - Death in the immediate family
 - Impassable roads

- Excused upon a farm or domestic service emergency permit
 - Exceptionally urgent reasons such as affect the child and ordinarily do not include work at home
2. Illegal Absence – charged to all students 16 years of age and younger for violation of the attendance laws.
 3. Unexcused Absence—charged to any student 17 years of age or older.
 4. **Tardy** Consequences– shall mean the missing of up to 1 ½ hours of school.
 - A doctor’s excuse must state “was seen” and presented upon arrival at school.
 - Student’s will be marked as excused tardy if a parent note is presented upon arrival at school for a maximum of five times in a school year. Additional tardies will be marked unexcused.
 - Four unexcused tardies to school will result in after school detention.
 - More than four unexcused tardies will result in an extended after school detention.
 - Tardies will be cumulative and will be counted toward field trip eligibility.
 - Excessive tardies may cause students to lose their privileges to attend activities such as: Clubs, Dances, Prom (or inviting guests to prom), Marking Period Rewards, Field Trips, etc. A student’s driving privileges may also be revoked due to excessive tardies.

Homebound for Illness

1. Statement from physician on the nature of medical problem and the length of time (maximum 45 days) for homebound instruction.
2. Parent/Guardian and student must communicate with the guidance counselor prior to the start of homebound instruction.
3. Students on homebound instruction must meet with the instructor at pre-arranged times.

Attendance Policies:

1. Any student returning to school after an absence must bring a written excuse, signed by the parent/guardian, stating the reason for the absence. A student who has been absent from school due to illness for three consecutive days must present a doctor’s excuse stating “was seen.” All students must have their excuse submitted to the attendance officer by 3:00 p.m. on the second day of their return or the day(s) of absence will be marked illegal/unexcused.
2. After a student under 17 years of age has accumulated 3 days of illegal absences, a legal notice will be sent to the parent/guardian as per the law. For any illegal absence thereafter, formal charges will be brought against the parent/guardian in accordance with state regulations on school attendance. A letter will be sent to Children Services and a Truancy Intervention conference will be held with the principal and local agencies.
3. A letter will be sent after the tenth parent excused absence from school explaining that a doctor’s excuse will be required for future absences. The doctor’s excuse must be signed, dated, and state that the student was seen by a doctor.
4. All educational trips must be submitted for approval prior to the trip on a standard form that can be obtained in the high school office or school website. The student will be responsible for work missed. A journal concerning the activities of the trip must be submitted within 5 days. A maximum of 7 days per year will be permitted for educational trips. Educational trips will be denied for less than 90% attendance rate, any failing grade. Seniors will not be permitted educational days during the Senior Class trip.
5. Students visiting colleges will be marked excused if a signed note from the college is provided, has 90% attendance, and not failing more than one subject.
6. Written parent/guardian permission is required for students to be dismissed before the regular dismissal hour.
7. Students who are not in the homeroom by the bell must report directly to the office as soon as they enter the building. The student will sign in at the office and receive a tardy slip.
8. The parent or guardian of every Middle School student that is being excused early must enter the main office and sign the student out.

Extracurricular Attendance

The same rules and regulations that govern the student body during the regular school day will be enforced at all school-sponsored events whether on or off the school premises. To attend any school activity students must be in attendance ½ day during the day of the event. Students who in an alternative placement setting cannot attend extra-curricular events.

Make-up Work

Any student who has been legally excused from school will be granted the privilege of making up work. It is the student's responsibility to make arrangements with all teachers upon the first day of return. The student will be given the number of days absent from school in which to submit school work. Extended illness will be addressed on an individual basis.

Bus/Transportation

Assignments

Each student for whom transportation is provided shall be assigned to a route and a stop. Students are not permitted to transfer to other stops and/or routes without the prior approval of the Transportation Coordinator. In the event a student needs to ride to and from a relative's and/or student's home, the student may change a bus only with a signed parental note that is approved by the building principal or his/her designee. The student would then be given a bus slip to be handed to the bus driver on that day giving him/her permission to ride in the afternoon and the next morning if necessary.

Behavior on the Bus

The school bus/van driver has the responsibility to maintain discipline on the bus. This control shall be exercised without the use of physical punishment since bus drivers do not have the same legal authority over students as exercised by teachers. Whenever the driver feels he/she needs help or feels there is misconduct on the part of a student, he/she shall take the following three steps to correct the behavior prior to writing the bus referral:

1. Address the concern with the student (Verbal Warning)
2. Contact Director of Transportation
 - a. Director of Transportation
3. Move the student's assigned seat

Infractions

The following chart is a guide to determine whether a behavior should be addressed first by the driver or result in an IMMEDIATE bus referral.

<u>Misbehavior handled by the driver</u>	<u>Misbehavior resulting in an IMMEDIATE referral</u>
<ul style="list-style-type: none">● Improper boarding/departing procedures● Bringing articles aboard bus of injurious or objectionable nature.● Failure to remain seated.● Refusing to obey the driver● Pushing/tripping.● Hanging out of windows.● Throwing objects.● Spitting/littering● Unnecessary noise.● Tampering with bus equipment● Rude, discourteous and annoying conduct.● Eating on the school bus	<ul style="list-style-type: none">● Ongoing behavior that has already been addressed by the driver (3 steps listed above)● Fighting● Vaping/Smoking/Chewing Smokeless Tobacco● Destruction of Property● Harassment of others

Discipline Procedure

- 1) First Infraction shall be handled by the bus driver using the three steps listed above (Verbal Warning).
- 2) Additional infractions following shall result in a written bus referral which will be handled by the Dean of Students and/or Principal who will assign the following consequences:
 - A. Second Infraction: 3 Days of Lunch Detention; Notify Parent; Document in Skyward; Notify Transportation Director & Driver

- B. Third Infraction: 3 Days off the Bus; Notify Parent; Document in Skyward; Notify Transportation Director & Driver
- C. Fourth Infraction: 5 Days off the Bus; Notify Parent; Document in Skyward; Notify Transportation Director & Driver
- D. Fifth infraction: Loss of riding privileges for the remainder of the school year; Notify Parent; Document in Skyward; Notify Transportation Director & Driver. The parents or guardians will become responsible for their student's transportation.

**Infractions of a more serious nature (see below) will be handled immediately by the Dean of Students and/or Principal.

Unauthorized Entry of School Buses

The school bus/van driver is responsible for efficient and economical operation, passenger and vehicle safety, and order and discipline. While students are on the bus, their safety is in the driver's hand. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who entered a school bus without permission could face up to a year in prison and pay a fine of up to \$2,500.

Video Camera

In accordance with Board of Education policy, video observation systems have been placed in all district contracted buses. The district believes that the presence of video cameras in school buses will enhance student safety and well-being, and will help ensure compliance with appropriate rules. The district's policy on use of video cameras outlines the procedures for taping, screening and viewing.

