

**Cranberry Junior/Senior High School
2017—2018 Student Handbook**

Table of Contents

Accident/Mishap Reporting	22
Activity Period	23
Alternative Education for Disruptive Youth.....	42
Announcements	32
Attendance And Extracurricular Activities.....	13
Attendance Regulations	11
AUP.....	37
Bullying/Cyber-Bullying Policy.....	57
Bus Students	29
Cafeteria/Cafe Accounts/Free & Reduced Lunches	23
Cancellation Plan	8
Communicable Diseases.....	34
Corporal Punishment.....	63
Daily Time Schedule	5
Damaged / Lost Materials	36
Dances.....	27
Disciplinary Code.....	42
Dress Code.....	32
Due Process.....	61
Educational Trips	13
Electronic Devices	25
Eligibility Policy	20
E-mail Directory.....	7
Emergency Information	32
FERPA.....	71
Fire Drills.....	32
Grading Policy.....	17
Graduation Requirements.....	19
High Honors / Honors.....	18
Homework Requests	22
In-School Suspension	40
Library	36
Lockers	26
Lost and Found	32
National Honor Society.....	21
Non-Discrimination Policy.....	8
Nurse	34
Parent Conferences.....	16
Perfect Attendance.....	14
Personnel.....	3
Principal's List/Honor Roll.....	18
Progress Report	17
Promotion/Retention Policies.....	18
Pupil Records	70
Recruiting.....	70
Request For Leaving School	14
Restroom Privileges	31
Right to Search.....	26, 27,
Schedule Changes	16
School Bus Regulations	29
School Wide Positive Behavior Support (SWPBS).....	9
Senior High Project.....	19
Store	36
Student Conduct at School Events	28

Student Drivers	28
Student Rights and Responsibilities.....	62
Student Service Center	14
Study Halls.....	35
Study Period Time Schedule (Bell Schedule 3).....	6
Summer School.....	18
Telephones.....	25
Terminology	60
Time Schedule.....	5
Two Hour Delay Schedule (Bell schedule 2).....	6
Unlawful Harassment.....	53
Valedictorian / Salutatorian.....	18
Venango Technology	29
Video/Audio Monitors	35
Visitors	32
Weapons Policy	50
Work Release	16
Working Papers.....	15

School Personnel

ADMINISTRATION

Mr. Bill Vonada, Superintendent
Mr. Richard S. Smith, Principal
Mrs. Elizabeth Daugherty, Assistant Principal

GUIDANCE

Andrew Godinich, grades 10, 11 & 12
Lori Vonada, grades 7, 8 & 9

SCHOOL NURSE

Amy Hale

OFFICE PERSONNEL

Carol Bell, Secretary to the Principals
Sue Cowles, Secretary to the Guidance Counselors
Heather Lalley, Attendance Clerk
Teresa Stack, Truancy Officer and Office Aide

SCHOOL BOARD

Thomas Neely, President	Sue Clark	Robert Blausen
Ken Brannon	Camae Bunyak	Hal Carbaugh
Mark Marterella	Lance Mitchell	Heidi Murdoch

2017—2018 School Calendar

Professional Day-----	Tuesday-----	August 22
Professional Day-----	Wednesday-----	August 23
Professional Day-----	Thursday-----	August 24
First Day for Students-----	Tuesday-----	August 29
Labor Day (No School)-----	Monday-----	September 4
Vacation Day (No School)-----	Friday-----	October 6
Early Student Dismissal/Act 80----	Wed. - Fri.-----	November 8, 9, 10 ★
Early Dismissal-----	Wednesday-----	November 22 ◆
Thanksgiving Vacation-----	Thurs. – Mon.-----	Nov. 23—27
Early Dismissal-----	Thursday-----	December 21 ◆
Christmas/New Year Vacation-----	Friday-Monday-----	Dec. 22—Jan.1
School Resumes-----	Tuesday-----	January 2
Vacation Day/Snow Day-----	Monday-----	January 15
Vacation Day/Snow Day-----	Monday-----	February 19
Vacation Day/Snow Day-----	Friday-----	March 16
Early Student Dismissal-----	Wednesday-----	March 28 ◆
Easter Vacation-----	Thurs. – Tues.-----	March 29 – April 3
Easter Vacation/Snow Day-----	Tues. & Thurs.-----	April 3 & March 29
Early Student Dismissal/Act 80----	Friday-----	May 4★
(Teacher In-Service/Prom)		
Memorial Day (No School)-----	Monday-----	May 28
Last Day for Students-----	Tuesday-----	June 4 ◇
Tentative Graduation-----	Tuesday-----	June 4
Professional Day/Snow Day-----	Wednesday-----	June 5

Dismissal Times: ◇ 10:30 a.m. ★ 11:20 a.m. ◆ 1:00 p.m.

Daily Time Schedule

High School A Lunch	7:30-7:44	Move to Class
	7:44-7:49	Pledge/Attendance/Announcements
	7:49-8:03	Channel One
	8:03-8:44	First Period
	8:47-9:28	Second Period
	9:31-10:12	Third Period
	10:15-10:56	Fourth Period
	10:59-11:29	A Lunch
	11:32-12:13	Fifth Period 5B
	12:16-12:57	Sixth Period 6B
	1:00-1:41	Seventh Period
	1:44-2:25	Eighth Period
	2:30-3:00	Activity Period
High School B Lunch	7:30-7:44	Move to Class
	7:44-7:49	Pledge/Attendance/Announcements
	7:49-8:03	Channel One
	8:03-8:44	First Period
	8:47-9:28	Second Period
	9:31-10:12	Third Period
	10:15-10:56	Fourth Period
	10:59-11:40	Fifth Period 5A
	11:43-12:13	B Lunch
	12:16-12:57	Sixth Period 6B
	1:00-1:41	Seventh Period
	1:44-2:25	Eighth Period
	2:30-3:00	Activity Period
High School C Lunch	7:30-7:44	Move to Class
	7:44-7:49	Pledge/Attendance/Announcements
	7:49-8:03	Channel One
	8:03-8:44	First Period
	8:47-9:28	Second Period
	9:31-10:12	Third Period
	10:15-10:56	Fourth Period
	10:59-11:40	Fifth Period 5A
	11:43-12:24	Sixth Period 6A
	12:27-12:57	Lunch
	1:00-1:41	Seventh Period
	1:44-2:25	Eighth Period
	2:30-3:00	Activity Period

Study Period Time Schedule (Bell Schedule 3)

