



CHARTIERS-HOUSTON HIGH SCHOOL
2024-2025
STUDENT / PARENT
HANDBOOK

TABLE OF CONTENTS

Welcome.....	1
Administration/Board of Education.....	2
Secondary Staff.....	2-3
Alma Mater.....	4
Bell Schedules for Jr. / Sr. High.....	5
School Calendar.....	6-7

PART I-GENERAL INFORMATION

Academics.....	8-10
(Graduation Requirements, Report Cards, GPA, Grading Scale, Class Rank, Honor Roll, NHS, Add & Drop Classes, Independent Study, Retention, Student Records, Change Address, Withdrawal)	
Attendance.....	10-13
(Absences, Early Dismissals, Tardies, Education Trips, Make-up Work, Requesting homework)	
School Counseling & Support Services.....	13-14
(Counselor, Social Worker, Student Assistance Program, Transcripts, College Information)	
Athletics.....	14-16
Student Information.....	16-20
(Books, Laptops, School Property, Dances/Prom, Debts, Obligations, Closings/Delays, Fire Drills, Clubs, Field Trips, Hall Passes, Lockers, Lost & Found, Money/Valuables, Visitors, Work Permits, Health Services, Medications, Food Services)	

PART II-STUDENT CODE OF CONDUCT20-34

Parent Signature Page **(Mandatory)** needs to be submitted online through Skyward

Dear Students and Families,

Welcome to Chartiers-Houston Jr./Sr. High School, where every student is valued and celebrated as a Buccaneer! As we prepare for the new school year, we are dedicated to fostering academic excellence, promoting athletics, and providing diverse opportunities for growth.

Our school is committed to creating a positive, inclusive environment where honesty, communication, empathy, and collaboration are core values. We believe in empowering students through leadership and ensuring their success and well-being in every endeavor.

Together, let's make this year at Chartiers-Houston memorable and rewarding. We look forward to supporting each student's journey to achieve their full potential.

Sincerely,
Dr. Lesnett
Dr. Havelka
Mrs. Steffen

This handbook provides a broad overview of Chartiers-Houston School District policies, guidelines, rules, regulations, and practices, all of which are guided by the School Board Policies adopted by the Board of Directors. The detailed School Board Policies are available on the District website.

CENTRAL ADMINISTRATION

Dr. Gary Peiffer.....Superintendent
Dr. Anne Rose.....Director of Special Education
Mrs. Laura SholaBusiness Manager
Mr. Mike Czulewicz Supervisor of Buildings & Grounds
Mr. Randy St.Cyr..... Food Service Manager
Mrs. Julie Albright..... Sec. to the Business Manager/Accounts Payable/Transportation
Ms. Savannah Ammons..... Secretary to the Superintendent
Mrs. Kellie Gales.....PIMS/ACCESS Coordinator – Registrar
Mrs. Louise Reese.....Attendance Aide
Mrs. Amy Roberts.....Admin. Assistant/Student Services/Payroll/Human Resources
Mr. Scott Sakai..... Technology Director / Athletic Director
Mr. Brian Siege.....Chartiers-Houston School District Police Officer

BOARD OF EDUCATION

Shelly Brose	President
Michael Kolovich	Vice President
Melanie Rush	Secretary
Robert Mele	Treasurer

Jay Johnson
Laurie Popeck
Richard Hall
Ashley Moss
Jenna Baer
Peacock Keller-*Solicitor*

CHARTIERS-HOUSTON HIGH SCHOOL SECONDARY STAFF

Dr. Christian Lesnett.....Principal
Mrs. Leyna Steffen.....Senior High Assistant Principal
Dr. Jeff Havelka.....Junior High Assistant Principal
Beth Crouch.....Secretary to the Principal
Lori King..... Secretary to the Assistant Principal & A.D.

Suzanne Ashmore.....	Social Studies
Stephanie Bell.....	Mathematics
Stan Block	Biology
Marcia Bock.....	Instructional Aide
Heather Bonanno.....	Chemistry
Merry Cerneskie	French
Tami Coole.....	H.S. Office & Counseling Aide
Shirley Cratsley	
Kerry Drilak.....	Gifted Support
Lisa Elliott.....	Instructional Aide
Richard Fersch	Learning Support/Social Studies
Terry Fetsko	Social Studies
Tara Finfrock.....	Learning Support /English
Michael Fulton	Art
Erin Gasper	English
Justin Gavazzi	Learning Support/English
Katlyn Gordon	Mathematics
Sam Guarino	Digital Media Specialist
Bryan Hanrahan	Spanish
Abby Hollandsworth.....	Instructional Aide
Camerin Howanec.....	Building Substitute
Teresa Huff.....	E.S.L.
Jennifer Ireland.....	English 7
James Jaskowski.....	Social Studies
Patrick Jennings	Mathematics
Carol Kee	Mathematics
Brooke Kern.....	IU # 1 School Psychologist
Caroline Kline	Mathematics
Michael Large	Science/Biology
Maureen Lucas	Nurse
Andy Manion	Physics
Rachel McBride	Wellness / Phys.Ed.
Sean McNally	Guidance
Kristen Miller	Instructional Aide
Melissa Novak	Mathematics
Jennifer Penak	Learning Support/Science
Adam Petras	Social Studies
Yolanda Potts	Business Education
Christina Roessler	Teen Outreach Counselor
Dave Rullo.....	Lifeskills
Allison Schomer	Long Term Math Substitute
Jennifer Shaw	English
Jessie Simpson	English/Emotional Support
Robert Smokovich..	Instrumental Music/Band
Karol Snead	Social Worker
Nicole Tafe	Vocal Music
Scott Tomsic	Technology Education
Rich Tranquill	Social Studies
Rebecca Vlainich	Family and Consumer Science
Garrett Vulcano	Wellness / Phys. Ed
Steve Whitfield	Science 7
Bethany Zyra.....	English 8

Alma Mater

(Tune – The Halls of Ivy)

Oh to thee dear Alma Mater
Your song we proudly sing
And down your sacred halls
Our voices ever shall ring.
May we all sing loud her anthem
And proclaim abroad her fame
Maroon and gold thy colors bold
Ring out proud Chartiers name.
The days that hurry by whisper a lullaby
Of happy times amid thy hallowed walls
With voices that are heard
Fond memories are stirred
Of friendships true that live in memory
And the pride and love within us
As time goes fleeting by
Grow strong and dear year after year
For Chartiers-Houston High.

*Stand when the Alma Mater is being played.

BELL SCHEDULE FOR SENIOR HIGH

REGULAR SCHEDULE			2 HOUR DELAY (NO QRT)			1 HOUR EARLY RELEASE (NO QRT)		
Warning Bell	7:32		Warning Bell	9:32		Warning Bell	7:32	
Period 1	7:35	8:15	Period 1	9:35	10:05	Period 1	7:35	8:15
Period 2	8:19	8:59	Period 3	10:09	10:39	Period 2	8:19	8:57
Period 3	9:03	9:43	Period <u>5</u>	10:43	11:13	Period 3	9:01	9:39
QRT	9:47	10:16	Period <u>6</u>	11:17	11:47	Period 9	9:43	10:21
Period <u>4</u>	10:20	11:00	Period <u>7</u>	11:51	12:21	Period <u>5</u>	10:25	11:00
Period <u>5</u>	11:04	11:44	Period <u>4</u>	12:25	12:55	Period <u>6</u>	11:04	11:39
Period <u>6</u>	11:48	12:28	Period 8	12:59	1:29	Period <u>7</u>	11:43	12:18
Period <u>7</u>	12:32	1:12	Period 9	1:33	2:03	Period 4	12:22	12:57
Period 8	1:16	1:56	Period 2 (Announcements)	2:07	2:09	Period <u>8</u> (Announcements)	1:01	1:03
Period 9	2:00	2:40	Period 2	2:09	2:40	Period 8	1:03	1:40

BELL SCHEDULE FOR JUNIOR HIGH

REGULAR SCHEDULE			2 HOUR DELAY			1 HOUR EARLY RELEASE		
Warning Bell	7:32		Warning Bell	9:32		Warning Bell	7:32	
Period 1	7:35	8:38	Period 1	9:35	10:15	Period 1	7:35	8:35
Period 2	8:41	9:44	Period 2	10:18	10:57	Period 2	8:38	9:38
QRT	9:47	10:16	Period 4	11:00	11:39	QRT	9:41	10:11
Period <u>3</u> LUNCH	10:20	11:00	Period 5	11:42	12:21	Period 4	10:14	11:14
Period 4	11:04	12:07	Period <u>3</u> LUNCH	12:25	12:55	Period 5	11:18	12:18
Period 5	12:10	1:12	Period 6	12:59	1:29	Period <u>3</u> LUNCH Period <u>6</u>	12:22	12:57
Period 6	1:16	1:56	Period 7	1:33	2:03	(Announcements)	1:01	1:03
Period 7	2:00	2:40	QRT	2:07	2:40	Period 6	1:03	1:40

2024-2025 CHARTIERS-HOUSTON SCHOOL DISTRICT (Detailed School Calendar)