Class Trip Participation

Middle School Class Trips

Students understand that even though they may have paid for part or their entire class trip, school personnel may deny their participation in the trip based upon the behavior of the student during the school year. Below is a list of some, but not all, of the reasons they may not be allowed to participate.

1. Two separate offenses of an Extended After School Detention or out-of-school suspension
2. More than three illegal days of school.
3. More than 17 days of school missed*
4. Any drug or alcohol offense at school or school events.

*Extended illnesses will be considered on an individual basis.

Middle School/ High School Field Trips

Field trip participation is a privilege based upon academics, behavior, and attendance. Students understand that even though they may have paid for part or their entire trip, school personnel may deny their participation in the trip. Below is a list of some, but not all, of the reasons they may not be allowed to participate.

1. Two separate offenses of an Extended After School Detention or out-of-school suspension.
2. Failing more than two classes during the current marking period.
3. Absent more than three illegal days.
4. Absent more than 17 total days*
5. Any drug or alcohol offense at school or school events.

*Extended illnesses will be considered on an individual basis.

Senior Class Trip

Seniors understand that even though they may have paid for part or their entire senior trip, school personnel may deny their participation in the trip based upon behavior of the student during the school year. Below is a list of some, but not all, of the reasons they may not be allowed to participate:

1. Three separate offenses resulting in Saturday school or in/out of school suspension.
2. More than three unexcused or unlawful days of school missed.

3. More than 17 days of school missed.
4. Community service hours not completed.
5. Career Paper and Senior Portfolio are not completed.
6. Any drug or alcohol offense at school or school events.
7. **NO** early dismissals on the day of the trip.

Seniors not going on the trip must be in school. All monetary obligations must have been met before first deposit money is paid. Extended illnesses will be considered on an individual basis.

Cellphones

We live in a society that heavily depends upon constant communication and technology. We understand that parents desire to have constant communication with their student, especially if they are involved in extracurricular activities. However, cellphones and the use of technology is privilege, not a requirement at McConnellsburg Middle/High School. We believe there is a time and place for cellphones and the use of technology. Our foremost priorities are the safety and education of our students. To properly do that, we attempt to remove as many distractions as possible. Therefore, teachers are encouraged to set up classroom expectations for cell phones that best suits the educational environment within their classroom. If a student and their parent chooses to assume the responsibility of having a cellphone in their possession at school, we require the following expectations to be upheld:

1. Respect classroom expectations established by the teacher.
2. Use of cellphones for texting (no social media apps) only in between classes and at lunch. At no time should cellphones be used in the restrooms or locker rooms.
3. Earbuds and headphones are not permitted to be used in the hallways between classes. Students may use their earbuds and/or cellphone to listen to music in the classroom if given permission by the supervising staff member.
4. No photos, phone calls, or videos without permission from a staff member.
5. Use in productive ways, not destructive ways like bullying.
6. If contact needs to be made to the student during instructional time (8:05 am to 2:47 pm), notify the front office (717-485-7042) and we will notify the student. We request that students and parents follow the proper procedures for becoming ill at school or leaving school early. If a student is ill, they must first go to the nurse. If a student leaves because they are sick without the nurse's permission, it will be marked as an illegal absence.

We ask that students and parents are respectful of these expectations so students can receive the best educational experience at McConnellsburg Middle/High School. If a student fails to meet these expectations the following consequences can be enforced:

1. 1st offense: a written warning
2. 2nd offense: Taken for day and placed in the "Cell-block" (located in the front office) for the remainder of the day and returned to the student at the end of the day.
3. 3rd offense: Taken for day and placed in the "Cell-block" (located in the front office) for the remainder of the day and the parent will be notified to pick up the phone. Students will also be on phone suspension 5 school days which means they should not be in possession of their phone during school hours.
4. 4th offense: Taken for day and placed in the "Cell-block" (located in the front office) for the remainder of the day and the parent will be notified to pick up the phone. Students will also be on phone suspension 45 school days which means they should not be in possession of their phone during school hours.
5. 5th offense: Taken for day and placed in the "Cell-block" (located in the front office) for the remainder of the day and the parent will be notified to pick up the phone. Students will also be on phone suspension for the remainder of the year and should not be in possession of their phone during school hours.
6. Failure to comply with these expectations may result additional consequences including assignment to the resource room

Counseling Services

The purpose of the guidance program is to be of assistance to students, families, and teachers and to assist in making the educational process as effective as possible. The door is open to all students and parents/guardians. Services

include academic counseling, personal counseling, crisis intervention, referrals and coordination with agencies and professionals outside the school setting, school testing program, career exploration, and postgraduate planning.

Student Assistance Program (SAP)

SAP is designed to improve the quality of education at Central Fulton School District by providing assistance to students troubled by emotional or drug and alcohol related problems. Using school faculty and community resources, SAP focuses on identifying student behavior which adversely affects learning. Students are then confronted with these behaviors and taught alternative methods to achieve success. Referrals may be made by the school faculty and staff, by a student's parents/guardians, or by the students themselves.

Dances

1. The following arrangement must be made through the main office at least one month prior to the dance by the class or group advisor:
 - Complete a building usage form
 - Disc jockey or band
 - Chaperones – 2 teachers
1. Any guest not a student at MMS/HS must be approved by the administration and will be the responsibility of the student who sponsors the guest to our MMS/MHS dances. For general dances, guests must be in at least 6th grade and no one over the age of 20. For Prom: Only students in an 11th or 12th grade will be invited to attend PROM and if they choose to bring a guest, their guest must be in at least 9th grade, but not over the age of 20.
2. Students enrolled in an alternative education program are not permitted to attend an MM/HS dance including the Prom.
3. Guests attending the Prom or other school sponsored dances, must complete a guest form along with a photo ID to the high school office. The guest must be approved prior to the purchasing of tickets.
4. Dances sponsored by outside organizations or held off school property must follow the same guidelines as school sponsored dances.
5. Students must be in attendance for at least a half day (which begins or ends at 11:15) the day of the dance if on a Friday or a full day if the prom is on a Saturday. If students are illegally absent on Friday from school, they will not be permitted to attend the prom on Saturday.

Discipline

The ultimate goal of disciplinary actions is that students will develop better skills to solve future problems that will not require negative consequences to be imposed. It is expected that students will exercise self-discipline. Failure to do so will result in consequences that will increase in severity for repeated offenses.

The discipline code cannot cover all possible contingencies; therefore, there are times the principals must make discretionary decisions. A record is maintained of each student referred to the office for disciplinary reasons. This record is not a part of the permanent record and will be discarded after graduation from high school.