High School A-Lunch	7:30 - 7:44	Breakfast / Lockers / Move to Homeroom
	7:44 - 7:49	Pledge / Attendance / Announcements
	7:49 - 8:25	1 First Period
	8:28 - 9:04	2 Second Period
	9:07 - 9:43	3 Third Period
	9:46 - 10:22	4 Fourth Period
	10:25 - 11:00	STUDY PERIOD
	11:03 - 11:33	Lunch A
11:36 - 12:13	5B Fifth Period	

High School B-Lunch	7:30 - 7:44	Breakfast / Lockers / Move to Homeroom
	7:44 - 7:49	Pledge / Attendance / Announcements
	7:49 - 8:25	1 First Period
	8:28 - 9:04	2 Second Period
	9:07 - 9:43	3 Third Period
	9:46 - 10:22	4 Fourth Period
	10:25 - 11:00	STUDY PERIOD
	11:03 - 11:40	5A Fifth Period

High School C-Lunch	7:30 - 7:44	Breakfast / Lockers / Move to Homeroom
	7:44 - 7:49	Pledge / Attendance / Announcements
	7:49 - 8:25	1 First Period
	8:28 - 9:04	2 Second Period
	9:07 - 9:43	3 Third Period
	9:46 - 10:22	4 Fourth Period
	10:25 - 11:00	STUDY PERIOD
	11:03 - 11:40	5A Fifth Period

- Follow regular schedule after 5th period.

Two Hour Delay Schedule (Bell schedule 2)

9:30 - 9:44	Move to class
9:44 - 10:02	HR (Attendance, Pledge, Announcements only) and Pd 1
10:05 - 10:20	Period 2
10:23 - 10:38	Period 3
1:41 - 10:56	Period 4

- Follow regular schedule beginning 10:59, Lunch A, Period 5, etc.

E-mail Directory

If you wish to contact a staff member by e-mail, you may do so by using the following directory. Simply type the staff member's e-mail name and send to @cranberrysd.org. Example: to contact Mrs. Daugherty – edaugherty@cranberrysd.org

Mr. Anthony ---- ranthony	Mrs. Lalley-----hlalley
Mrs. Barrett----- abarrett	Mr. Louise -----blouise
Mr. Bean ----- sbean	Mrs. McKain-----wmckain
Mr. Bedee ----- zbedee	Mrs. Matthews -- dmatthews
Mrs. Bell ----- cbell	Mrs. Mitchell -----gmitchell
Mr. Bell ----- wbell	Mrs. Motter-----hmotter
Mr. Berlin ----- sberlin	Mrs. Oliver-----moliver
Mr. Bost ----- cbost	Mr. Piercy-----jppiercy
Mrs. Bullers ---- kbullers	Mrs. Piercy -----lpiercy
Mrs. Chittester - jchittester	Mr. Poff-----mpoff
Mr. Clark ----- cclark	Mrs. Sandrock ---ksandrock
Mrs. Cowles----- scowles	Mrs. Schmader---dschmader
Mrs. Dale ----- sdale	Mrs. Shaffer -----sshaffer
Mrs. Daugherty edaugherty	Mr. Sheatz -----dsheatz
Mrs. Dixon ----- tdixon	Mr. Smith -----rsmith
Mr. Earp ----- bearp	Mrs. Smith-----jsmith
Mrs. Ferringer-- mferringer	Mrs. Stack-----tstack
Mr. Godinich---- agodinich	Mrs. Sturdevant - ssturdevant
Mrs. Greenlee -- kgreenlee	Mrs. Svolos -----csvolos
Mr. Guth ----- dguth	Mrs. Sutch -----ksutch
Mrs. Hale ----- ahale	Mrs. Turk -----pturk
Mrs. Hart ----- lhart	Mrs. Uhrinek----kuhrinek
Mr. Highfield --- mhighfield	Ms. Valleries ----mvalleries
Mr. Hubler ----- jhubler	Mrs. Vogus-----lvogus
Mr. Irwin ----- pirwin	Mrs. Vonada-----lvonada
Miss. Johns ----- ljohns	Mrs. Wade -----swade
Mrs. Kauffman - jkauffman	Mr. Wenner -----dwenner
Mrs. Kaye----- jkaye	Ms. Whitling-----kwhitling
Mr. Kirkland --- ckirkland	Mr. Yoder -----pyoder
Mr. Kosmiski --- jkosmiski	

Internet Sites for Information

Cranberry Area School District	www.cranberrysd.org
CSIU Parent portal	https://parents.csiu-technology.org
CSIU Student portal	https://students.csiu-technology.org
Athletic Schedules	http://usatodayhss.com/market/

School Cancellation Plan

Cranberry Area School District uses local television, radio stations and news media as well as our own website and Facebook page as the primary ways to notify you of events, emergencies, school delays and cancellations. In addition, as a courtesy extended to you we utilize automated notification calls.

Newspaper, Radio, TV Stations & websites

Oil City	WKQW-96.3 / AM 1120 KQW
Franklin	FROGGY 100.3/98.5 MAJIC 99.3/104.5 WUZZ 94.3/107.7
Pittsburgh	WPXI-Channel 11 KDKA 1020, KDKA-TV, Pittsburgh's CW WTAE - Channel 4
Erie	WICU-Channel 12/CW WSEE TV 35
Internet	Explore Venango
The Derrick/News Herald	

Handbook Distribution

All students will receive a copy of the Cranberry Junior-Senior High School handbook during the first week of school. The school encourages the student to take their copy of the handbook home and review it with a parent/guardian. Students will sign a form acknowledging that they received a copy of the handbook in addition to a parent/guardian signature on their child's emergency card.

Non-Discrimination Policy

Cranberry Area School District is an Equal Opportunity Education Institution and will not discriminate based on race, color, religion, national origin, sex, sexual orientation, handicap, or limited English proficiency in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding Civil Rights or Grievance Procedures, contact the Title IX Coordinator, and Section 504 Coordinator, Mr. Bill Vonada, Superintendent at 3 Education Drive, Seneca, PA 16346 (814-676-5628 ext. 1509). For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Support Programs Coordinator (814-676-5628).

**SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS)
BEHAVIORAL EXPECTATIONS**

	Be Ready	Be Respectful	Be Responsible
SETTINGS & EXPECTATIONS			
Bus	<ul style="list-style-type: none"> • Be at bus stop at designated time. • Use inside voices and appropriate language. • Keep hands and feet to yourself. • Follow driver's direction. • Dispose of any litter properly. • Report any problems to an adult. • Stay in your seat. 		
Arrival	<ul style="list-style-type: none"> • Be on time. • Enter building immediately. • Turn off and put away all electronic devices. • Remove hat/hood. • Hold the door for the person behind you. • Use inside voices and appropriate language. • Use locker, get breakfast, and report to homeroom after 7:30 bell. • Dispose of litter appropriately. 		
Locker Bay	<ul style="list-style-type: none"> • Retrieve materials quickly and quietly. • Keep locker clean and organized. • Allow other students to access their lockers. • Keep hands and feet to yourself. • Visit locker at established times. • Keep locker locked at all times. • Report any problems to an adult. • Keep public displays of affection to hand holding only. 		
Hallway	<ul style="list-style-type: none"> • Walk on right hand side. • Keep moving. • Use inside voices and appropriate language. • Keep hands and feet to yourself. • Go directly to destination. • Report any problems to an adult. • Dispose of litter appropriately. • Keep public displays of affection to hand holding only. 		
Restroom	<ul style="list-style-type: none"> • Get permission and have planner signed. • Respect others' privacy. • Use inside voices. • Flush, wash, leave. • Leave restroom area clean and dry. • Report any problems to an adult 		

**SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT (SWPBS)
BEHAVIORAL EXPECTATIONS**

	Be Ready	Be Respectful	Be Responsible
SETTINGS & EXPECTATIONS			
Classroom	<ul style="list-style-type: none"> • Be in room when bell rings. • Come prepared with all needed materials. • Have homework complete. • Raise hand and wait to be acknowledged. • Treat teacher and classmates with respect. • Use inside voices and appropriate language. • Obey classroom rules. • Report any problems to an adult. • Leave classroom clean. 		
Commons/ Lunch	<ul style="list-style-type: none"> • Go directly to a table in your assigned area. • Stay in your seat until dismissed. • Use inside voices and appropriate language. • Keep hands and feet to yourself. • Follow adult direction and respect cafeteria staff. • Eat politely. • Stay in line and wait patiently. • Dispose of any litter properly. • Leave your area clean. • Keep food in Commons area. • Report any problems to an adult. 		
Offices	<ul style="list-style-type: none"> • Sign in with office staff and wait your turn to see administrator, counselor, or nurse. • Students visiting an office during classes must have a pass. • Follow adult instruction. • Use respectful language and behavior. • Take care of office business and return directly to assigned area. 		
Dismissal/ Activity Period	<ul style="list-style-type: none"> • Leave school quickly and orderly. • Report to prearranged destination by 2:30 bell if staying for activity period and remain there until 3:00 bell. • Hold the door for the person behind you. • Use inside voices and appropriate language. • Keep hands and feet to yourself. • Dispose of any litter properly. • Sign in if staying in Commons area. 		

Attendance Regulations

All students entering the building between 7:30 a.m. and 7:44 a.m. should get school supplies from their locker and report immediately to homeroom. Loitering in the halls, commons, and locker-bay areas will not be tolerated.

Student attendance will be taken at the beginning of homeroom. Students reporting to school after 7:44 a.m., who are not in homeroom by 7:44 a.m., will be considered tardy to school and must report directly to the office, sign-in and obtain an admittance pass.

FOLLOWING AN ABSENCE THE STUDENT MUST SUBMIT, TO THE HIGH SCHOOL OFFICE, AN EXCUSE SIGNED BY HIS/HER PARENT OR GUARDIAN ON THE DAY HE/SHE RETURNS. If the student fails to submit his/her excuse within three (3) days upon his/her return to school, his/her absence will be counted as unexcused or illegal. Special excuse forms are provided by the school and can be found in the appendix of this handbook. All excuses that are not acceptable under the Pennsylvania Compulsory School Laws, although signed by parent/guardian, will be considered unexcused or illegal.

Tardiness

If a student arrives to school/homeroom after the 7:44 a.m. bell, he/she should report to the office for an admittance slip. This is the only late pass the office will issue. No late passes for between classes will be issued from the office.

If a student is late to class without an appropriate pass, the teacher will record the lateness and administer appropriate consequences.

If the student was detained in the office, or by a teacher, he/she should ask for a pass from the person who detained him/her before going to class. Such tardiness will not be counted against the student.

Unexcused or Illegal Absences

A student may be legally absent from school due to sickness or other "urgent" reasons, such as impassable roads, quarantine (see "Communicable Diseases" section on page 34), or death in the family. Absences for other reasons are unexcused or illegal. Unexcused absences for a student under the age of seventeen are classified as illegal; over the age of seventeen, the absence is considered to be unexcused.

Illegal absence is defined by:

- Excuse not turned in within 3 days of return
- Non-school trip without prior approval
- Reason provided is not acceptable under PA School Law
- After 10 cumulative parent excused absences, a doctor's excuse will be required. A medical excuse will not be accepted if the student was not seen in the doctor's office and the day will be considered an illegal absence.
- 3 unexcused days tardy = ½ day illegal absence.

Steps after each illegal absence:

- 1st absence: Warning letter sent from school office
- 2nd absence: Warning letter sent from school office, CYS Outreach notified.
- 3rd absence: Warning letter sent from school office with date for Student Attendance Improvement Conference (SAIC) meeting at the school. CYS Outreach will also be sent a copy of the letter with the SAIC date.
- 4th and 5th absence: Warning letter sent from school office
- 6th absence: Citation filed with district magistrate.

Class work missed by a student on the day, or class period, of an unexcused or illegal absence cannot be made up for credit. Zeroes will be given for all graded work missed.

Any time a student is not in attendance for a full day, legally or illegally, attendance awards are affected.

A student who has 30 or more unexcused absences from any scheduled one credit class will receive no credit for that class. A student who has 15 or more unexcused absences from any scheduled one-half credit class will receive no credit for that class. This total includes both unexcused and illegal absences, unexcused tardies after 8:20am and unexcused early releases prior to 2:05pm.

The following are absences that will appear on a student's report card and will become part of the student's permanent file:

Excused Tardy (TE) – If a student reports to school between 7:44 and 8:44 AM with a written note from their parent/guardian. The reason for the tardy must be an excusable reason, per the Pennsylvania School Code.

Unexcused or Illegal Tardy (TU/TI) – If a student reports to school between 7:44 and 8:44 AM, without a written note from their parent/guardian, or containing an inexcusable reason, per the Pennsylvania School Code.

Excused Half-Day Absence (E5) – If a student arrives to school after 8:44 but before 11:00 AM, or leaves prior to 1:40 PM, with a written note from their parent/guardian containing an excusable reason, per the Pennsylvania School Code.