<u>2024</u>		
August	19, 20 21 22	In-Service Day Clerical Day First Day for Students
September	2 19 24	Labor Day – Holiday High School Open House 6:30 - 8:30 Mid Marking Notices # 1 Distributed
October	11 14 25	In-Service Day End of 1st - 7 Weeks *(2nd 7 wks starts 10/15) End 1st - 9 Weeks (2nd 9 wks starts 10/28)
November	1 11 27 27 28, 29	Report Cards Distributed Parent/Teacher Conference--Act 80 One Hour Early Dismissal Mid-Marking Notices # 2 Distributed Thanksgiving Break
December	2 6 20 23-31	Thanksgiving Break End 2nd – 7 Weeks *(3rd 7 wks starts 12/9) One Hour Early Dismissal Holiday Break
<u>2025</u>		
January	01 13 20 20	Holiday Break End 2nd -9 Weeks/ First Semester Ends *(3rd 9 wks starts 1/14) Clerical Day Report Cards Distributed
February	7 14 17	End 3rd – 7 Weeks *(4th 7 wks starts 2/10) In-Service Day Mid-Marking Notices # 3 Distributed
March	7 20 27	In-Service Day End of 3rd 9 Weeks *(4th 9 wks starts 3/21) Report Cards Distributed
April	2 16 17, 18, 21 25	End of 4th - 7 Weeks *(5th 7 wks starts 4/3) One Hour Early Dismissal Spring Break Mid-Marking Notices # 4 Distributed
May	9 10 26 28 29 30	*CHHS Jr/Sr Prom Kennywood Day Memorial Day – Holiday Clerical Day Last Day for Students Graduation

2024-2025 Chartiers-Houston School District Calendar

Board Approved: 01.08.2024 Revised 05.20.2024

04 Independence Day

JULY 24'						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 25'						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

01 New Year's Day
15 M.L. King Day/
20 Clerical Day

T- 22 S- 21

19 In-service Day
20 In-service Day
21 Clerical Day
22 First Day of School

AUGUST 24'						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 25'						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

14 In-Service Day
17 Presidents' Day

T- 20 S- 19

02 Labor Day

SEPTEMBER 24'						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 25'						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 In-Service Day

T- 21 S- 20

11 In-Service Day
14 Columbus Day
31 Halloween

OCTOBER 24'						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 25'						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17-21 Easter Break

T- 19 S- 19

11 Veterans Day/Act 80
Day – Parent Teacher
Conferences
28-29 Thanksgiving Break

NOVEMBER 24'						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 25'						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

26 Memorial Day
28 Clerical Day
29 Last Student Day
30 Graduation

T- 20 S- 19

2 Thanksgiving Break
23-31 Christmas Break

DECEMBER 24'						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 25'						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

15 Father's Day
19 Juneteenth

T- 14 S- 14

ACADEMICS

GRADUATION REQUIREMENTS

Students are required to earn at least 25 credits as follows:

English- 4.0 Social Studies- 4.0 Mathematics- 4.0 Science- 3.0 Wellness- 2.0
Graduation Project – 1.0 (Future Ready w/School Counselor)

*Electives may be used to complete the minimum requirements.

Additionally, Act 158 of 2018 requires students to achieve one of five graduation pathways that illustrate college, career, and community readiness.

Please contact Mr. McNally if you have any questions about your student's academic progress.

REPORT CARDS AND GPA

Report cards are generated four times during the school year at 9-week intervals. GPA is calculated by adding quality points and dividing by the number of enrolled credits.

Letter Grade and Quality Points

Letter Grade	Quality Point
	4
A	3
B	2
C	1
D	0
F	—

GRADING SCALE

The following scale has been established for the Chartiers-Houston School District:

A=90-100% B=80-89% C=70-79% D=60-69% F=0-59% I=Incomplete

FINAL COURSE GRADE CALCULATION

Final grades are calculated by the average percentage of all quarters within the course.

CLASS RANK AND WEIGHTED COURSES

- Class rank shall be determined by ordering students from highest to lowest based on their cumulative Grade Point Average (GPA).
- Grade Point average shall be computed by dividing the total Quality Points earned by the total credit value of the graded courses.
- GPA averages shall be calculated to the nearest hundredth.

Advanced Placement (AP) and College in High School (CHS) courses are awarded one additional Quality Point and Advanced Courses are awarded an additional quarter (.25) Quality Point.

HONOR ROLL

Honor roll is calculated and published after the completion of each quarter. Honors are defined below.

● Highest Honor – 4.0 GPA

● High Honor – 3.7 GPA

● Honor – 3.0 GPA

*A grade of D, F, or I in any subject will disqualify a student from Honor Roll unless removed within 10 days.

NATIONAL HONOR SOCIETY SELECTION GUIDELINES

The four characteristics attributed to those students selected to represent our school as members of the National Honor Society are: Scholarship (3.75 Grade Point Average or above), Leadership, Service, and Character. These four characteristics are worth 10 points each on the following rating scale. Applications are assigned numbers and names are removed to provide anonymity. A student is elected to the National Honor Society with a minimum score of 80% (32/40 points) based on the average score of the 5-member staff assessment board representing each department.

ADDING/DROPPING CLASSES

Students have (10) school days to enroll or withdraw from a course. If a course is dropped after the (10) day period, the student transcript will include a WP (withdraw pass) or WF (withdraw fail) with the corresponding course. All schedule change requests must be submitted to the School Counselor after forms with required signatures are obtained.

INDEPENDENT STUDY

Students unable to enroll in a course due to scheduling conflicts or interested in enrichment opportunities, can apply to earn credit through an independent study. An Independent Study provides students the opportunity to learn content outside of an enrolled course. An Independent Study requires the support of a teacher who submits learning objectives as part of the application process. Applications are available in the school counseling office and reviewed by a committee upon completion.

RETENTION

Students in grades 7 and 8 may be retained if two or more of the following subjects are failed for the year (English, Math, Science, Social Studies).

STUDENT RECORDS

Chartiers-Houston School District maintains a cumulative student record for each child. Such information assists staff in the operation of the school district's educational program and some of which is required by law. Student records include identification and attendance records, report cards, and results of achievement and standardized tests.

CHANGE OF ADDRESS

Report any change of address immediately to the office. Students should pick up Change of Address Form in the office and return with verification of residency. The new address will not be changed in the computer system until valid proof of residency has been received. It is imperative that the correct address is up to date for communication and safety purposes.

WITHDRAWAL/TRANSFER FROM SCHOOL

If a child transfers to another school system, Chartiers-Houston will forward a copy of the records upon receipt of a written request from the receiving school. Students transferring to another school shall notify the office at least five days prior to the transfer.

In order to withdraw from school, a student must:

- Return all schoolbooks and property to appropriate teacher and receive final grade.
- Pay all fees and empty locker.

ATTENDANCE

The administration of Chartiers-Houston Jr./Sr. High School emphasizes that daily attendance is essential for academic success. Regular attendance allows students to build on previous knowledge, understand new information, and develop necessary skills across the curriculum. It contributes to the student's overall development, fostering responsibility, self-discipline, and good work habits.

Students between the ages of 6 and 18 are required by the compulsory attendance law to attend school.

Student/Parent Attendance Responsibilities

Students:

- Attend all classes daily and arrive on time.
- Submit written documentation for each absence within three days upon return.
- Complete missed assignments/tests within the number of days equivalent to the absences (with the exception of approved educational trips that require work completion within (3) days.

Parents:

- Ensure students attend school regularly and arrive on time.
- Notify the school in advance of anticipated absences; use Microsoft Teams for work and communication with teachers.
- Submit written and signed documentation in the form of parent notes or excuses from medical professionals within three days of the absence, early dismissal, or late arrival. Only 10 parent notes are accepted per year; subsequent absences require a physician's excuse.

EXCUSED/LEGAL ABSENCE

- **Illness** Personal illness or injury that prevents the student from attending school.
- **Medical or Dental Appointments:** Appointments that cannot be scheduled outside of school hours.
- **Family Emergency:** Situations such as the death or serious illness of a family member.
- **Religious Holidays:** Observance of recognized religious holidays.
- **Educational Trips:** Trips that have prior approval from the school administration and are considered educational in nature.
- **Court Appearances:** Mandatory court appearances that are documented.
- **Impassable Roads:** Weather conditions or other incidents making it impossible to attend school.
- **Authorized School Activities:** Participation in school-approved activities such as field trips, athletics, and academic competitions

EXCUSED ABSENCE/EARLY DISMISSAL/TARDY DOCUMENTATION

If a student is absent, has an early dismissal, or is tardy, a parent/guardian must provide a written and signed explanation indicating the date(s) and reason for the absence. All notes are to be written and signed by the parent/guardian regardless of the student's age unless the student has been classified as emancipated. The excuse must be submitted to the office or 1st period teacher upon the student's return to school. *If a written excuse is not provided within three days of the student's return, the absence will be unexcused.

EDUCATIONAL TRIP

The Chartiers-Houston School District encourages vacations or educational trips while school is not in session. In the event of absences during the school year, the following conditions apply to be considered as an Educational Trip (excused absence).