The school may require student attendance at an alternative education site for reasons of persistent disruption of the educational process, other major school infractions, or reasons related to attendance or academics. If the parent or guardian does not agree to such placement, the district will conduct a hearing for the purposes of expulsion.

Consequences

Lunch Detention

Lunch Detention is a negative consequence and requires that a student eat their lunch away from their peers. This may be in the hallway, classroom, or office. It is the responsibility of the student to notify their parent/guardian of this consequence since it does not go beyond regular school hours.

Detention

Detention is the usual form of negative consequence and requires that the student remain after school for a specified period of time. A student may also be assigned an academic detention if they are failing a course. The following rules apply to detentions:

1. Detentions are scheduled on the next available meeting. Notice will be given to the student or parent or guardian at least 48 hours before the time a detention is to be served. Detentions are required to be served at

the time assigned and will not normally be rescheduled. The parent or guardian must make arrangements for the student's transportation home after the detention. Detention servers must leave the building immediately following detention.

2. The student is required to report to the designated detention room by 2:50. Students are considered late through 2:52. Students arriving late will owe five minutes per minute for a maximum of ten minutes. Students arriving after 2:52 will be considered as skipping detention.
3. The student is required to bring school work to complete during the detention time. The detention supervisor shall assign work to a student who is not constructively busy.
4. Students skipping detention will receive an additional ASD. Persistent skipping of detention will result in increasingly severe discipline responses.
5. Teachers have the authority to personally assign and supervise after-school detention under the guidelines stated in number one.
6. Students misbehaving in detention will have to reserve the detention and may face additional consequences.

Extended After School

Extended Detentions (ED) will be held Thursdays after school from 3:00 to 6:00 pm in the library. Students who fail to attend Extended will receive additional consequences up to and including suspensions and alternative education.

Suspensions

Students may be assigned in school, out of school, or social suspensions. If a student receives the consequences of in school suspension (ISS), the student will report to the resource room to serve the consequence. If a student is given out of school suspension (OSS), a student is not allowed on school grounds or in the building during the entire duration of the suspension. If violated the State Police will be called and trespassing charges will be issued. If a student is suspended (in or out of school), their teacher's will be notified so arrangements can be made to complete their assignments.

Infraction Categories

Category I Infractions

1. Vulgar, profane, or inappropriate language
2. Being in an unassigned area
3. Inappropriate public display of affection
4. Disrespectful actions toward other students
5. Inappropriate behavior in the hallway and/or restroom
6. Violation of classroom procedures
7. Violation of dress code
8. Unauthorized eating or drinking in the building (must be clear water in clear water bottle)..see pp. 27
9. No pass in hallway
10. High school student in the Middle School hallway without permission./ Middle school students in the High School hallway without permission.
11. Littering
12. Loitering
13. Tardy to class
14. Not prepared for class
15. Cell Phone Violation (see pp. 17-18)
16. Violation of attendance rules (see pp. 13-14)
17. Tardy to school (see pp. 14)

Category I Consequences

*Notification of parents through Skyward for each referral

*Payment of damages and/or fine, if applicable

*Students may be removed from Co-curricular and/or Extra-curricular activities such as dances, assemblies, field trips, etc.

1. 1 Warning
2. 1 Lunch Detention

3. 3 Days Lunch Detention
4. 1 After School Detention
5. 3 After School Detentions
6. 5 After School Detentions
7. 1 Extended Detention
8. 1 Day In-School Suspension
9. 3 Days In-School Suspension
10. 1 Day Out of School Suspension
11. 3 Days Out of School Suspension
12. 5 Days Out of School Suspension
13. 10 Days Out of School Suspension
14. Alternative Education

Category II Infractions

- Each infraction carries a minimum of 5 detentions
 1. Throwing items
 2. Lying
 3. Bus Misconduct (See pp. 15-16)
 4. Violation of rules of conduct at extracurricular activities
 5. Possession of Lighter
 6. Parking Lot Misconduct
 7. Inappropriate Internet sites (i.e. pornographic sites, chat rooms, Facebook, etc...)
 8. Classroom/Assembly/Hallway/Cafeteria misconduct
 9. Failure to serve detention
 10. Destruction of any other students' property. Restitution must be paid.
 11. Falsifying or using forged school documents/excuses
 12. Cheating/Plagiarism (Repeated Offense) (see pp. 8)
 13. Abusing school equipment or property
 14. Endangering the health or welfare of others
 15. Bullying or harassment of other students (including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability)
 16. Skipping class/lunch or leaving assigned area without permission
 17. Major disturbance
 18. Inappropriate language or behavior towards staff
 19. Defiance
 20. Pushing/Grappling
 21. General Misconduct

Category II Consequences

- *Notification of parents through Skyward for each referral
- *Payment of damages and/or fine, if applicable
- *Students may be removed from Co-curricular and/or Extra-curricular activities such as dances, assemblies, field trips, etc.

1. 5 Lunch Detentions or 1 After School Detention
2. 3 After School Detentions
3. 5 After School Detentions
4. 1 Extended Detention
5. 1 Day In-School Suspension
6. 3 Days In-School Suspension
7. 1 Day Out of School Suspension
8. 3 Days Out of School Suspension
9. 5 Days Out of School Suspension
10. 10 Days Out of School Suspension
11. Alternative Education Placement

Category III Infractions

- Each first infraction carries a minimum of one day suspension.
 1. Disrespect/Defiance to teacher/staff
 2. Fighting – any conflict between individuals which results in physical contact. Persons who intentionally make contact during conflict will be guilty of fighting regardless of offensive or defensive position.
 3. Bullying or harassment of other students with physical contact
 4. Physical and verbal threats to others (student to student)
 5. Petty Theft (under \$50 value)
 6. Defacing school property
 7. Leaving the building without permission
 8. Reckless driving on school property
 9. Introduction of virus or tampering with computer setups without permission
 10. General misconduct
 11. Defacing school property

Category III Consequences

*Notification of parents through Skyward for each referral

*Payment of damages and/or fine, if applicable

*Students may be removed from Co-curricular and/or Extra-curricular activities such as dances, assemblies, field trips, etc.

1. 1 Day In-School Suspension
2. 3 Days In-School Suspension
3. 1 Day Out of School Suspension
4. 3 Days Out of School Suspension
5. 5 Days Out of School Suspension
6. 10 Days Out of School Suspension
7. Alternative Education Placement

Category IV Infractions – Level IV offenses can be violations of the law that poses a threat to the safety of others in the school. In these situations, the state police may be notified. Suspension for a minimum of 3 but not more than 10 days will be assigned by the administration. Alternative placement may be assigned or a formal hearing before the appropriate board committee may be held to determine if expulsion is warranted.