Unexcused/Illegal Half-Day (U5/I5) – If a student arrives to school after 8:44 but before 11:00 AM, or leaves prior to 1:40 PM, with a note that contains an inexcusable reason, or without a written note from the parent/guardian.

Full Day Absence – If a student arrives to school after 11:00AM, or leaves school before 11:00 AM, their absence will be documented as one full day. This may be **Excused (E)**, **Unexcused (U)**, or **Illegal (I)** based upon the written note from the parent/guardian and the reason, per Pennsylvania School Code.

Cranberry Area School District Policy 204, based on Pennsylvania School Code, allows for excused absence from school for the following reasons:

- Illness / Medical appointment
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family emergency
- Approved family educational trips
- Educational tours and trips as approved by the administration

The following absences will not appear on the student's permanent record:

- a. Absence for school-generated activities
- b. Religious holidays as prescribed by the PDE
- c. Physical disability of extended duration (after homebound instruction has begun).

Educational Trips

A student may legally make a trip of an educational nature with his/her parents or guardians; however, the school does not encourage such trips. A parent should notify the school of such a planned trip at least one week in advance. Parents/Guardians are strongly encouraged to schedule family vacations with the school district calendar in mind to ensure that students attend school a maximum number of days. It is the student's responsibility to follow teachers' grading policies in relation to work missed. Any assignments not completed upon the students return to school, must be completed in a reasonable amount of time.

To ensure that the student has received his/her assignments for the period of time to be missed, he/she must complete an educational field trip form before leaving on the trip.

1. Students may be approved for up to 5 days of Educational/Vacation Tours and Trips per year.
2. Parental requests, which go beyond the number of days or trips allowed, must first be approved by the building principal and then referred to the Superintendent or designee for final permission.
3. Any days taken beyond the maximum days may be considered unexcused and unlawful for students under the age of seventeen (17) and unexcused for students seventeen (17) years of age and over.
4. The Application for Permission for Student Excusal Due to an Educational Trip of Tour must be submitted to the principal five (5) school days prior to the trip.

These forms are available in the office. Trips are highly discouraged the last month of May due to exams. Forms not filed in the office will result in the absence being marked "unexcused."

Any money paid by a student, parent or guardian for a school-sponsored educational trip is considered to be nonrefundable.

Attendance and Extracurricular Activities

Students participating in any extracurricular activities or sports must be in attendance for the full day to participate **in that day's practice or event**. Students must have reported to school by 8:00 AM, and be in attendance the

entire day, to be considered a full day for eligibility in extracurricular activities. Medically-excused tardies and absences as a result of a scheduled **medical appointment**, job shadows, religious activity, college visits or attendance at a funeral are the only allowable reasons for participation in the extracurricular or athletic activity on that day. If the student is to be absent for either a job shadow or a college visit, an educational field trip form must be completed and turned in to the office before the absence.

Request for Leaving School

Early dismissal from school will be granted for the same reasons allowable for legal absences. A written request from a parent/guardian for early dismissal should be presented to the attendance clerk **in the morning**. If the excuse is accepted, the student's name will appear on the absentee sheet. **When picking up a student the student's parent/guardian must sign the student out in the office when leaving the building for an early dismissal and sign him/her in upon his/her return.** This includes any student being dismissed by the nurse or an administrator. **Students contacting parents themselves to go home will be marked illegal or unexcused unless followed up with a medical excuse.**

Parents are encouraged to schedule appointments with doctors and dentists after school hours if possible. Students returning to school after such an appointment will be required to submit to the office, upon their return, the doctor's professional/appointment card, signed by the doctor or his/her staff.

Perfect Attendance

In order for a student to receive a Perfect Attendance Award, he/she must not be absent on any school days. The following are the **ONLY** attendance codes that will **NOT** be counted against a student's attendance: SO (Suspended Out), SI (Suspended In), AP (Alternate Placement), TE (Tardy Excused) & ER (Early Release).

Student Service Center

The Student Service Center is a resource area available to students, parents, faculty and residents of Cranberry School District. Resources offered are counseling (academic, career and socio-emotional), a career library, group counseling, testing services, agency referral, working papers, work release and educational planning.

CARE

CARE stands for Cranberry Assessment Referral Evaluation. It is a student assistance program aimed at helping students in all grade levels to overcome addictive and other self-destructive behavior. The main goals of CARE are to help identify students in distress, to intervene, and to get them to help as quickly as possible.

Any student, parent, teacher, or community member who has a concern may contact one of the school's guidance counselors for advice or help. **The confidentiality of the student and others concerned with the referral is always maintained.**

Child Study Team (CST)

Public schools undertake a pre-referral screening process before referring most children for a multidisciplinary team evaluation. When concerns brought up by either school staff or parents warrant screening, the child is referred to the Child Study Team for a pre-referral screening similar to the instructional support process at the elementary level. The CST is responsible for assessing the current achievement and performance of the child, designing school based interventions to address concerns, and assessing the effectiveness of those school based interventions. If the concern that resulted in the referral can be addressed without special education services, or is the result of the lack of English proficiency or appropriate instruction; the CST will recommend interventions other than a multidisciplinary team evaluation for possible special education services. Parents, nevertheless, have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process.

Working Papers

Working papers may be obtained from the Student Services Center.

1. A parent/guardian must come to the school, with the student's birth certificate, to complete the working paper application.
2. After the application is complete and signed by the parent/guardian, the student will need to be available to sign for the permit.
3. Please refer questions to the Student Services Center.
4. Under the current Pennsylvania Child Labor Act if, in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement if permitted to work during the school year, the application can be denied. Similarly, an issuing officer may revoke a work permit if it is the issuing officer's judgment that the applicant cannot maintain adequate academic achievement when permitted to work during the school year.
 - a. Once report cards are issued, any student with a failing grade who has a work permit will be put on 45 school day (one marking period) probation.
 - b. If a student has a failing grade on the next report card, their work permit will be immediately revoked for a minimum of 15 school days. The work permit can be reinstated after completion of a "restoration of eligibility" form, with all passing grades, signed by a principal.
 - c. A letter will be sent to the parent as well as the employer stating that the permit has been revoked and will be re-instated after 15 school days if the student has all passing grades.
 - d. If the student is not currently working, the same letter will be sent to the parent only.
 - e. A student who does not currently have a work permit will NOT be issued a permit if they had any failing grades on the previous marking period report card.
 - f. All work permits will be reinstated at the end of the school year for summer work.