- Pre-Approval: All personal educational travel must be submitted and pre-approved at least 2 weeks before departure. Any excuses submitted after the trip will be marked unexcused.
- Completion of Work: Students must complete missed work within three school days of returning.
- Timing Restrictions: Trips are not approved during the last two weeks of school or during PSSA/Keystone testing periods.
- Limited Days: Only five school days per year are excused for educational trips; additional trips will result in unexcused absences. A student will not be approved for an educational trip if total days absent exceed (10) days. Days beyond (10) days will be unexcused.

UNEXCUSED ABSENCES

Absences without proper documentation are considered unexcused and illegal for students between the ages of 6-18.

- After 3 unexcused absences in a school year, a student is considered truant.
 - The school sends a written notice within 10 days.
- After 5 unexcused absences, a referral is sent to Blue Prints, an attendance improvement program. A Student Attendance Improvement Plan is created with Blue Prints.
- After 6 unexcused absences a student is considered habitually truant and may be cited to the magistrate.

EARLY DISMISSALS

Students must provide a signed written excuse from a parent or guardian for early dismissal before the first period. At their dismissal time, students should report to the office. Parents or guardians sign their child out and pick them up from the high school office.

TARDINESS TO SCHOOL

Students arriving after the school day has started MUST first report to the office to sign in. Students may have up to three days to provide a note to the office or first period teacher if they think that the tardiness can be excused, otherwise it will be unexcused.

Students who are late to school due to illness may be excused with a parent note. However, coming tardy to school due to illness will only be excused 5 times per semester with a parent's excuse; tardiness after the fifth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses must be updated every thirty (30) days.

Consequences for tardiness to school are listed below:

- 3 Unexcused Tardies • 5 Letter sent home
- Unexcused Tardies ASD and removal of Parking Pass for 5 days
- Subsequent tardies may result in additional ASD and/or loss of parking pass

*A note for a tardy or early dismissal shall be submitted to the office or homeroom teacher within 3 school days otherwise it shall become unexcused.

MAKE UP WORK PROCEDURES

Students:

- Are responsible for all work missed.
- Have the same number of days as those missed to make-up assignments and/or tests (with the exception of approved educational trips that require work completion within (3) days.
- Must contact their teachers on the day of return to facilitate completion of missed work.
- Will receive a failing grade for each assignment and/or test not completed within the allotted time period.
- Students suspended 1-3 days will have the period equivalent to the days OSS to make up work.
- Students suspended more than 3 days will have a maximum of 3 days to make up work missed because of suspension. All work and communication with teachers can be done through Microsoft Teams.

Due dates for assignments/tests announced prior to the student's absence will remain unchanged. Students do not have extended time to complete pre-announced assignments, such as papers/projects that are due or tests. If no new material is covered for the test during the student's absence, he/she must take scheduled tests/quizzes on the day of his/her return from absence.

REQUESTING HOMEWORK

- All work and communication with teachers can be done through Microsoft Teams. Students will have a period of time equivalent to the number of days absent to make up all missed assignments and/or tests.(with the exception of approved educational trips that require work completion within (3) days.
- Failure to make up the work within the allotted time will result in an "F" grade for each unfinished assignment and/or test.

UNACCOUNTED ABSENCES

Children whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive days, shall thereafter be removed from the active membership roll unless one of the following occurs.

- The district has been provided with evidence that the absence may be legally excused.
- Compulsory attendance prosecution has been or is being pursued.

ATTENDANCE PROCEDURES

- Every first period teacher will take roll at the beginning of each school session. Every pupil who is not present shall be marked absent.
- Tardiness (to class) – All students who are not in their assigned room/class and arrive after the bell rings shall be recorded tardy.
- All students who are not in their assigned 1st period class shall be considered absent.
- NOTE: If for any reason a school bus arrives late, the students shall not be considered tardy.
- All students late to school shall report to the main office and shall sign the daily log. The student record will then be changed from absent to tardy.

Full and half-day attendance:

- Students arriving between 7:35 A.M. and 8:59 A.M. – tardy to school
- Students arriving between 9:00 A.M. and 11:00 A.M. – half day absent
- Students arriving after 11:01 A.M. – all day absent
- Students leaving between 9:00 A.M. & 12:28 P.M. for remainder of day – half day absent
- Students leaving between 12:29 P.M. & 2:40 P.M. – Early Release

Attendance Policies and Guidelines.

- Absences will be investigated.
- On the third consecutive day of absence a school faculty member will contact parents.
- After 10 days of accrued excused or unexcused absences in a school year, a letter will be mailed to the parent/guardian. A physician's excuse shall/may be required for each subsequent absence due to illness for the remainder of the year.
- Students who are truant or habitually truant are subject to all procedures established by the School Code, as discussed in this Attendance section of the Handbook.

Attendance Improvement Plan

STEP 1- Referred to Blue Prints, an attendance improvement agency.

STEP 2- Attendance Improvement Plan: Once goals are established, the goals and attendance record will be reviewed. If the goals are met, attendance will continue to be monitored in this way. If goals are not met STEP 3 will be implemented.

STEP 3- Magistrate: The School District and Blue Prints will monitor the student attendance and provide feedback to the attendance/SAP Team. Should the attendance not improve, a Criminal Complaint(s) will be filed with the District Magistrate.

STEP 4- Notification to Children and Youth Services: If there have been no improvements after the above steps have been taken, the District will contact Children and Youth Services per PA State Law.

SCHOOL COUNSELING AND SUPPORT SERVICES

SCHOOL COUNSELOR – Provides a comprehensive program promoting academic, person/social, and career development. School Counselors supports students' academic planning, development of study skills, coping mechanisms, conflict resolution, crisis counseling, career exploration and opportunities, and college planning.

SCHOOL SOCIAL WORKER– Address students' social, emotional, and behavioral needs that may impact the ability to succeed in school through individual and group counseling, resource referral, and family support.

STUDENT ASSISTANCE PROGRAM (SAP) – The SAP team is a process that utilizes school and outside agency resources to remove barriers to learning. SAP is designed to identify academic, social, attendance, substance use, mental health, and/or other concerns which can create a barrier to student success. The primary goal of the Student Assistance Program is to help students overcome these barriers to achieve, advance, and remain in school. Contact Mr. McNally for more information.

COLLEGE ADMISSIONS APPLICATIONS

Students are responsible for the completion and submission of postsecondary applications. It is important to request letters of recommendation at least two weeks in advance of the date of submission. Note that it is the

responsibility of the student and parent(s)/guardian(s) to request needed documentation and confirm receipt of application materials prior to the application deadline. Standardized test scores are to be requested by the student to the appropriate agency. SAT score requests are available through the College Board website and ACT scores are available on the ACT website. A comprehensive Parent Planning Guide, detailing yearly steps, is available on the high school website.

TRANSCRIPTS

All colleges require an official high school transcript. Complete a Transcript Release Form available in the counseling office or high school website if requesting an official transcript be sent to an employer or postsecondary institution. Transcripts are to be requested from the counseling office at least (7) days prior to the date of application submission.

COLLEGE VISITATIONS

Students are encouraged to schedule college visits on days while school is not in session. Juniors and seniors will be granted an excused absence if documentation regarding the visit is provided prior to the scheduled visit. Note that a maximum of (3) excused absences will be provided for college visits.

ATHLETICS

The culture of our athletics departments should promote: inclusivity, collaboration, health, development of physical skills, emotional maturity, social competence, moral values, a sense of cooperation, a spirit of competition, and self-discipline. Growth mindset is the goal and athletic contests should always be played with emphasis on physical and mental development, enhancing skills, social experiences, and good sportsmanship. The following sports are scheduled in the following seasons for grades 9-12.

-
- | | |
|-------------------|---------------------------------------|
| 1. FALL – Girls | 2. Volleyball, Cross Country, Soccer |
| FALL – Boys | Cross Country, Football, Golf, Soccer |
| 3. WINTER – Girls | Basketball |
| 4. WINTER – Boys | Basketball, Wrestling |
| 5. SPRING – Girls | 6. Softball, Track and Field |
| SPRING – Boys | Baseball, Track and Field |

The following sports are scheduled in the following seasons for grades 7-8.

- | | |
|-------------------|--------------------------------|
| 1. FALL – Girls | 2. Softball |
| FALL – Boys | Football, Soccer |
| 3. WINTER – Boys | Basketball, Wrestling |
| 4. WINTER – Girls | 5. Volleyball |
| SPRING – Girls | 6. Track and Field, Basketball |
| SPRING – Boys | Track and Field |

Chartiers-Houston High School has a broad program of athletics available to all students of the school. Students are encouraged to participate in this meaningful part of school life and in so doing; they will receive lasting benefits and tangible rewards. It should be remembered that when students become participants in athletic activities, they are representing their school and thus become role models for all others to observe. Therefore, these expectations are to be followed by all students who are involved in the athletic activities of the High School.