1. Stealing, vandalism, defacing, damaging, or destroying school property. The student will pay the cost of repair/replacement and police may be notified (over \$50).
2. Serious Fight--shall be described as any conflict in which individuals receive physical injury to the point of requiring attention from the nurse or other medical personnel.
3. Attack – shall be described as any conflict which one or more individuals cause harm or injury to another individual or group without any previous aggravation or subsequent recrimination
4. Malicious Behavior toward any employee of the school district.
5. Bomb Threats
 - Making a false bomb threat is a federal offense punishable under the United States Code 18-844e, with a penalty of up to ten years in prison, \$250,000 fine, or both. This also applies to juvenile offenders.
6. Terroristic Threats (excluding bomb threats)
7. Racial/Ethnic Intimidation
8. Possession of any weapon (ex: handgun, shotgun, rifle, knife, cutting instrument, etc)
9. Bullying
10. Harassment – Verbal, Sexual, Racial, or any type of harassment that interferes with the student’s educational process or creates a hostile environment. These behaviors include:
 - Name calling which belittles or degrades another student.
 - Making up lies about another student.
 - Inciting others to gang-up on another student or enticing others to fight.
 - Writing inappropriate notes about another student.

11. These behaviors are deemed both dangerous and unsafe and will not be tolerated. Any student(s) can file charges with the District Magistrate. The school may also enforce the following:
12. Tobacco (including “juling”, “vaping”, and the use of electronic cigarettes) – Possession or use of tobacco within the school area. The current law in Pennsylvania clearly states that the possession or use of tobacco by a minor is a violation of ACT 145 of 1996, Section 6306.1. The following school consequences may be implemented:
A student who possesses or used tobacco in a school building, a school bus or on school property owned by, leased by, or under control of a school district commits a summary offense. Tobacco and/or juling offenses may result in prosecution with the District Magistrate.
13. Possession/use of controlled substance/drug paraphernalia.

Category IV Consequences

- *Notification of parents for each referral
- *Notification of local authorities of suspected criminal action
- *Payment of damages and/or fine, if applicable
- *Students may be removed from Co-curricular and/or Extra-curricular activities such as dances, assemblies, field trips, etc.

1. 1 Day Out of School Suspension
2. 3 Days Out of School Suspension
3. 5 Days Out of School Suspension
4. 10 Days Out of School Suspension
5. Alternative Education Placement

Drug and Alcohol Policy

- **Suspected use** - The possible use of a substance by a student is indicated but there is no evidence of a violation of law or school policy. Students will be referred to the Student Assistance Team to determine further course of action. Students must complete the recommendations of the SAP team.
- **Health/Medical Emergency** – A student demonstrating obvious symptoms of possible substance use, which may include but not necessarily be limited to, staggering, slurred speech, dazed appearance, incoherence, inability to respond, etc. This situation shall be handled as a health problem and a potential emergency.

Violation of Policy

1. The staff member or other person in charge will keep the student under his/her observation at all times until relieved by the administrator.
2. The building principal will be notified.
3. As soon as possible at the scene, a pat-down search of the student’s person will be conducted and witnessed in a discreet manner by a person of the same sex as the student. Any drug paraphernalia or substance shall be confiscated. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, manufacturing, compounding, packaging, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a substance in violation of this policy.
4. When an article is questionable, the decision regarding its definition will be up to the discretion of the administration.
5. The administrator, accompanied by a staff member and the student, will conduct a search of the student and all possessions. Any drug paraphernalia or substance shall be confiscated.
6. The parent/guardian will be notified.
7. The Pennsylvania State Police will be notified.
8. The student will automatically be referred to the Student Assistance Team and seen by the counselor liaison. The student must complete the SAP process and recommendations.
9. **Consequences:**
 - **First offense** - Suspension of ten (10) days out of school. In-School suspension of ten (10) days may be assigned under special circumstances. Informal hearing with the principal shall be offered to the student and student’s parents/guardians prior to the tenth day of suspension.
 - **Second Offense** – Full suspension of ten (10) days out-of-school. Expulsion from school will be recommended minimum will be the equivalent of one (1) semester or the remainder of the school

year, whichever is less. Those students committing the offense just prior to the end of the school year will not be eligible for finals. Finals may be taken if approved by the Board of School Directors after a full hearing. A full due process hearing will be granted by the full Board of School Directors prior to the tenth day of suspension. Final punishment will be determined at this hearing.

Weapons Policy

- Weapons” shall include, but not be limited to: firearms, any knife, cutting instrument, cutting tool capable of inflicting serious bodily injury. The Federal Gun-Free Schools Act of 1994 and the State Act 26 (Safe School Act) requires school districts to expel, for a period of not less than one year, any student who is determined to have brought a weapon onto school property, any school sponsored activity or any public conveyance providing transportation to a school sponsored activity.
- The Central Fulton School District adopts as its policy the mandates of the Federal and State laws. (An exception is made for students with disabilities under the Individuals Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act (Section 504) who can be expelled for only 45 days.) The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

Violation of Policy

1. The State Police will be called to investigate the incident as required by the Act and to prosecute through the Juvenile Justice System.
2. The weapon will be confiscated and turned over to the police.
3. All incidents will be reported to the Pennsylvania Department of Education in accordance with Act 26.
4. Immediate 10 day out-of-school suspension.
5. Expulsion hearing will be held before the full Board of Directors as required by Pennsylvania School Code.
6. If a parent/guardian of a student with a disability requests a due-process hearing, the student shall remain in an alternative educational setting during the dependency of any proceedings conducted unless the parents/guardians and School District agree otherwise.

Dress Code

Clothing generally depicts personality and character. Although students exhibit different tastes in the selection and wearing of clothing, it is important in a public high school that dress reflects good taste. Since the word “taste” can denote different meanings for different individuals, the following guidelines for students have been established in order that their individuality can be maintained. Clothing worn in poor taste, however, cannot be tolerated in an atmosphere where learning is more important than recreation.

1. Shoes causing a safety hazard or disrupting the educational environment are not permitted.
2. No bare midriffs.
3. Shirts with profanity, obscene language, or suggestive pictures, words, or letters are prohibited.
4. Shorts, rompers, or skirts must be at least as long as all fingers when a student fully extends his or her arms and hands at his or her side. Holes in the jeans must also be below this point. Leggings may be worn if the shirt extends to the end of the fingertips when the arm is fully extended.
5. Hats, sweatbands, bandanas, hoods and other head coverings are not permitted.
6. Students may be prohibited from wearing certain articles of dress and/or accessories (including blankets) that might constitute a health or safety hazard, including trench coats.
7. Clothing, buttons, accessories or other insignia that mock, ridicule, or otherwise demean or provoke others because of race, religion, national origin, or individual views are prohibited.
8. Clothing, buttons, accessories or other insignia that condone or promote the use of alcohol, drugs, sex, tobacco, violence, as well as any visible profanity, obscenity or suggestive language are prohibited.
9. Pants must be worn at waist level; nor are pants allowed to drag under the feet.
10. Sleeveless shirts, sleeveless dresses, low-cut tops, spaghetti straps, and strapless attire will not be accepted. Cold shoulder shirts will be acceptable as long as the strap is at least 3 finger widths.
11. Undergarments are not to be visible to others, and this includes bras that are evident through the thin or mesh fabric of a top.