Parent Conferences

Parents/guardians are urged to contact the school about any questions regarding their child's school work. Appointments for conferences with teachers, counselors, or principals may be made by calling the Student Service Center or the school office at 676-8504.

Schedule Changes

Students may discuss schedule problems with their guidance counselor. Once schedules are issued, necessary changes will be made if the counselor, teacher, parent/guardian and administration deem such changes appropriate and beneficial.

Requests for schedule changes must be received no later than 15 days after the start of the course. Requests to drop a class that will put the student course load below 6.5 credits will be refused.

Additionally, any student who is permitted to withdraw from a course after the first 15 days will receive the grade of "WF" (Withdrawn Failing). This grade will remain on the student's report card and transcript, and will calculate into QPA and class rank as a 64%. However, if a student drops a course at any time at the request of a teacher and approved by administration, a "WF" will not be recorded.

Students with current IEP's or 504 plans will be handled on an individual basis.

Work Release

Juniors and seniors who have jobs may be scheduled for the work release program through the Student Services Center. The work release program will allow students to be excused from school for a maximum of one period a day to attend a job, either first period or eighth period. (Study Halls only)

The following are eligibility requirements for the work release program:

1. Be a junior or senior.
2. Follow attendance regulations.
3. Maintain a course load of 6.5 credits.
4. Pass all subjects.
5. Obtain and complete the appropriate employment certificate.
6. Have a signed statement from the employer indicating that he/she will be working during the released time hours.
7. Have a signed permission statement from his/her parent/guardian.
8. Have his/her application approved by the principal.

NOTE: Students who are failing any course or who do not attend school daily may be withdrawn from the program. In addition, those students who violate the discipline code may be subject to dismissal from the work release program.

Junior-Senior High School Grading Policy

The following standards are utilized:

A 93 to 100	H Excused with credit
B 85 to 92	WF Withdraw-Failing
C 75-84	WP Withdraw-Passing
D 65-74	P Pass
F 64 and below	F Fail
I Incomplete	S Superior

If a student fails all four (4) grading periods, he/she will not be eligible to make up that course during summer school.

Incompletes (I) must be made up within 15 days of the end of the grading period in all courses, or the grade for projects not complete will resort to a 0%.

NOTE: Three (3) passing grades in any of the nine-week grading periods do not guarantee a passing final average.

Academic Progress Report

The purpose of this report is to inform the parents/guardians of the student's present status in his/her subjects. The student's progress may be noted in the following categories: ability, attitude and/or performance. When a student has a grade of a 75% or below, or when the teacher deems it necessary, these reports will be issued at the mid-point of the nine week marking period. A parent may request progress reports by contacting the Student Services Center.

All students also have a Student Portal Account where current academic information is available for all of the classes at Cranberry High School.

Progress Reports are updated to the Parent Portal Account at the mid-point of each quarter. Those who have Parent Portal Accounts will not receive a report in the mail.

QPA / Weighted Courses

Students will have their QPA/class rank based on the final weighted percentage grades. The following index system will be used to weigh General Ed, Academic, Honors/Advanced Placement (AP) courses for those students in grades 9 through 12:

General Ed	1.00
Academic	1.05
Honors/AP	1.10

This system will be used to determine QPA and cumulative class rank.

The grade that is reflected on the report card is the actual grade the student earns in the classroom, not the weighted grade. Classes that are graded F, P & S's are not included in class ranking will be identified by an () in the course descriptions.*

Promotion/Retention Policies

A seventh or eighth grade student will be promoted unless he/she fails more than one course meeting 5 days per week for 36 weeks.

In grades 9-12, grade placement is based on credits. A student who fails to achieve the minimum credits for assignment to the next grade will be retained. The minimum credits are:

Sophomore—5 credits Junior—11 credits Senior—17 credits

Summer School

A student failing one marking period will attend summer school for **9** days. A student failing two or three marking periods will attend for **12** days. A student failing a class all four marking periods is not eligible to make it up in summer school.

Each class is in session for four hours per day. The percentage grade for a course passed in summer school will be up to 70%. All summer school offerings are remedial in nature. Physical Education will be offered as remedial and/or for initial credit.

All courses will run pending sufficient enrollment.

Principal's List

A student who has no grade lower than a 93%, and has passing grades in all pass/fail courses, will be designated for the Principal's List. Any student with an incomplete grade will not be eligible for Principal's List.

Honor Roll

A student who has no grade lower than an 85% in any course and has passing grades in all pass/fail courses will be designated for the Honor Roll. Any student with an incomplete grade will not be eligible for Honor Roll.

NOTE: Principal's List and Honor Roll lists will be generated the day after report cards are distributed.

Valedictorian / Salutatorian

The Valedictorian and Salutatorian will be selected from each class based on a cumulative weighted QPA. In the event there is more than one student with the highest weighted QPA, the tie will be broken based on the total number of honors courses completed by each student. Selection will begin in 9th grade up to and including the third marking/grading period of his or her 12th grade year. Students must have been enrolled at Cranberry Area High School for the seven consecutive marking periods preceding the last marking period of their final year. Any two or more students whose computed grade point averages are identical to the thousandth of a point (.001) shall be given the same rank. Students will be notified of any changes arising in this policy.

High Honors / Honors

At graduation time, a senior who has a cumulative weighted QPA of 93% or above from grade nine to the third nine weeks of his/her senior year will be awarded the distinction of "High Honors." A senior who has a cumulative weighted QPA that falls between 88% and 92% from grade nine to the third nine weeks of his/her senior year will be awarded the distinction of "Honors." No rounding up will be allowed.

Graduation Requirements

Candidates for graduation from Cranberry High School must successfully complete a minimum of 24 units of credits in grades 9-12. Specific subject area requirements are as follows.

• English	4.0 credits
• Math	3.0 credits
○ 1 Credit Algebra	
• Social Studies	4.0 credits
• Science	3.0 credits
○ 1 Credit Biology Required	
○ 3 Science Classes Required	
• Health	.5 credit
• Physical Education	2.0 credits
• Electives	7.5 credits

All students must demonstrate attainment of academic standards in reading, writing and mathematics at the proficient level on State assessments or local assessments aligned with the academic standards and State assessments. All students must also complete an approved culminating Senior High Project.