ACADEMIC REQUIREMENTS

- All students participating in athletics or any other school related extra-curricular activity such as the play, cheerleading and band, must be passing at least four full credit subjects or the equivalent. Eligibility will be cumulative from the beginning of a grading period and shall be reported on a weekly basis. If an athlete does not satisfy the requirements on any FRIDAY, the athlete is ineligible on a weekly basis beginning on Sunday and ending the following Sunday.
- If an athlete does not satisfy the requirements at the end of a grading period, the athlete is ineligible for fifteen school days beginning on the first day report cards are issued.
- At the end of the school year the final grade, not the grade issued during the 4th 9 weeks, will be used to determine eligibility for the next year.

AGE

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

ATTENDANCE REQUIREMENT

A. All students involved in school sponsored activities which includes but not limited to athletics, or any other school related extra-curricular activity such as the play, cheerleading and band, are subject to these regulations:

1. Absence from school on the day of a school-sponsored activity will preclude the student's participation
2. in that event. Waiver shall be only by the Principal, for cause.
Students will not be permitted to participate in any activity/athletic practice or event if one of the following exist:
 - Student is absent from school that day.
 - Student is suspended.
 - Students have not been in attendance for a period of 3 ½ consecutive hours.
3. Waiver shall be only by the Principal, for cause.

PARENTAL CONSENT

A certificate of consent including insurance information signed by the parent/guardian must be on file before the student participates in a practice or game.

PHYSICAL EXAM

A physical exam by either the District contracted Sports Medicine facilitator Allegheny General Hospital or family physician is required before a student participates in practice or athletic contest. Physical must be after July 1 of the year in which the student will be participating.

PERIOD OF PARTICIPATION

A student shall not represent his/her school if he/she has:

- Been in attendance more than 8 semesters beyond the eighth grade. (Exceptions made only for confining illness or injury and must be approved by the PIAA).
- Played four seasons beyond the grade in any one sport.
- Completed the work of grades 9, 10, 11, 12.

Any student wishing to participate in an interscholastic sport is responsible for reporting any information regarding age, amateur status, attendance, period of participation, or scholarship that may cause that student to be

ineligible. Participation by an ineligible player can result in forfeitures by a team and the total boys and girls program being placed on probation or suspension for a period of time.

INSURANCE

All students must have insurance before they may participate on an athletic team. This information must be in the hands of his/her coach before practice or playing in an athletic event.

EQUIPMENT

Students participating in interscholastic activities are responsible for returning school equipment at the completion of the season or upon demand by a school official. If the equipment is lost or otherwise unavailable, reimbursement must be made to the district for value of the equipment as determined by the Athletic Director. All rules/guidelines found in the Student Code of Conduct are applicable for participation in athletics.

GENERAL STUDENT INFORMATION

RELEASE OF INFORMATION

According to the Family Education Rights and Privacy Act of 1974, non-confidential information about a student may be included in publications such as sports programs, newspapers, radio and television news reports, newsletters, award and graduation programs, yearbooks, musical /play programs, and school publications. This information may include the student's name, address, study interests, participation in officially-recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees, awards received and similar information. Parents who wish to have their children exempted from such information may do so by submitting an opt-out letter to the principal.

BOOKS, LAPTOPS AND SCHOOL PROPERTY

Students are responsible for the care of all books, supplies and property supplied by the school. A fine may be imposed for items returned in a condition beyond normal wear. Lost items must be paid for before diplomas will be issued. Students who damage school property or equipment will be required to pay for the damage or replace the item.

DANCES

All rules/guidelines found in the Student Code of Conduct are applicable to dances. Once a student leaves, he/she will not be permitted to re-enter. All dances are restricted to Chartiers-Houston students, persons from outside the district must obtain prior approval from Administration.

QUALIFICATIONS FOR PROM

- Must be a student at Chartiers-Houston High School in Grades 10-12 of which one MUST be in 11th or 12th Grade.
- If a student guest is from another School District they must also be in grades 10-12 and there must be prior approval from the home school Principal and the Principal of the Chartiers-Houston High School. Chartiers-Houston students are responsible for their guests. If there is a violation of the school rules or policies by a guest, the host student may receive discipline for such actions.
- If the guest of a student is not in High School, the guest must not be over the age of 20 and must have prior approval from the Principal.
- Any student wanting to go to the prom MUST be in good academic and attendance standing to do so.

****ALL SCHOOL RULES AND POLICIES SHALL APPLY****

DEBTS AND STUDENT OBLIGATIONS

All student debts must be cleared prior to the opening day of final examinations. Any senior with outstanding financial obligations may be prohibited from participating in senior activities and may have their diploma withheld.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

School delays and closings will be announced via the school's website and a district-wide automated phone call. Please do not call the school for delay and closing information. When schools have been closed due to weather conditions, all school activities are also cancelled unless announced otherwise. Most closures will be treated as Flexible Instruction Days (FID). Students are expected to complete all assigned work to be marked present for that day's attendance.

EVACUATION OF BUILDING/FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

CLUB/ACTIVITY SPONSORS

AP Club.....	Jen Shaw
Auditorium (Light & Sound).....	Adam Petras
BC2M (Bring Change 2 Mind).....	Karol Snead
Char-Hou Zoo.....	T.B.D.
Dreamers Club.....	Suzanne Ashmore
F.B.L.A.....	Lonni Potts
Fly Fishers.....	Stan Block
Freshman Class.....	Stephanie Bell & Katlyn Gordon
Junior Class.....	Stephanie Bell & Mike Fulton
Junior High National Honor Society.....	Kerry Drilak
Junior High Student Student Gov't.....	Kline, Zyra
LEO Club.....	Suzanne Ashmore
Light Work.....	Chira Cratsley
Mathletes (Mu Alpha Theta).....	Katlyn Gordon
Musical.....	Nicole Tafe
National Honor Society.....	Stephanie Bell
PJAS.....	T.B.D.
SADD.....	T.B.D.
SEC (Students for Exceptional Children).....	Dave Rullo
Senior Class	Tara Finfrock
Senior Send-off /Class Day.....	Tara Finfrock
Senior High Student Gov't.....	Erin Gasper
SHO.....	Suzanne Ashmore
Sophomore Class.....	Stephanie Bell & Katlyn Gordon
T.F.I.M.....	Rebecca Vlainich & Rachel McBride
Varsity.....	Lonni Potts
Yearbook.....	Sam Guarino

FIELD TRIPS

A field trip is an extension of the classroom experience. Participation in field trips is viewed as a privilege rather than a right. It is expected that all participants adhere to the following standards, and it is the responsibility of sponsors, chaperones, and the high school administration to enforce these standards. All school rules/guidelines contained within the Student Code of Conduct are equally applicable on field trips.

1. Parent permission forms must be submitted in advance of the field trip.
2. Parent and staff chaperones are to be in sufficient numbers to provide responsible supervision.
3. Any student who willfully disobeys the reasonable direction of the Principal, teacher, or parent chaperone, or violates district regulations, shall be subject to parent notification. Parents may be requested to pick their child up at their own expenses, should their behavior warrant it.
4. It is the responsibility of students to meet all academic obligations that result from missed classes.
5. Participation may be revoked with teacher recommendation and administration approval.
6. Multiday/Overnight Field Trips will require students to gain permission from each teacher to prove they are in academic good standing. Attendance and grades are considered when a multiday or overnight trip is requested. Students should use the Multiday/Overnight Field Trip Form.

HALL PASSES

Students are not permitted in the halls during class unless they are accompanied by a teacher or have a hall pass or signed passbook from an authorized staff member. Students who are frequently tardy to class or who otherwise misuse hall pass privileges may have these privileges revoked.

LOCKERS

Students are assigned a locker in the hall and are responsible for keeping the locker in good order. Students may only use their assigned locker and should not give their combination to other students. Lost or missing items are the responsibility of the student. Money and other valuables should not be left in the locker. Lockers are subject to searches. No tape or adhesive is permitted to be used on or in any lockers.

LOST AND FOUND

Any student who finds an item not belonging to them should report it to the office immediately.

MONEY/VALUABLES

Students are responsible for their personal property, please avoid bringing large amounts of money or valuables to school unless absolutely necessary. When valuable personal items are brought in for school related purposes, the student is urged to bring it to the attention of their homeroom teacher or the office. Attempts will be made to provide secure storage for the item until the student returns the item home.

VISITORS

Anyone entering the building must use the front door (#2). All visitors will be required to report to the main office where they must buzz in and scan their driver's license through the Raptor background check system. No students may bring visitors to school.

WORK PERMIT

Any person under the age of 18 must obtain a work certificate. Application for the work permit may be made at the high school office and the applicant must apply in person with legal proof of age such as a Baptismal or Birth Certificate, then return to the high school office. At the completion of the application, a work permit is issued. This form **MUST** be signed by a parent or guardian.