Students who violate the dress code will be required to change before returning to the classroom. Failure to comply will result in consequences up to and including suspensions and alternative education.

Driving Rules and Regulations

1. All traffic laws of the state and borough are in effect on school campuses. Below are additional expectations for student drivers.
 - Excess speed in parking lot
 - Aggressive driving on or off school property.
 - For security and safety of students, attempting to access your vehicle during school hours without permission.
 - Late to school/HR multiple times or have any illegal days of absence.
 - Absent more than 10 days of school, will be reviewed (see handbook for attendance).
 - Driving to school without permit from school.
 - Leaving early without written parent permission or without following proper procedures.
 - Using cell phone while driving on school grounds.
2. It shall be the student's responsibility to notify the office should any information change that is recorded on the application form, such as change in vehicle or license number
3. Unregistered vehicles will be subject to fines or towing at the owner's expense.
4. School buses have right of way during arrival and departure. Student drivers should not impede the flow of bus traffic by pulling out in front of them.
5. Under no circumstances are any vehicles, other than approved school transportation, permitted to enter the bus loading/unloading zone in front of the high school between 7:30 and 8:30 am and 2:30 to 3:00 pm on school days. Parents are encouraged to drop their son or daughter off in the high school parking lot or next to the designated high school visitor parking spaces.
6. Students are not permitted to park in the teacher's spaces during school hours. This includes students who arrive after the start of the school day; including, but not limited to those students who participate in Co-Op, Senior Challenge, or attend college classes.
7. Parking permits must be hung on the back of the rearview mirror. If lost, the driver must pay \$5.00 to replace the permit. Permit must be turned in upon graduation or a \$5.00 fee will be charged.
8. Parking must be front in (space number). Failure to comply with parking regulations will result in suspension of parking privileges.
9. The Central Fulton School District has authorized the use of Drug Detecting Dogs. All students need to be aware that the search will be periodic and unannounced and will include all lockers and vehicles on school grounds.
10. Students must receive permission from the high school office if they need to access their vehicle during school hours.
11. If a student driver is leaving the school year, they will follow the same procedure as all other students. Written or verbal notification from their guardian must be given to the attendance secretary prior to dismissal from school.
12. Students who fail to observe parking guidelines on a repeated basis shall lose parking privileges.
 - Upon recommendation of the principal the first violation will generate a warning. The offense will be documented on Skyward.
 - A second offense will be cause for a two-week suspension of driving privileges. The offense will be documented on Skyward.
 - A third offense will result in a final suspension from driving on school property for the remainder of the school year.

In the event a very flagrant or serious violation of driving privileges, sanctions A and B may be bypassed.

Drug Detecting Dogs

The Central Fulton School District has authorized the use of Drug Detecting Dogs at the McConnellsburg Middle and Senior High School and Elementary School. All students need to be aware that the search will be periodic and unannounced and will include all lockers and vehicles on school grounds. The administration may also perform random, periodic and unannounced drug swipe tests on student lockers.

Emergency Drills

Regular drills are required by law in order to keep students and staff familiar with evacuation procedures. It is the responsibility of all students to participate in emergency drills and follow orders given during drills. Failure to comply can result in consequences up to and including criminal charges.

Enrollment/Withdrawal Requirements

Enrollment

The student to be enrolled must live with his/her parents/guardians who are residents of the Central Fulton School District **OR** an application questionnaire must be completed to establish that a parent/guardian or individual residing in the Central Fulton School District has custody or guardianship of the student. A completed Act 26 form to verify that the student has not been suspended or expelled from his/her previous school district for a weapons violation. Receipt of academic, special education (when applicable) and health records from the child's previous school district. If the records have not been brought with the student, our school will request these records upon a signed release form from the parent/guardian. Students will not be able to start until all of the above records are received. A student whose last school district placement was alternative education will be enrolled into a similar alternative education placement by the district of residence.

Withdrawal

Students who plan to terminate their education either by quitting school or transferring to another school district are required to meet with the guidance counselor at least one school day before the date of withdrawal. Parents are required to accompany their student when withdrawing from school. Students will be responsible for getting their teachers to initial the school's withdrawal form. Failure to return all texts and other school owned property will require payment to replace the lost materials. Homeroom obligations and other debts are also to be paid before final withdrawal.

Health Services

A School Nurse and/or Licensed Practical Nurse are on duty during the regular school day. Unless there is an emergency, the student must be excused by the subject teacher or study hall teacher to go to the nurse's office with a pass from the teacher. The nurse or designee will decide if it is necessary for the student to be excused from school. If a student goes home because of an illness without being seen by the nurse, the absence will be considered illegal. The student must see the nurse for it to be deemed an excused absence.

If your child is ill, keep him/her home. Do not send your child to school if their temperature is 100 degrees or higher. Your child should be kept at home until he/she is fever free for 24 hours without fever reducing medication (Tylenol or Ibuprofen).

Please complete the Emergency Information Update form that is sent home at the beginning of the school year. Please notify the nurse when any information changes throughout the school year; including new health conditions, allergies, medications, and phone numbers.

The Pennsylvania State Health Law mandates annual vision screening for all students; annual hearing screening for students in grades K, 1, 2, 3, 7, and 11; a dental examination for students upon entry into school and in grades 3 and 7; and a physical examination for students upon entry into school and in grades 6 and 11. Annual heights and weights are recorded for all students.

Each year the school dentist and school physician complete exams at the school for those students without private exams. If the completed private forms are not returned for your child by the date the exams are scheduled, they will receive their exams by the school dentist or physician.

Immunizations

No child will be admitted to school unless all of the state required immunizations are met. The requirements are:

- 4 doses of tetanus and diphtheria, given as DTP/DtaP/DT/Td (1 dose after 4th birthday)
- 4 doses of polio
- 2 doses of MMR (measles, mumps, rubella)
- 3 doses of hepatitis B (properly spaced)
- 2 doses of varicella (chickenpox) or history of disease

Children entering 7th grade will need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

Children entering 12th grade will need:

- MCV (meningitis) second dose- must provide proof by first day of school. If the first dose was given at age 16 or older, that dose will count as the twelfth grade dose and no further doses will be required.