1. Successful completion of the Senior High Project (see page 19 for specific requirements).
2. Demonstration of the State Standards in Literature and Algebra at the proficient level. This can be accomplished by:
 - a. Keystone Assessments or a score of proficient on a local assessment.
3. Students requesting to complete courses at an institution of higher education or another education program, to be applied toward graduation, must meet all requirements as stipulated in CASD Policy 124, Academic Credit Approval and Acceptance Policy.
4. Students are required to take a minimum of 6.50 credits, per academic year, to maintain full time student status.

Senior High Project Overview

Cranberry Area School District is committed to preparing our students for success in school and in life. To help fulfill that goal, Cranberry has developed its culminating Senior High Project around career development. The Senior High Project is a process that assists the student and parents in relating the student's career interests and postsecondary higher education aspirations to individual aptitudes and achievements. The plan encourages thought toward postsecondary plans and tentative career goals, identifies the steps that are required to progress toward those goals, and reinforces the commitment and responsibility of each student to take charge of his or her future. This plan is developed by the student with assistance from parents and school personnel, and is a local requirement for graduation.

The Senior High Project is a culmination of learning experiences, activities, and assignments that take place in ninth, tenth, eleventh, and twelfth grade. Credit for each component of the project will be factored into the student's language arts grade for that year.

The following is an outline of what will be completed at each grade level:

- Ninth grade--career exploration with guidance counselor
- Tenth grade--job shadow and reflection on experience
- Eleventh grade--job shadow and reflection on experience
- Twelfth grade--resume, cover letters, public speaking, job and college admission skills, and interview

Cranberry wants to prepare students for success after they leave our campus. We believe that by participating in and completing the Senior High Project, our students will be better prepared to take on the challenges they will face after graduation.

Completion of each phase of the Senior High Project is integrated into the ELA class in grades 9 through 12. The student must complete each phase of the project with an average of 65% in order to be given credit for that phase. The timeline for completion of each phase will be determined by the ELA teacher in charge during that year. If a student does not complete the requirements by the due date or complete the phase with a minimum grade of 65%, the student will be marked with "INCOMPLETE" grade on the report card. The student will have 15 days to complete the required work to change the "INCOMPLETE" to the achieved grade in the class. Late completion of the requirements will earn a maximum grade of 65% for that phase. Failure to satisfactorily complete the requirements of the Senior High Project could prevent a student from graduating or meeting the eligibility requirements for each successive year. All transfer students have a six week extension to complete all components of the Senior High Project up to the last day of school. Documentation of satisfactorily completing an equivalent project at a prior school will be accepted to meet this requirement.

Extracurricular Academic Eligibility Policy

To be eligible for extracurricular activities, a student must have a cumulative overall average of 75% in the current marking period, and not have received any failing grade. If a student has less than a 75% cumulative overall average or has received one or more "F"s, he/she is ineligible for 15 school days beginning the day after report cards are issued. The student's eligibility may be restored after 15 days if the student's cumulative average in all subjects is at least a 75% and he/she is not receiving any failing grades. To have eligibility restored after 15 school days, a student must submit a "restoration of eligibility" form to a principal. This form may be obtained from the high school office. Eligibility for fall activities will be based on the final grades for the prior year and ineligibility will run from the day after final report cards are issued through the first 15 days of the next school year. Students may make up a failing grade for eligibility in summer school, depending on the availability of the course.

Students involved in interscholastic sports or any extra-curricular activity may practice during the 15 days of ineligible time, but may not participate in any game, match, scrimmage, or performance nor may they travel with the team or participate as part of the team at home or away events. Ineligible students may not participate in any club activities including meetings and field trips. Eligibility does not apply to school sponsored dances.

A student receiving an "I" grade is ineligible until the "I" is replaced by a passing grade.

School officials will also do a weekly eligibility check that is required by the PIAA for all interscholastic sports and cheerleading. A student who is not passing at least 4 credits during the weekly check will be ineligible for the next week (Sunday through Saturday). This weekly check is based on the student's cumulative average in each class for the current nine-week marking period.

National Honor Society

Students have the opportunity to apply for induction into the Wilson Chapter of the National Honor Society as sophomores, juniors, or seniors one time per year during the month of March. To apply for induction, a student must have a cumulative grade point average of 93% as stated on the official transcript (inclusive of 9th grade and all subsequent years) at the time of application following the semester break.

* All students inducted into NHS prior to June of 2008 will follow the 91% GPA guidelines.

Guidelines for Selection and Retention in Cranberry High School National Honor Society:

1. A sophomore, junior, or senior must meet and maintain the cumulative grade point average of 93% in ninth grade and each consecutive year. No rounding up will be allowed. If a student fails to meet these criteria, he/she must notify the advisor immediately and face a probation period of nine weeks. After nine weeks of non-compliance, the student faces immediate permanent dismissal.
2. Proof of service, leadership and character must be provided on the application form. All forms must contain signatures of the principal, the guidance counselor, all school advisors, coaches, and/or service advisors. No application form will be accepted beyond the stated deadline.
3. A student must accumulate a minimum of 12 points in service and leadership to qualify for membership in National Honor Society. One point is awarded for each service activity per school year. Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. Each service activity should involve a sustained commitment of time and participation of at least 50 hours per year. One additional point is awarded for each office held in the activity per year. A full signature of each advisor is required on the application.
4. The principal must sign the original application form to verify a lack of discipline points for cheating, or level three or four violations. A member will be immediately dismissed from NHS for any cheating or level 3 or 4 violations.
5. A National Honor Society member must participate yearly in 80% of all National Honor Society meetings, service projects and fundraisers or face dismissal.
6. A National Honor Society member must pass the yearly senior high project requirements and be proficient in the standardized PSSA testing to maintain membership. Failure to do so by the initial timeline will result in immediate dismissal.
7. The N.H.S. Faculty Council will review all applications and approve students for induction. The five faculty members of this council are approved by the principal and have the final decision concerning the candidates who have been nominated.
8. Any current member of N.H.S. must maintain the standards that were used as a basis for his/her nomination. These standards are reviewed

quarterly by the N.H.S. advisor. If a member falls below the standards, he/she will be notified in writing by the advisor that his/her membership is terminated permanently. In certain cases, the student will be given a specific time period in which to rectify the specific membership requirement. The Faculty Council has the power to dismiss a student from membership and this dismissal is permanent.

Homework

The Cranberry Area School District Homework Policy is available on the district website.

Obtaining missed assignments is the responsibility of the student. In the case of an **extended illness when a student may be absent three days or more**, homework assignments may be requested through the high school office. This work may be picked up in the office after 2:30 PM when the request is received by 8 AM of that day. Any student missing less than three days should make arrangements with his/her teacher to make-up any work missed because of an excused absence.