HEALTH SERVICES AND MEDICATIONS

- Accessing the Nurse
 - Students wishing to see the nurse must first obtain a hall pass from their supervising teacher. If the nurse is unavailable, students should report to the office in case of accident or illness.
- First Aid
 - First aid for accidents will be administered by the nurse. In the event of a serious injury, parents will be promptly notified, and transportation arrangements will be the responsibility of the family. The school does not assume responsibility for the treatment of accidents occurring outside of school.
 - In emergencies where a student's life is at risk, parents will be notified as quickly as possible. Students who become ill should report to the nurse's office immediately rather than remaining in the restroom. If necessary, an ambulance will transport the student to the hospital, and the family will be contacted. All emergency expenses will be the responsibility of the parents.
- If a student needs to leave school due to illness or injury:
 - Parents will be notified promptly.
 - All individuals picking up students during the school day must report to the office.
 - Non-custodial individuals must have prior approval from the parent or guardian.
- State-Mandated Examinations
 - Eleventh Grade: Medical examinations are required.
 - Seventh Grade: Dental examinations are required. These examinations can be completed by the school or by a family physician/dentist. Forms must be obtained from the nurse and returned for inclusion in student records. The nurse will also conduct vision tests for all students and hearing tests for seventh and eleventh graders. Any concerns will be reported to parents/guardians.
- Medication Policy

To ensure proper medication administration, students must follow these procedures:

 - Obtain and process medication use forms, including requests from both the prescribing physician and the parent/guardian.
 - Register and store all medications in the nurse's office, locked securely.
 - Medications must be in a pharmaceutical container with the date, student's name, physician's name, administration instructions, dosage, frequency, pharmacist's name, and pharmacy label.

FOOD SERVICE DEPARTMENT

Breakfast and lunch are offered daily in the cafeteria and students are encouraged to eat a well-balanced breakfast and lunch to receive proper nutrition. Students are required to eat in the cafeteria dining area. Students are not permitted to order, purchase or receive commercially prepared food and/or refreshments on school property during school hours PER FEDERAL AND STATE REGULATIONS.

Students may purchase lunch for the regular price of \$3.00 per day and \$1.70 for breakfast per day. The school provides free and reduced meals for qualifying students and families. Applications for free and reduced lunch are available on the District website. If any student has an outstanding balance they may receive a meal but will not be able to have items considered to be ala carte. Any student interested in prepaying for meals can make the necessary arrangements by utilizing School Cafe at www.schoolcafe.com. Or by downloading the schoolcafe app.

The following guidelines will help to make the cafeteria operate smoothly:

- Students will be considered tardy if not on time.
- Students will be seated at their own discretion. (Assigned seats may be given to those who are unable to handle unassigned seating).

- Students are required to return all trays and utensils to the dish room window when finished. (Students breaking cafeteria trays will be required to pay for the broken trays).
- Students are expected to pick up and discard their trash from the cafeteria table and surrounding area when finished eating.

Lineup is according to the day of the week and teacher designation.

For health and safety reasons students are to respect cafeteria food items, equipment and tables at all times.

PART II

STUDENT CODE OF CONDUCT

I. AUTHORITY

- The Administration of Chartiers-Houston Jr.-Sr. High School has the authority to make reasonable and necessary rules/guidelines governing the conduct of students except as may otherwise be expressly prohibited by law or School District Policy.
- Administrators may not make rules/guidelines which are arbitrary, capricious or outside their grant of authority. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- Each secondary school in the Commonwealth of Pennsylvania is required to adopt a code of student conduct, which shall include guidelines governing discipline and a listing of student rights and responsibilities. This code shall be published and available to students and parents. Copies of the code shall also be available in each secondary school library.

II. PHILOSOPHY ON STUDENT DISCIPLINE: At Chartiers-Houston Jr./Sr. High School, we prioritize a positive, inclusive environment for effective learning. Our discipline approach:

- Fosters respect and shared responsibility
- Uses empathy to address behavioral issues
- Communicates clear expectations
- Collaborates with students, families, and staff
- Turns disciplinary moments into learning opportunities
- Celebrates positive behavior

Our Student Code of Conduct outlines rights, responsibilities, and consequences.

III. COVERAGE

- The Administration of Chartiers-Houston Jr.-Sr. High School shall require each student to adhere to the rules and guidelines specified in this Student Code of Conduct and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules and guidelines.
- These rules and guidelines govern student conduct:
 - During travel to and from school, and at any time within the School Safety Zone, defined as within 1,000 feet of the school's property.
 - Any school sponsored activities and events.
 - In concert with after school and weekend school sponsored activities on or off school premises.
 - During non-curricular related student group meetings on school premises
 - During meetings/activities on school premises sponsored by non-school person(s).

- Such student rules and guidelines shall require that students conform to reasonable standards of socially acceptable behavior, respect the rights, person, and property of others, preserve the degree of order necessary to the educational program in which they are engaged, obey constituted authority and respond to those who hold that authority.
- The Administration of Charters-Houston Jr.-Sr. High School recognizes that if any provision of these rules or guidelines or application thereof to any person or circumstances is judicially determined invalid, the provisions of the remainder of the rules/guidelines and the application to other persons or circumstances shall not be affected thereby.

IV. RIGHTS AND RESPONSIBILITIES

In school settings, students possess fundamental rights and responsibilities that govern their behavior and interactions within the educational community. Students are entitled to a safe and respectful environment conducive to learning, where their individuality is honored and their opinions respected. They have the right to equitable treatment and freedom from discrimination, as well as the opportunity to express themselves within the parameters of respectful conduct. Additionally, students have the right to due process when facing disciplinary measures, ensuring fair treatment in all proceedings.

Alongside these rights, students bear important responsibilities. They are expected to adhere to school rules and guidelines, which are designed to maintain order and promote a positive learning environment. This includes respecting the rights and property of others, attending classes regularly, completing assignments on time, and participating constructively in classroom activities. Students also have a responsibility to report any safety concerns or instances of misconduct to school authorities promptly. By fulfilling these responsibilities, students contribute to a harmonious school community where everyone can thrive academically and socially.

- Student Responsibilities
 1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
 2. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
 3. Students should express their ideas and opinions in a respectful manner.
 4. It is the responsibility of the students to conform to the following.
 - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - Assist the school staff in operating a safe school for all students enrolled therein.
 - Comply with Commonwealth and local laws.
 - Exercise proper care when using public facilities and equipment.
 - Attend school daily and be on time at all classes and other school functions.
 - Make up work when absent from school.

- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and not use indecent or obscene language in student publications or social media platforms.
- Parental/Guardian Responsibilities:
 - Parents and guardians play a crucial role in fostering self-discipline which forms the foundation for a student's behavior at school. The school provides an environment to further develop this discipline, ensuring that all students can pursue their educational needs without undue disruption. A collaborative partnership between families and the school is vital for each student's successful development and academic achievement. To nurture this positive relationship, parents and guardians are encouraged to: Exemplify an enthusiastic and supportive attitude toward school and education.
 - Foster a partnership between themselves and school personnel.
 - Teach their child self-respect, self-control, respect for the law, respect for others and others property and to be accountable for their actions.
 - Insist on prompt and regular attendance.
 - Encourage their child to take pride in his/her appearance.
 - Insist that their child promptly bring home all communications from school.
 - Collaborate with the school in jointly resolving any school related problem.
 - Set realistic standards of behavior for their child and be firm, fair and consistent in applying them.
 - Help their child learn effective strategies of responding to peer pressure.
 - Provide a place conducive for study and completion of homework assignments.
 - Help their child to develop an interest in learning and exploring a variety of fields of knowledge.
 - Be aware of the school's attendance, discipline and other such rules/guidelines, and the consequences of noncompliance.
 - Ensure the child is free of communicable disease and is in as good health as possible in order to ensure effective classroom performance.
 - Become acquainted with the school, its staff, curriculum and activities.
 - Attend parent-teacher/administrator conferences and other school functions.
 - Model appropriate behavior.
- * (Parents and guardians should be aware that they are responsible for any financial obligations incurred by their child in school. These include but are not limited to lost books, fines, and damage to property.)
- Teacher Responsibilities:
 - Generally, it is the responsibility of teachers to address common or minor discipline issues that occur within the classroom. For more serious incidents, teachers are required to promptly report detailed information to the appropriate administrator. Both inside and outside the classroom, teachers are mindful of their influential role in shaping the future generation, acknowledging this significant responsibility. Given this responsibility, teachers are expected to: Promote a climate of mutual respect and dignity.
 - Implement classroom routines and procedures that enhance the overall instructional program and foster students' development of civic responsibility.
 - Provide engaging and meaningful educational activities.
 - Demonstrate genuine enthusiasm for teaching and learning, as well as a sincere concern for each student as an individual.
 - Facilitate learning activities that encourage students to think critically, take responsibility for their actions, and respect the rights of others.
 - Model respect for law and order, and demonstrate self-discipline through both words and personal actions.