Students who enter a Pennsylvania school from another state or country are permitted a 30-day grace period to obtain their immunizations. Students who have at least one dose of all required immunizations and are in the process of completing their immunizations must provide within the first five day of school a medical plan, signed by a physician or health department, for obtaining all of the required immunizations. This medical plan must be followed and is to be reviewed by the school nurse every 30 days.

Exemptions for medical reasons and religious beliefs are allowed provided documentation is filed with the school nurse. If your child is exempt from immunizations, they will be removed from school during an outbreak.

Insurance

Any time a student is injured and has school insurance coverage (school time, 24 hour, or athletic) he/she should come immediately to the nurse's office and request an insurance claim. Students are encouraged to purchase an insurance policy. Parents are reminded that these accident insurance policies are just accident policies and not general health policies. It is highly recommended that all students have some type of health care insurance coverage.

Medications

It is the procedure of the Central Fulton School District to administer prescription and nonprescription medication only when absolutely necessary. Emergency medication must be provided by the parent/guardian for those students that require emergency medication to be kept at school.

If it is necessary to take medication at school the followings steps must be taken:

1. All prescription and over-the-counter medications require a doctor's order.
2. A Medication Order Form must be obtained from the nurse's office and filled out by the doctor.
3. The parent/guardian must sign the Authorization on the Medication Order Form.
4. The Medication Order Form must be returned to the nurse's office with the doctor's order completed and the Authorization signed by the parent/guardian.
5. Asthma inhalers must also have an Asthma Action Plan completed by the physician and signed by the parent/guardian. This form can be obtained from the nurse's office. Students with asthma may need to carry his/her inhaler with them; this will be permitted with a doctor's order. The student must report to the nurse's office immediately following the use of the inhaler.
6. Students with food allergies need to have a Food Allergy Action Plan completed by the physician and signed by the parent/guardian. This form can be obtained from the nurse's office. The student is permitted to carry his/her EpiPen with them.
7. Students with bee sting allergies need to have a Bee Sting Allergy Action Plan. This form can be obtained from the nurse's office.
8. Students with diabetes need to have a Diabetes Action Plan. This form can be obtained from the nurse's office.
9. Prescription and over-the-counter medication must be in the original container. Inhalers and EpiPens must be in their original box. (The pharmacy can provide an extra labeled container for prescription medications.) Sending medications in a plastic bag, envelope, or other container is not acceptable and will not be administered to the student.
10. The parent/guardian must bring the medication to school.

It is the student's responsibility to come to the nurse's office to receive his/her medication. The school and its staff are not responsible for the benefits or consequences of the prescribed medication.

The nurse will provide emergency first aid only. The nurse will not diagnose or administer medication unless prescribed by a physician. It is recommended that the parent/guardian of any student on prescription medication get in touch with the nurse.

Pediculosis (Head Lice) Policy

The following administrative guidelines will be used to enforce this policy.

1. As soon as possible in the school year, all elementary children will be examined for lice or nit infestation by school personnel designated responsible for the task. Secondary students who have direct relationship or link with an elementary student found to have head lice or nits will be examined.
2. Those children found to have lice or nits are to be sent home immediately.
3. Children returning after lice treatment and /or nit removal will need to be examined by the designated school personnel prior to readmission to the classroom. Children returning after lice treatment must be brought to school by a parent/guardian so that if they are not nit-free, they can be sent home immediately.
4. Parents/Guardians of children found to have lice or nits shall be given five school days marked legally absent. Absences beyond 5 shall be considered illegal. Continued outbreaks will result in a report filed with Children Services.

Homework

We believe homework is an acceptable practice and as such becomes an essential part of the total education of the student when it provides the opportunity for the student to: practice, apply, integrate, or extend school learning, reinforce independent work-study skills, use school and community resources and develop self-discipline. The McConnellsburg Middle School/High School has academic tutoring available three days a week after school for those who need additional help with homework/coursework. This service is free of charge and is available Mondays, Tuesdays, and Wednesdays from 2:50-3:30pm during the school year. The Fulton County Partnership in cooperation with the school district also provides "Check & Connect" services which is also a free service during the school day throughout the week and after school on Thursdays until 3:45pm. If your son/daughter needs any academic support or organizational support, please take advantage of these two programs.

Teacher Responsibilities:

1. Provide Rigor and Relevance using state standards and assessing by Depth of Knowledge (DOK) criteria.
2. Focus on depth of student learning not scope of material covered.
3. Review all expectations/requirements of class syllabus on Day 1.
4. Customize instruction that is aligned with student career objectives.
5. Hold students accountable for their learning through school policy.
6. Contact parents of any child that is failing and maintain documentation of communications.

Student Responsibilities

1. Expect Rigor and Relevance using state standards and assessing by DOK criteria.
2. Remember the following four words: Respect, Responsibility, Accountability, Self-discipline.
3. Think at all times.
4. Restate and clarify.
5. Budget your time.
6. Take the initiative.

Parent/Guardian Responsibilities

1. Expect Rigor and Relevance using state standards and assessing by Depth of Knowledge criteria.
2. Be familiar with a student's passport book.
3. Provide feedback to the school.
4. Encourage and seek to motivate the student to fulfill his/her responsibilities outlined above.
5. Provide the work atmosphere conducive to and time necessary for completion of assignment.
 - Have a quiet place for the student to study.
 - Check homework every night.
 - Make sure the student gets a good night's sleep.
 - Be sure to get the student to school on time.
 - Talk with the students about what they're learning and doing in school.
 - Encourage self-confidence and self-discipline in the student.

Library Services

The McConnellsburg Middle and High School is a learning center that provides materials, services and facilities to meet the information needs of the instructional programs of the district. The library helps to ensure that students and staff are effective users of ideas and information. This is done by providing access to information in all types of formats and by providing instruction in the ability to find and use this information. Students who have outstanding obligations to the library will not be permitted to sign out any library materials.

Lockers and Corridors

1. Students are to report to the cafeteria or gym prior to 7:55 a.m. At 7:40, students may enter through the front doors of the main lobby and wait until 7:55. It is important for students to eat breakfast every morning. Therefore, a breakfast cart will set up in the gym lobby so that students can eat breakfast prior to going to their first period class. All breakfast foods and drinks (except clear water) must be consumed prior to leaving the gym lobby area. Food and drink to be consumed as part of the student's lunch shall remain in the locker unopened until the student is seated in the cafeteria. Otherwise, students are permitted to carry and consume only clear water in clear bottles.
2. The school district will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, and any other items of a personal nature are the responsibility of the student, employee, or person while he/she is in the school facility. Students are encouraged to put a lock on their hallway locker to secure their belongings. The combination or copy of the key should be given to their homeroom teacher.
3. Students are not permitted to loiter around the building or wander in the halls at any time.
4. All students must be in their 1st period class and seated by 8:05 or they will be considered tardy to school.
5. Any student in the corridor during class periods must have a pass from their assigned teacher.
6. Students are not permitted to:
 - Run, loiter, push or shove in the corridor or on the stairs.
 - Interrupt classes that are in session.
 - Sit on window ledges or heating units.
7. Students who are not involved in extracurricular activities under the supervision of school personnel are to be cleared of the building by 3:00 p.m.
8. The school district provides a hall locker and a gym locker, both of which should be kept locked at all times. Students are discouraged from keeping valuable personal items in their lockers.