Accident/Mishap Reporting

Any student accident/mishap must be reported to the teacher in charge immediately. The teacher will then determine if the student needs to report to the nurse/office.

Physical Education

Students are required to participate in physical education classes, as mandated by the state. If a student is unable to participate in a regular physical education curriculum for physical, psychological or other compelling reasons, accommodations will be made. To be eligible for adapted physical education curriculum, a student must obtain a form from the nurse for his/her doctor to complete. The doctor will indicate in which activities the student may not participate and his/her physical education curriculum will be adapted.

If an illness or injury prohibits a student from participating in physical education classes for an extended period of time, he/she should submit a doctor's excuse to the nurse's office. This excuse should tell the nature of injury or illness and the length of time needed to be excused from physical education classes. The nurse will give this information to the teacher.

A change of clothes is required when participating in physical education classes. This change should include appropriate dress for indoor and outdoor activities. Clean tennis shoes will be required indoors. The physical education staff reserves the right to determine appropriate attire, prior to each unit; (e.g., loose-fitting shorts, sweat pants, T-shirts, warm clothing for outdoor activities).

If a student does not dress in an appropriate change of clothes, including tennis shoes, the said student will not be permitted to participate in class. When a student has accumulated 5 or more days of not participating per nine week grading period, the student will fail for the grading period. The student can make up these non-participation days if he/she chooses to "dress out" and participate in a make-up gym or during activity period. Excessive violations of nonparticipation may result in disciplinary consequences.

For more information contact the Physical Education Department or the guidance office.

Activity Period

Activity Period is generally held Monday–Thursday between 2:30 p.m. and 3 p.m. This time is used for meetings, tutoring, study groups, etc. that have an intended purpose. **Any student who stays for activity period must make arrangements ahead of time with a teacher, and obtain a white work paper. This includes securing a bus pass from the main office. A limited number of passes are available for each elementary bus. Students riding an elementary bus must board the bus at the high school. Only those students who are staying for a school activity/parent pick-up should be in the Commons area.** These students must sign in and remain in the Commons area with the designated teacher. At 3:00 p.m. students who have been involved in the activity period, must report to the Commons area or in front of the school to wait for the elementary bus run. All school rules are in effect during this time frame and transportation home may be provided on elementary bus runs if space is available. Cell phones and food will be permitted during this time. Students are NOT permitted to stay during activity period for the sole purpose of socialization.

Cafeteria

Students will use the cafeteria facilities in a mature manner and will meet the following standards of responsible behavior:

1. Report promptly to the lunch hall and remain there until dismissed by the teacher on duty.
2. Follow procedures as instructed by the cafeteria staff and teachers on duty.
3. Ask permission before leaving the cafeteria to use the telephone or restroom located in the commons.
4. Talk in a conversational tone - do not make excessive noise (yelling, pounding tables, talking in a loud voice, etc.)
5. Clean up all litter/food on or around your table - DO NOT THROW FOOD!
6. No food is to be consumed outside the cafeteria / commons with the exception of breakfast in the classroom
7. Failure to report to lunch is a class-cut and will be dealt with according to the disciplinary code.
8. Students are not permitted to “order out” lunch and have it delivered to the school. The school will not accept deliveries.

Student Meal Prices

Milk: \$.55 Breakfast: \$1.35 Lunch: \$2.60

School Lunch Program Free & Reduced Applications

Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. Free and Reduced Meal Applications must be completed within 30 days of the beginning of each school year. Parents are encouraged to utilize the online application process found at **www.paschoolmeals.com/Register**. A direct link to this site can be found on the CASD Website, under “Free and Reduced Application.” A paper application is available upon request at the Building or District Office. Once

the application has been submitted, the school will notify the parents/guardians in writing and/or by email of their meal status. If your family's income changes during the school year, you must update your financial information at that time for free or reduced-priced meal consideration. Cranberry School District and the USDA are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Our full non-discrimination statement can be found on the Dining Services page of the District Website.

Special Dietary Considerations

Cranberry Area School District requires a written Medical Plan of Care for students in need of special dietary consideration. A Medical Plan of Care must be initiated by the parent/guardian at the beginning of each school year, and can be found on the district website. For more information, please contact the School Nurse at your student's building.

Lunch Accounts

Cranberry Area School District has adopted an Unpaid Meal Policy, along with student lunch account procedures, which can be found on the District Website. Account Balances can be accessed through the District Website at "Cafeteria Accounts Online." You must have your student's identification number to access this information. Information can also be obtained by contacting the Food Service Director at the number below. Payments can be made on lunch accounts through the payforit.net website, or by personal check or cash. Please note when sending in lunch money that one check can be written for all the students in your household, even if your children are in different buildings.

1. There will be no ala carte purchases on credit.
2. A message from the automated School Messenger System will notify households of negative lunch account balances. This message will be generated each Tuesday of the school year.
3. At a \$20 negative balance, the household will receive a written notice from the building principal. At a \$25 negative balance, the household will receive a written notice from the district business manager. If payment is not received within 10 days of this notice, the matter will be turned over to a magistrate for collection. No further charges will be permitted until the account is rectified.
4. All unpaid lunch debt must be paid in full by the Tuesday after Memorial Day. After this day, students may only make purchases with cash or on their positive lunch account balance.

Cafeteria Balance

Cranberry High School students and families are able to check the balance of their cafeteria accounts online by following these instructions:

1. Log-on to our website at www.cranberrysd.org
2. Click on “**Dining Services**”
 - i. Under “Links” Click on **Cafeteria Account Balance**
 - ii. Click on **Continue to School**
 - iii. Enter the student’s last name
 - iv. Enter the student’s ID number
 - v. Click on **Click for Account Information**
 - vi. The student’s cafeteria account balance will be displayed

All families with cafeteria questions or concerns may contact Kim Daugherty, CASD Cafeteria Manager at (814) 676-8504 ext. 2412 or by email at Metz@cranberrysd.org.

Telephones

The main office and Student Service Center telephones are business phones. In the event of an emergency, school personnel may place a call for the student. Students are NOT permitted to use cell phones during the school day, except during scheduled lunch periods.

Electronic Devices

Electronic devices include cell phones, iPods, iPads & tablet computers, MP3 players, digital game players, digital cameras, laptops, as well as any new technology developed with similar capabilities. At the Cranberry Area School District, we recognize that students have powerful learning tools in the electronic devices they carry; however these devices can also be a major distraction to the learning environment. Our goal is to utilize the resources available to help prepare students for the future while minimizing disruption and distraction to the learning environment. Bringing any electronic device for a non-educational purpose to school is strongly discouraged.