- Strive to cultivate strong, cooperative relationships with parents/guardians for the educational benefit of the student.
- Help students develop effective problem solving strategies.
- Be mindful and observant of changes in behavior.
- Provide students opportunity to discuss problems and concerns.
- Strive for mutually respectful relationships with students.
- Assist students and administrators in fostering a positive school climate conducive .
- report to the administration any students who jeopardize their own safety, the safety of other students, or of the teacher, or who seriously interfere with the instructional program of the classroom and as otherwise required by the Student Code of Conduct.
- serve as a surrogate parent in matters of behavior and discipline in accordance with Pennsylvania School Law.
- interpret the discipline code to students in their classes.
- be fair, firm and consistent in enforcing the Student Code of Conduct in the classroom, hallways, restrooms, cafeteria, auditorium, on school transportation, on the school campus and at all school sponsored activities.
- utilize services of counselors and other support personnel.
- model appropriate behavior for students.
- actively assist parents/administrators in resolving problems which may occur.
- communicate with parents when problems arise and to also convey positive information.
- use prudent judgment when discussing school related matters with parents and students.
- refrain from publicly discussing confidential matters.
- refrain from deviation of academic work for activities such as “free time” for card playing and other such unacceptable activities.
- engage in “academic” endeavors as cited in written curricula up to and including the last days of school.
- systematically complete positive telephone calls and other parent communications.
- appropriately communicate with parents via progress notices and behavioral checklists.
- positively support efforts and achievements by periodically attending extracurricular events and by attending academic awards assemblies and commencement ceremonies.

• Administrative Responsibilities:

As the educational leader of the school the principal sets the disciplinary climate for the school, not only for the students but for staff as well.

The Principal and Assistant Principal shall:

- seek to develop a sound and healthful atmosphere of mutual respect within the school.
- develop procedures, which reduce the likelihood of student misconduct.
- provide the opportunity for students and staff to approach the principal for redress of concerns.
- assist staff members to resolve problems, which may occur.
- maintain ongoing communication with the faculty about the status of discipline within the school.
- work closely with parents/guardians to establish a wholesome relationship between home and school.
- utilize all appropriate auxiliary staff and community agencies to help parents or guardians and students identify problems and seek solutions.
- be fair, firm, and consistent in all decision affecting students, parents/guardians, and staff.
- demonstrate, by word and personal example, respect for law and order, self-discipline and genuine concern for all persons coming under their authority.
- become acquainted with students, by visiting classrooms and attending activities.
- establish necessary building security.

- assume responsibility for the dissemination and enforcement of the Student Code of Conduct and insure that all discipline cases referred are resolved promptly.
- insure fairness, reasonableness and consistency.
- comply with pertinent state laws governing hearings, suspensions and students' rights.
- refer all Pennsylvania Criminal Code violations for a Superintendent's Review.

V. GENERAL DISCIPLINE SEQUENCE

Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. The general sequence presented here is not intended to be rigidly followed. The actual sequence of disciplinary action may vary, depending on the individual case and the process may be initiated at any step deemed appropriate. In general, these steps, are followed:

- Step 1 – Teacher and student
- Step 2 – Teacher/Parent/Student
- Step 3 – Principal or his designee, parent/guardian, student, and other school personnel involved
- Step 4 – School, parent/guardian, student, and social service agencies involved
- Step 5 – Administrative Hearing
- Step 6 – Superintendent Hearing
- Step 7 – School Board Hearing

ACADEMIC INTEGRITY

- Students are prohibited from possessing, handling, or using any devices or methods that could be construed as deceptive or fraudulent towards the School District.
- Assisting or conspiring with other students to engage in such deceptive or fraudulent activities is also prohibited.
- First-offense cheating will be handled by the teacher as an academic issue, resulting in failure of the specific activity, assignment, quiz, or examination.
- Teachers must communicate all first-offense cheating cases to parents/guardians when the student's grade may be affected.
- All first-offense cases must be reported in writing to the Principal or designee, including supporting evidence and chosen consequences.
- Cheating involving multiple courses will be treated as repetitive cheating and handled as a disciplinary concern by the Principal or designee.

Appropriate Use of Artificial Intelligence:

- Students must use AI tools responsibly and ethically, in accordance with academic integrity principles.
- AI-generated content must be properly cited and used only as a supplementary resource, not as a substitute for original work.
- Students are prohibited from using AI to complete assignments or exams without explicit permission from the instructor.
- The use of AI to generate answers or complete work that is meant to assess individual student knowledge or skills is considered a violation of academic integrity.
- Students must disclose the use of AI tools in their work when required by instructors or school policy.
- The school reserves the right to use AI detection tools to identify potential violations of this policy.

APPEARANCE/DRESS CODE

The School Administration may impose limitations on appearance and dress where the attire/footwear causes the disruption of the educational process or constitutes a health and safety hazard. Students may be required to wear special clothing/footwear while participating in Wellness classes, shop classes, extra-curricular activities or special situations.

*The following are considered inappropriate for school wear and not permitted:

- Tube tops
 - Bare midriffs, bare shoulders, open weave or see-through garments
 - Jewelry or clothing with suggestive, obscene, or vulgar wording or graphics or which advertise/suggest/promote drugs, alcohol or tobacco products.
 - Hats, hoods, bandannas or head sweat bands.
 - Pants worn below the waistline; no undergarments are to be visible at any time.
 - Clothing with rips, tears, and/or holes where short sleeves and/or shorts would typically cover; all clothing must be in good repair/condition.
- Appropriate footwear shall be worn in classes where there are possible safety hazards.

ASSAULT AND/OR BATTERY

- Student shall neither intentionally, nor recklessly cause, nor attempt to cause, nor threaten to cause injury, nor intentionally place another in fear of bodily harm or injury, nor conduct him/herself in such a way as could cause reasonable physical injury to any student or person employed by the Chartiers-Houston School District.
- Reasonable self-defense is not to be considered an intentional act under this rule/guideline. However, self-defense is not to be confused with retaliation behaviors.
- Information will be filed with Criminal Authorities for violations of the Pennsylvania Criminal Code _____ when deemed necessary by school authorities.

BUS/SCHOOL VEHICLE BEHAVIOR

The bus/school vehicle driver is in charge of each bus/school vehicle and represents the school authorities. Since students are under the full authority of the school while on the bus/school vehicle, all school rules/guidelines are enforced during all bus/school vehicle trips.

A. Students must:

- Not push or run while loading onto or unloading from the bus/school vehicle or at bus/school vehicle stops
- Ride only on their assigned bus/van
- Remain in their seats until destination has been reached and the bus/school vehicle has come to a complete stop
- Sit in assigned seats, if the driver finds such a procedure necessary
- Avoid unnecessary conversation with the driver
- Talk only in a low conversational voice with seat partner
- language which creates a material disruption, or involves substantial disorder or the invasion of the rights of others, or which is obscene, loud or vulgar is absolutely forbidden.
- smoking and/or the use of tobacco products on the bus/school vehicle is prohibited
- keep the bus/school vehicle clean and free from litter at all times
- damaging the bus/school vehicle in any way is prohibited
- keep hands, head and feet inside the bus/school vehicle at all times
- disruptive behavior on the bus/school vehicle is prohibited

- obey and respect the orders of the bus/school vehicle driver at all times.
- B. Students will not be permitted to board or depart the bus/school vehicle at any stop other than their established stop, unless the driver is shown written parental request with the Principal or designee's signature.
- C. No unauthorized stops will be made. Students should not ask the driver to change the route or stop.
- D. Students not assigned to bus/school vehicle transportation will not be permitted to ride on school bus/school vehicles.
- E. Safety and protection of all students is essential on bus/school vehicles. A student who cannot maintain proper conduct while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation provided by the parent/guardian.
- F. Infractions involving bus/school vehicle rules/guidelines and/or the Student Code of Conduct will be reported to the building Principal or designee for action. If warranted, the student will face disciplinary action, which may lead to suspension and/or total elimination of bus/school vehicle transportation privileges by the building Principal or designee.
 - All punishments for bus/school vehicle offenses shall parallel the Student Code of Conduct with the forfeiting of said privileges as an additional option available to the building administration.
 - Suspension of bus riding privileges shall be the responsibility of the building principal. Prior to any cessation of bus privileges, the principal may grant a two-day postponement for parents to arrange alternative transportation.
 1. Period of suspension is at the discretion of the building principal.
 2. Immediate notice of suspension, reasons for suspension, and the duration of suspension must be given to the parents.

CELLULAR PHONES/STUDENTS USE OF ELECTRONICS/HEADPHONES

Cellular Phones, electronics and headphones are permitted to be used in between classes, study halls and lunch periods for Senior High students in grades 9-12 ONLY. The use of electronics at any other time is prohibited unless in conjunction with the Technology Handbook. On the first Offense and second offense a parent must pick item up in the office and on the third offense the student/parent may pick up the item at the end of the school year. Students in grades 7-8 are not permitted to have cell phones at any time except during lunch. They should be kept locked in their locker except during lunch and after school.

CLASS CUTS

- Class roll will be taken by each teacher at the beginning of each period and all absences recorded in the class record book.
Class absences not on the daily absentee list shall be reported to the Principal or designee for disposition after the teacher verifies student's whereabouts as being unexcused.
- After investigation, and a class cut verified, the Principal or designee will administer appropriate disciplinary action.
- Verification of class absences will be conducted immediately and referrals made to the Principal or designee in a timely fashion.
- Multiple class period cuts may be treated as multiple offenses. This decision rests solely with the administration when considering the student's record and the circumstances unique to the situation.
- Student will receive a "zero" for all work done during
- Unexcused class cut

DISCRIMINATION

Chartiers-Houston continues its policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, handicap, sexual orientation or disability, as applicable in its educational programs, activities, or employment policies. This policy is as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of the 1973, the Americans with Disabilities Act and all other applicable state, federal and local laws and ordinances. For information regarding these policies, contact the Business Manager.