Locker Searches

The hall and gym lockers are owned by the Central Fulton School District. They may be searched or inspected by the school administration without warning. When practical, the student may be asked to be present. Whenever the search of a student's locker is prompted by reasonable suspicion that the contents of a student's locker pose a threat to health, welfare, or safety, the administrator may open the locker as soon as it is necessary to do so to protect the persons and property in the school without prior warning to the student.

Lunch Programs & Periods

The Central Fulton School District participates in the federal free and reduced lunch program. Any interested student or parent should contact Raquel Ritter at the District Office, ritter@cfsd.info, 717-485-7074 for application instructions.

If you have other siblings in the district, you will all be listed under one payor, sharing one meal account. Whatever payments are deposited will be for everyone on that meal account to share.

There will be no charging of Ala Carte' items. Students who owe on their meal account will not be allowed to buy Ala Carte' items until the meal account has a positive balance (enough to cover Ala Carte' item) or cash in hand.

To encourage good nutrition, a well-balanced meal is offered at a reasonable price. Students are to report directly to the cafeteria during their lunch periods.

Lunch "A" (11:25 am – 11:55 am)

Lunch "B" (12:08 pm – 12:38 pm)

Lunch "C" (12:51 pm – 1:21 pm)

To maintain proper sanitary conditions, the cafeteria management and your fellow students will especially appreciate your cooperation by:

1. Avoiding loud talking and unnecessary noise.
2. Depositing all lunch litter in the proper container.
3. Returning all trays and utensils to the dishwashing area.
4. Leaving the table and floor around your area in a clean condition for the use of other students.
5. Restaurant deliveries are prohibited except when pre-approved in advance by administration.

Students who abuse cafeteria privileges or procedures will be assigned appropriate clean-up duties under the supervision of cafeteria lunch duty monitors.

Military Access

Both federal and state laws require that school districts provide military recruiters access to secondary school students-- names, addresses and telephone listings of junior and senior year students when requested. If you want the school to exclude your child's information from the list, you must submit a written request to the guidance office by September 30 of each year. Military recruiters are entitled to request and receive these lists throughout the year. The same is true if a parent wishes to prohibit the school from using photographs or other recordings of a student for the purposes of promotion or education online, in print, or in other media.

National Honor Society

Selection Procedure

To be eligible for membership in the **Junior National Honor Society** the candidate must be a member of the eighth or ninth grade. To be eligible for membership in the **National Honor Society**, the candidate must be a member of the sophomore, junior, or senior classes. Candidates must have a scholastic average of 3.25 on a 4-point scale, then be evaluated on the basis of service, leadership, and character. **Service** - willingness to promote the best interest of a class, a club, or the school and maintenance of a loyal school attitude. Students should belong to at least two activities. **Leadership** - initiative in promoting activities, to hold school offices, committee chairmanship, and other positions of responsibility in class and club projects. **Character** – displays integrity, positive behavior, reliability, promptness, morality, cooperation and ethics.

1. All students are screened, and those with a 3.25 or above grade point average are identified.
2. The student is then notified and given a student activity form to complete with a specified date of return. The student will also need two letters of recommendation and must give a speech to the Faculty Council speaking on their attributes to the Core Values. Students must have completed 15 documented community service hours approved by the NHS advisor prior to the selection process. The forms also contain a cover letter to prospective members and parents/guardians. Any candidate who does not complete a form will not be considered.
3. Discipline referrals and attendance/tardies are checked.
4. Each faculty member is provided with a list of potential candidates and need only submit non-recommendations accompanied by reasons to the NHS advisor.
5. The Faculty Council, with the NHS advisor overseeing the process, determines the final vote for induction. The faculty committee consists of 5 members and the NHS advisor.
6. Non-selected members may appeal to the Principal within 5 school days from date of letter. All information will be reviewed and a final decision made.

Dismissal Policy

Once a student is selected for the National Honor Societies, he/she must continue to follow the established guidelines used in the selection process. Failure to do so will result in removal. The principal is the final appeal in dismissal cases, not the NASSP division of the Student Activities.

1. The student must maintain the 3.25 cumulative average. If the average is not maintained, the student will go on probation for one marking period. If the average is not regained after one marking period, the student will have the right to appear before the Committee before a final decision regarding continued membership is determined. A student may only be placed on probation one time.
2. Mandatory participation is required in all organized service projects (one per marking period) and fundraising events (one per semester). Membership dues must be paid by the set deadline each fall. Attendance is mandatory for any NHS/NJHS sponsored event. Failure to attend any event shall result in one warning and the member shall be in poor standing. A second non-participation or absence will result in

dismissal from the Society. The student will have the right to appear before the Faculty Council to determine a final decision regarding membership.

3. Cheating, disciplinary and/or attendance problems will be referred to the Faculty Council for review.
4. According to National Honor Society Guidelines, Junior members must go through the entire application and induction process again before entering the Senior National Honor Society.

Once dismissed from Senior National Honor Society or Junior Honor Society, the student cannot become a member again of that society.

Non-Discrimination Policy

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or online program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship. No preschool, elementary or secondary school pupil enrolled in our school district will be intimidated based on race, color, national origin, age, sex, handicap, or creed, if this should occur consequences will be assigned by the administration. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights in regards to their child's educational records.

Obligations

Students with outstanding obligations (financial, discipline, etc.) will not be permitted to attend any school function until the obligation is satisfactorily met. Examples include but are not limited to: Jam Session, Field Trips/Class Trips, Jr./Sr. Prom, Graduation. Arrangements for payment can be made in the main office.

Responsibility for School Property

Students and parents or guardians shall be liable for school property lost, damaged, defaced, or destroyed. Textbooks are on loan to students and they are responsible for them until the books are returned to the instructors. Reimbursement of lost or damaged books will be paid by the student assigned regardless of how damage or loss occurred. Students and parents/guardians will be notified about the damaged or unaccounted for items and the replacement cost. If no payment is received, legal action will ensue. Students with outstanding obligations will not be permitted to attend school functions until those debts are paid.

Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students August 2020

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Kelly Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
SCHOOL DISTRICT OFFICES			
Central Fulton School District Dr. Janet Foor 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-7060	Forbes Road School District Forbes Road High School Ms. Laurel Keegan 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Tara Will 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024

NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11		814-542-2501	
Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051			
CHARTER SCHOOLS			
New Day Charter School		814-643-7112	Stone Valley Community Charter School
Ms. Jenna Morgan			814-667-2705
-256 South 5th Street.			Ms. Cheryl Casner
Huntingdon, PA 16652			13006 Greenwood Road
-109 Industrial Circle			Huntingdon, PA 16652
Mifflintown, PA 17059			
PRISONS			
Huntingdon County Prison		814-641-2104	Mifflin County Prison
Mr. Chris Evans			717-248-0148
2400 Cassady Avenue, Suite 2			Ms. Cindi Marsh
Huntingdon, PA 16652-2602			201 Eighth Street, Highland Park
			Lewistown, PA 17044

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Use of Technology and Computers

When students use technology at school, they are agreeing to follow two policies: an “Acceptable Use Policy” 815 and a “Bring Your Own Device (BYOD)” policy 815.1. Both of these policies can be found on the technology page of our district website at www.cfsd.info.

It is strongly recommended that every student’s device be protected through the CFSD school protection plan as part of participating in the 1:1 Chromebook initiative. All students in the grades 5-12 will be issued a Chromebook. Upon completing 8th grade and/or graduation, students may assume ownership of the Chromebook according to the following scale (beginning with the Class of 2022):

4 years of protection plan and a payment of \$0	2 years of protection plan and payment of \$50
3 years of protection plan and a payment of \$25	1 year of protection plan and a payment of \$75

**All Student accounts must have a \$0.00 balance before the Chromebook will be released.

**Class of 2020 will need to have purchased two years of the protection plan; Class of 2021 will need to have purchased three years of the protection plan.

Cost

The cost of the protection plan is \$25 per school year. Students will only be permitted to purchase two protection plans per year. Please make a check or money order payable to Central Fulton School District. In the case of financial hardship, please see Dr. Ramsey, Middle/High School Principal.

Coverage Includes – One claim per coverage year:

Damage	Theft – All theft claims must have a police report filed within 5 days of theft	Accidental
	Natural Disasters	Screen damage
	Replacement Charger	Power Surge
		Fire
		Vandalism

Any student who intentionally damages their chromebook will be responsible for the full cost of their repairs.

Students need to come prepared to class each day with their chromebook charged and ready for use. Chromebooks are oftentimes used in place of textbooks and should be brought to class daily, charged and ready.

While students should read both policies completely, students and parents need to be aware of some important highlights. The District provides computers, network, wifi, Internet, and other resources for *educational use* only. Our network has monitoring and recording capabilities, and all Internet traffic is monitored and logged. Students should have no expectation of privacy when using any computer or Internet resource. Attempting to access inappropriate content, another user's account, or any system to which one has not been granted access is strictly prohibited.

If students choose to bring their own electronic devices to school (cell phone, iPod, laptop, etc), they are still agreeing to follow both policies. Use of a personal device, whether connected to District wifi/resources or not, does NOT make one exempt from these policies. The District assumes no responsibility for personal devices and will not provide technical assistance for it. Use of devices must be specifically allowed by a teacher, the principal, or other school official, and must be for educational purposes only. At all times, students are strictly prohibited from recording video, audio, or photographs without permission from those being recorded and from a teacher, the principal, or other school official.

Appropriate Use of Computers

The Central Fulton School District has adopted policy regarding appropriate use of computer networks. There are specific guidelines which students are required to follow. Central Fulton School District provides computer equipment, computer services, and network access for educational purposes only. These services are provided to improve learning and teaching through research, teacher training, administrative support, collaboration, dissemination, and use of materials and resources. Access to networks both inside and outside of the Central Fulton School District carries with it the responsibility for proper use of these resources and Central Fulton School District computing facilities. Central Fulton School District recognizes the fact that most computer users are responsible, thoughtful users. However, the actions of irresponsible users can disrupt and interfere with the rights of all users.

Definition – Educational purposes are defined in this regulation as those purposes directly related to a Central Fulton School District assignment, project, job, and function for which the user is responsible.

Guidelines

1. Network users are often allowed to access other networks. Each network or system has its own set of rules. Actions that are routinely allowed on one network or system may be controlled, or even forbidden on other networks. It is the responsibility of the user to abide by the rules of every network or system.
2. Inappropriate network use may result in termination of network privileges, disciplinary actions and/or other actions determined appropriate, including legal action.
3. Central Fulton School District is not responsible for all of the information found on networks outside of the Central Fulton School District organization, and Central Fulton School District does not have control over information residing on other systems to which there is access through the Central Fulton School District. Some systems outside the Central Fulton School District may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
 - Central Fulton School District does not condone the use of access to such information.
 - Central Fulton School District cannot eliminate access to information that is offensive or illegal and residing on networks outside of the Central Fulton School District organization.
 - Central Fulton School District limits access to objectionable materials, and forbids the importation of such information or material into any computer or network within the Central Fulton School District.
 - Users are responsible for their actions when accessing information on networks.
 - Central Fulton School District is not responsible for information that may be lost due to system interruptions.
4. Users are expected to keep their disk storage at an acceptable level. Unnecessary files should be removed on a regular basis.

- System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.
- System administrators also reserve the right to moderate, monitor, and modify the network hardware, software, and communications.

5. Users are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be

treated as the sole responsibility of the account name.

6. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and

conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide to

appropriate use of computer facilities and network resources. The following are examples of network use infractions that are

prohibited:

- Using the network for purposes other than educational.
- Systems tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.)
- Using obscene, vulgar, abrasive, or inappropriate language, pictures, or other material.
- Knowingly introducing viruses.
- Vandalizing, including equipment damage and willful tampering with data or software.
- Attempting to read, delete, copy or modify the electronic mail of other users.
- Attempting to decrypt passwords.
- Attempting to gain an unauthorized higher level of network privilege and access.
- Attempting to gain unauthorized access to remote systems.
- Deliberately interfering with other users.
- Attempting to libel, slander, or harass other users.
- Permitting others to use your personal e-mail messages.
- Sharing passwords
- Forging or attempting to forge e-mail messages.
- Unauthorized copying or transferring of copyrighted materials or any other violation of copyright law.
- Placing copyrighted material in the network without permission of the author.
- Plagiarizing which is taking someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- Using networks for illegal activities.
- Using commercial advertising, chain letters, non-educational games.

Work Permits

The guidance office will issue general and vacation employment certificates. General employment certificates may be issued only under special conditions. Vacation employment certificates entitle a minor, fourteen to seventeen years of age, to work at a time that does not interfere with school attendance. To receive a work permit the student must bring evidence of age (birth certificate, baptismal certificate, etc.) and be accompanied by a parent/guardian to the guidance office.