Racist and sexist language will not be tolerated at any time and will be dealt with through disciplinary procedures.

DRUG/ALCOHOL

No student within the Chartiers-Houston School District shall knowingly possess, use, furnish or transfer, or be under the influence of any controlled substance, prescription drug, or alcoholic beverage, or any item containing any quantity of any of the above, or any device or paraphernalia related to controlled substances, prescription drugs, or alcoholic beverages, which has not been properly registered with the School Nurse as provided herein, while:

- On school grounds, during, immediately before, and immediately after school hours.
- On school grounds, at any other time when the school is being used by any school group.
- Off school grounds, while attending any school activity, function, or event, or school sponsored activity.
- In transit to and/or from school or a school activity, function or event or school sponsored activity.

As an integral part of the Chartiers-Houston School District Drug and Alcohol Prevention program, these guidelines represent a district-wide effort to respond effectively to alcohol, controlled substance, prescription drug, look-alike drug, or drug paraphernalia related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary standard response to alcohol and other drug related incidents. The Chartiers-Houston School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.

The board reserves the right to use any measures deemed necessary, including but not limited to disciplinary action in accordance with Policy No. 223 – Student Discipline, to control substance abuse even if those measures are not provided for in any rule or regulation enumerated herein.

PARKING/AUTOMOBILES

- No student shall be permitted to park on school premises unless he/she has properly registered their vehicle and have received a parking permit.
- When arriving at school the student must immediately park his/her vehicle in the designated student parking area.
- Unauthorized or illegally parked vehicles may be towed away at the owner's expense.
- Students must maintain a speed at/under 5 M.P.H. when driving on school premises.
- Reckless driving, speeding, discourteous behavior and/or horseplay involving private vehicles while on school premises will not be tolerated.
- Students using automobiles to come to school do not have the right to leave school premises during their lunchtime, or any other time during school hours, except with proper authorization from the Principal or designee.
- Student drivers shall carry no other students as passengers unless their parents or guardians assume full responsibility and liability in case of an accident.
- Tardiness and absence from school as a result of breakdowns or problems arising from the use of private transportation cannot be accepted as a legal excuse since bus transportation is provided.

- No student is permitted to use another student's automobile.
- Parking permits are limited to those students having a valid need occasioned by participation in school activities, by after school employment involvement in an early release program, or by temporary necessity such as medical or dental appointments.
- Students are required to remove/relocate their vehicles from parking areas designated for after school activities at the conclusion of the regular school day.
- A student's parking permit is for the authorized use of a parking space only. The school accepts no responsibility for stolen or damaged vehicles, or for stolen or damaged items transported in the vehicle.
- After school/work conditions will be approved by the administration and/or the board.

*Violation of the parking rules/guidelines will result in the revoking of parking privileges and/or disciplinary action against the student for insubordination.

- First offense: Loss of parking privileges for 5 consecutive school days.
- Second offense: Loss of parking privileges for 10 consecutive school days and disciplinary action.
- Multiple offenses: Loss of parking privileges and/or disciplinary action

SEARCHES

1. School lockers and other storage spaces are school property loaned to the student for the student's convenience and use for legitimate purposes only.

- School lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property and as such, are subject to periodic administrative inspections by school authorities. These inspections may be with or without cause. The purposes of such inspections is not to collect evidence of wrong-doing on the part of a single student, but rather to allow school authorities responsible for appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health, safety and welfare of all students. Students are, therefore, warned not to store items in lockers, which they do not want to bring to the attention of school authorities.
- Circumstances which put the safety of students or school officials at risk or could result in substantial property damage will constitute sufficient reason for the Principal or designee to search a locker or lockers as expeditiously as deemed necessary to preserve the health, safety, and welfare of the school population and the protection of school property.
- School authorities may also open and/or search a student's locker if they have reasonable suspicion that a student has violated a rule or guideline set forth in the Student Code of Conduct. Examples of such violations are the reasonable suspicion that a student:
 - has stolen an article or money
 - possess obscene or abusive written or illustrative materials
 - possess forged, altered, or falsified school communications
 - has damaged the interior of the locker
 - has an unclean locker that presents a health or safety hazard
 - is in an unauthorized or unassigned locker
 - possess tobacco products, alcohol, drugs, or related paraphernalia
 - possess illegal contraband
- Prior to such a locker search, the students shall be notified and given an opportunity to be present. Any inappropriate or illegal materials found in the locker will be seized and shall be used as evidence against the student in disciplinary proceedings.
- However, where school authorities have reasonable suspicion that a locker contains materials, which pose a threat, welfare, and safety of students in the school, student lockers may be searched without

prior warning and any contraband seized. Such material shall be used as evidence against the student in disciplinary proceedings. If reasonably possible, the student will be present for the search.

- Blanket searches of every locker will be permitted in an emergency situation.
- Students are responsible for the contents of the locker assigned to them. Therefore, it is important that students keep their lockers locked and do not give other students access to their locker. Unauthorized changes in lockers will not be tolerated.
- The student shall be notified of the reason for the search of the locker.
- All locks will be cut and removed at the end of the school year if left on the locker or at any time if so warranted.
- The Principal or his designee shall be responsible for the safekeeping an/or proper disposal of any substance, object or material found to be unlawfully or improperly stored in a student's locker. In those cases, where a locker has been made available for inspection upon the request of a law enforcement official, the law enforcement official involved shall be responsible for the safekeeping and/or proper disposal of any unlawful substance, object or material found within the student's locker during the course of the search.
- Evidence of a violation of the law, rules, regulations or policies of the School District, which has been seized during a search of the student's locker, may be used as evidence against the student in any subsequent disciplinary or legal proceedings.

2. All school officials involved in any manner with the search of a student's locker shall respect and maintain the privacy and confidentiality of each student whose locker is searched. Except as otherwise required by law, this policy, or internal procedures based on "need to know", no school official in any way involved shall reveal or discuss any information regarding any locker search. School authorities are authorized to conduct searches of student property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine, poses a threat to the health, welfare, and safety of students or is prohibited by School Board policy or by law.

- Student property may include, but not be limited to, purses, book bags, coats, luggage, cars, and other such belongings.
- A school official of the same sex in the presence of a second witnessing school official will do such searches of student's property, if possible.

3. Where school authorities have reasonable suspicion that a student has on his/her person materials which pose a threat to the health, welfare, and safety of students in the school, a pat-down search of such a student's person may be done by an administrator of the same sex, in the presence of a second witnessing school official. This pat-down search will be performed in an isolated area. This search may include the order for the student to empty the contents of his/her pockets and/or to turn such pockets inside out. This search shall not include the removal of any students clothing except for coats, shoes and outdoor garments.

4. Contraband items found in the possession of a student will be used against the student in disciplinary, juvenile, or criminal proceedings.

In an effort to communicate student behavior expectations to parents, staff and students, the following shall serve to provide a basis upon which student offenses shall be handled in grades 7-12.

DEFINITIONS OF BEHAVIORAL INTERVENTIONS/CONSEQUENCES

Verbal Reprimand

A stern verbal warning from a teacher or administrator addressing the student's misbehavior.

Hallway Restriction

Student is not allowed in hallways during certain times, typically between classes, to limit potential for disruptive behavior.

Suspended from Riding Bus

Student loses bus riding privileges for a specified period due to misbehavior on the bus or at bus stops.

Lunch Detention

Student must spend their lunch period in a designated area, often under supervision, instead of the cafeteria.

After School Detention

Student is required to stay after regular school hours, typically for an hour or more, as a consequence for their behavior.

Saturday Detention

Student must attend school on a Saturday for a specified number of hours as a disciplinary measure. These are typically served in 2 or 4 hour increments and start at 8:00a.m.

In School Suspension

Student is removed from regular classes but remains in school, completing work in a supervised setting for a specified number of days.

Out of School Suspension

Student is prohibited from attending school for a specified number of days, with work typically sent home to complete.

Informal Hearing

A meeting between school administrators, the student, and often the parents/guardians to discuss a disciplinary incident and potential consequences, usually held before a suspension of 4-10 days.

Expulsion

Student is prohibited from attending school for a specified number of days, followed by a placement at designated alternative placement outside of Chartiers-Houston. An expulsion is defined by any suspension beyond 10 days consecutive. This requires school board approval and can include permanent removal from school in some circumstances.

LEVEL I

Classification of Offenses:

Level I Offenses shall include those minor disturbances created by a student that disrupt the normal teaching situation but which can usually be handled by the individual classroom teacher alone.

Level I Offenses include but are not limited to:

- Misbehavior or misconduct on school bus
- Unexcused class tardiness
- Disruptiveness in the classroom
- Failure to complete assignments
- Failure to carry out directions
- Failure to bring appropriate materials to class
- Lying
- Abusive language
- Possession/wearing of inappropriate clothing, jewelry or other items, or the wearing of such items in an appropriate manner.
- Running in classrooms, hallways, etc.
- Pushing and shoving
- Eating during instructional time

- Failure to properly register controlled substance, drug, prescription drug, or related device or paraphernalia with School Nurse
- Minor defacement of school property (e.g., placement of gum under chairs)
- Throwing snowballs while on school property
- Unauthorized videoing/picture taking

OTHER DISCIPLINARY OPTIONS/RESPONSES

- Initial discipline by observing staff member
- Possible responses: reprimand, parent notification, detention, suspension referral, loss of privileges
- Repeated offenses referred to Building Administrator
- School privileges may be withdrawn for misbehavior
- Building Administrator notified of parent conferences
- Parents informed of detentions or similar actions
- Accurate records maintained by classroom teacher

LEVEL II

Classification of Offenses:

Level II offenses shall encompass misbehavior, the frequency and /or seriousness of which tends to disrupt the educational climate within the school. A Level II offense may result from the continuation of unmodified Level I misconduct. This classification may also include, but shall not be limited to:

- Insubordination
- Cutting class
- Cheating
- Falsification of records including administrative documents such as excuses and passes
- Truancy
- Unauthorized departure from school grounds
- Unauthorized transportation to and/or from school and /or school sponsored activities or events
- Use of profane, vulgar, or obscene language and /or gestures
- Verbal intimidation of students and/or school personnel
- Smoking/use/possession of tobacco or vape/electronic cigarette on school district property
- Knowing possession or use of controlled substance, prescription drug, look alike drug, or alcohol (This offense shall be considered a Level II * Offense only if it is the first occasion of the offense and if the student cooperates with Staff/Administration. Otherwise, it will be considered as a Level III Offense).
- Possession of drug paraphernalia
- Unauthorized possession of a cellular device
- Unauthorized use of school equipment for personal gain/benefit/amusement, including but not limited to unauthorized use of the School district's computer equipment
- Unauthorized posting /sharing of pictures and/or recorded material.

DISCIPLINARY OPTIONS/RESPONSES

The student shall be immediately referred to the Building Administrator for appropriate disciplinary action. At the discretion of the Administrator to whom the student is referred, a conference with the student's parents or legal guardians may be held. The Administration may also, in its discretion, involve appropriate police authorities. In each case involving drugs, prescription drugs, look-alike drugs, anabolic steroids, or alcoholic beverages, and/or when the police are involved, the Superintendent shall be notified to determine possible further disciplinary action, such as the commencement of expulsion proceedings before the Board of School Directors.

In addition, the student may be assigned to after school detention, out-of-school suspension, or may be subjected to additional disciplinary measures as may be outlined in Board Policy. The student also may be removed from activities. The student may also be suspended from school subject to the restrictions set forth herein.

A student's knowing possession or use of a controlled substance, prescription drug, look-alike drug, or alcoholic beverage and refusal to cooperate with the Administration may result in the student's suspension and/or expulsion.

In all cases of Level II misconduct, the student's parent or legal guardian shall be notified of the offense and the disciplinary response.

In all cases where the student is suspended or where more severe sanctions are contemplated, and/or where the police are involved, the student's parent or legal guardian and the Superintendent shall be immediately notified in writing.

A proper and accurate record of the offense and the disciplinary action taken shall be maintained by the Building Administrator.

LEVEL III

Classification of Offenses:

Level III offenses may result from the continuation of unmodified Level I or Level II misconduct. This classification of offenses shall also include, but not be limited to:

- Destruction of property
- Theft/attempted theft
- Breaking/entering another person's locker or desk
- Physical abuse of others/fighting
- Student knowingly possesses, use or is under the influence of a controlled substance, look-alike drug, anabolic steroid, prescription drug or alcoholic beverage. (Second/subsequent offense)
- Student possesses a weapon or look-alike weapon without authorization. (This offense shall be considered a Level III offense only if it is the first occasion of the offense; otherwise it will be considered a Level IV offense)
- Unauthorized possession of crowd-control devices (first offense)
- Second/subsequent occasion on which student possesses a cellular device.
- Second/subsequent occasion on which a student uses school district property (including but not limited to, computer equipment) without authorization
- Unauthorized entry of information into, or tampering with, the School District's computer network system
- Conspiring to commit or solicitation to induce another student to violate any of the above Level III offenses or any of the policy of the Chartiers-Houston School District.

DISCIPLINARY OPTIONS/RESPONSES

The student shall be immediately referred to the Building Administrator for appropriate disciplinary action. The administrator to whom the student has been referred shall investigate the reported Level III offense and confer with the professional staff. The administrator shall meet with the student to discuss the misconduct and to inform the student that he/she shall be suspended, or, with respect to a student involved in Level III Offenses with controlled substances, look-alike drugs, prescription drugs, anabolic steroids, alcoholic beverages, weapons or look-alike weapons, that a suspension will occur or an expulsion hearing may be held. This classification of offense may require the intervention of law enforcement authorities.

In all cases of Level III misconduct a student's parent or legal guardian and the Superintendent shall be immediately notified in writing of the offense and disciplinary response.

A proper and accurate record of the offense and the disciplinary action taken shall be maintained by the Building Administrator.

LEVEL IV

Classification of Offenses:

Level IV offenses may result from the continuation of unmodified lower level misconduct. Level IV offenses shall also include acts resulting in violence to persons or property, or which pose a direct threat to the safety of others within the School. This classification of offense, the severity of which may require removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board of School directors, shall include but not be limited to:

- Vandalism
- Falsely activating the fire alarm
- Indecent exposure
- Possession/sale of stolen property
- Extortion
- Arson/possession of incendiary items and/or materials
- Bomb threats/ terroristic threats
- Incitement to riot
- Possession/use/transfer of weapons, and/or look-alike weapons
- Transfer, sale or distribution of a controlled substance, prescription drug, look alike drug or alcoholic beverage
- Assault/Battery
- Unauthorized possession/use/transfer of a crowd control device
- Conspiring to commit or solicitation to induce another student to violate any of the above Level IV offenses or any other policy of the Chartiers-Houston School District
- Indecent contact, deviate sexual intercourse, and /or sexual intercourse between students regardless of their respective ages and regardless of whether there is consent.
- Statutory rape/rape
- Other violations of the Pennsylvania Crimes Code

DISCIPLINARY OPTIONS/RESPONSES

The student shall be immediately referred to the Building Administrator. The Administrator to whom the student had been referred shall immediately investigate and verify the Level IV offense, confer with the staff members involved, and meet with the student to discuss the misconduct. The Administration may, in its discretion, involve appropriate law enforcement authorities. The student shall be issued a suspension from school, and the student's parent or legal guardian shall be immediately notified in writing. The Building Administrator shall promptly notify the Superintendent of the School District, and prepare a complete report.

Subsequent disciplinary measures shall include extension of the suspension period, for a period not in excess of ten (10) consecutive days, with or without a recommendation for further action by the Board of School Directors. Disciplinary actions may further include expulsion by the Board of School Directors, following a formal hearing as provided herein, and/or notification of law enforcement authorities.

Students defined as "eligible students" under the Special Education Regulations and Standards may be entitled to additional and/or different procedural protections than those otherwise set forth herein.

****ADMINISTRATIVE DISCRETION MAY BE USED FOR ANY OFFENSE AT ANY LEVEL****

*****PRIVILEGES (ACTIVITIES) CAN AND WILL BE REMOVED AT THE DISCRETION OF THE ADMINISTRATION*****

CHARTIERS-HOUSTON JR.-SR. HIGH SCHOOL
2050 West Pike Street – Houston, PA. 15342
724-745-3350

Dear Parent/Guardian, Student:

Welcome to the 2024-2025 school year. We have worked hard and planned all summer in anticipation of beginning an exciting and rewarding year with your child. To ensure a successful year, we need your continual help and support in establishing guidelines that will direct our actions throughout the course of your child's educational experience. To verify that both parents/guardians and students have received and reviewed the following information, you are each asked to electronically sign through the Skyward parent portal by MONDAY, SEPTEMBER 9, 2024.

DISTRIBUTION OF RIGHTS AND RESPONSIBILITIES (STUDENT HANDBOOK)

STUDENT PERMISSION TO USE THE INTERNET/ DISTRICT NETWORK

PUBLIC NOTICE

Your electronic signature in the Skyward parent portal acknowledges that you have read, understood, and agree to the above statements for this year and following years of attendance at Chartiers-Houston. This includes receipt of the student handbook, permission for internet use, and agreement to the directory information policy. Should you wish to opt-out of any of these agreements, please contact the school office directly.

Instructions for signing in Skyward:

1. Log in to your Skyward parent portal account
2. Navigate to the "Forms" section
3. Find the "2024-2025 Student Handbook and Permissions" form
4. Review all information carefully
5. Provide electronic signatures for both parent/guardian and student
6. Complete the form by MONDAY, SEPTEMBER 9, 2024

If you have any difficulties accessing or submitting the form, please contact the school office for assistance.

PLEASE REVIEW STUDENT HANDBOOK ONLINE (HARD COPIES CAN BE PICKED UP IN HIGH SCHOOL OFFICE IF NEEDED).