Students may use their personal electronic devices for educational purposes in the Cranberry Area School District according to the following guidelines (please note: students must follow the Acceptable Use Policy for Internet and Computer Network when connected as well):

1. Electronic Devices must be turned off during the school day (7:44 AM-2:25 PM) unless they are being used under a teacher’s direction for a class activity. Personal electronic devices and headphones may be used for academic purposes only with the permission and supervision of the teacher and during scheduled lunch period.
2. Electronic Devices and accessories are NOT permitted to be OUT or ON without teacher consent, this includes but is not limited to classrooms, hallways, restrooms, cafeteria, gym, and auditorium, except during scheduled lunch period.
3. Students may NOT, at any time during the day, FILM, or TAKE PICTURES of other students or teachers (without their express written

consent).

4. Students may NOT, at any time during the day, PLAY GAMES on their personal electronic devices unless part of a teacher directed instructional activity.
5. Students may NOT TALK on their cell phones during school hours; if students need to use a phone, in the case of an emergency, they may get a pass to the main office and use the school phones.
6. CASD is not liable for student access to any other network, including internet service provided by an individual's phone company.
7. CASD administration reserves the right to inspect, at any time, any personally owned device while being used on school grounds on a separate network.
8. When students are not using their devices, they should be turned off and kept in a safe, locked place. High School students should have their lockers secured at all times. CASD will not be held responsible for any physical damage, loss, or theft of personally owned devices.
9. CASD will not be held liable for either texting or internet usage charges that occur from the use of a personal electronic device. Parents must make sure that students understand the limitations of their cell phone plan, including the number of texts and internet access.
10. CASD will not be held liable for the content already existing on student-owned devices, including but not limiting to apps, music, movies, pictures, games, books, etc.
11. ALL STUDENTS must follow additional guidelines put forth by individual teachers in their classrooms.

***Failure to follow these guidelines will result in disciplinary action as outlined in the Level 1 Violations; in addition, **5th offense and all thereafter** will receive a Level 3 violation.

Student Lockers

- (a) All students will be assigned a locker. Lockers are owned and controlled by Cranberry Area School District and assigned by building administrators to students for their convenience of use during the school year. The locker is to be used only by the person to whom it is assigned and students are cautioned not to tell their combinations to anyone.
Students are not to expect privacy from school searches of lockers as outlined in this handbook under Right to Search see (pg. 27) and Searches (pg. 69).
- (b) In special circumstances, approved by the administration, students may be permitted to use private locks.
- (c) Lockers are not maximum security safes. Do not use them as such by putting money or valuables of any kind in them. The school is not responsible for lost, misplaced, or stolen personal items. If it is necessary to bring valuables to school, the student should keep them with him/her.
- (d) Students may visit their lockers at the following times: before school starts until homeroom begins, during any lunch period, and after school. Seventh and eighth grade students will be permitted to go to their lockers between 3rd and 4th periods for the exchange of books.
- (e) Writing on lockers is defacing school property and will be dealt with according to the disciplinary code.

- (f) Damage caused by misuse or deliberate abuse will be dealt with according to the disciplinary code and charged to the student responsible. Any locker malfunction should be reported to the proper advisor or the office.
- (g) The student must keep his/her locker clean. Do not allow old papers or clothes to accumulate. Periodic checks must find the locker clean and in order or disciplinary action will be taken. With reasonable suspicion, the high school administrators may search a student's locker. (See below – Right to Search)

Right to Search

At no time does the Cranberry Area School District relinquish control of hallways, lockers, physical education lockers, or any other part of the school building or property. School officials reserve the right to and will randomly search any and all school property at any time in order to maintain a safe and orderly environment. These searches may encompass any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions, and automobiles parked on school property if there is reasonable suspicion that the student is in violation of any school rule or policy or poses a threat to themselves or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug-detection dog, metal-detection units or any other device deemed useful in protecting the health, safety and welfare of the school population. (Also refer to Searches Pg. 69 for additional information)

Dances

Students in grades 7 and 8 will not be permitted to attend a senior high dance (including prom). Students in grades 9–12 will not be permitted to attend a junior high dance. No students in grades 7 and 8 will be permitted to have a guest attend a dance.

Students are permitted one registered guest if they are not already attending with another Cranberry student. Only students in grades 11 and 12 and their guests may attend the prom. All guests must be registered in the high school on an extracurricular activity guest pass. These passes may be obtained in the main office and should be turned in prior to the scheduled event, along with a photo ID. Guests who are age 21 or older are prohibited from attending a dance (including prom and after-prom). Each Cranberry High School student will be held accountable for the actions and behaviors of his or her guest.

Students seeking administrative approval to attend a function at another high school will not be granted permission to attend the event if the student has been assigned in excess of 6 days of suspension or has 3 or more illegal absences.

Student Conduct at School Events

Students will exercise the best discipline possible at all school events. All school rules must be followed during the activity. If violations should occur, the discipline code will be enforced.

A student could be suspended from attending or participating in all Cranberry School events if his/her conduct is not of the best quality.

Courtesy must be shown toward all opponents and officials at all sporting events. Booing opponents and/or officials is one example of unacceptable behavior.

Student Drivers

The School Board provides bus transportation for all students. It urges students to use these buses for a variety of reasons including convenience, socialization, and the shortage of parking spaces available. However, the School Board recognizes that students may have a need to drive to school. Students who drive to school without being registered through the office will be dealt with according to the discipline code and/or have vehicle towed at the owner's expense.

A student who drives a motor vehicle to school must know and obey the following rules:

1. Students must be licensed drivers with registered vehicles to gain permission to drive/park on school grounds.
2. Each student must register his/her vehicle each school year. Registration blanks may be obtained from the Truancy Officer. Every student who registers will have his or her driver's license and vehicle registration photocopied and placed on file with the Truancy Officer.
3. Each student must display a parking permit for the current year in the designated place on his/her car, in plain view. Cars not displaying a valid permit may be towed off school property at the expense of the owner.
4. Students may not enter the parking lot during the school day unless permission has been obtained from the office.
5. Each student must park in the area assigned for student drivers. Violators' vehicles may be towed away at owner's expense.
6. Driving from the school grounds during school hours without permission is prohibited.
7. Students must leave their cars immediately upon arrival at school.
8. Sitting in a car during the school day is not permitted.
9. Speeding (in excess of 10 mph) or careless driving on the school grounds is not permitted. **Reckless driving will result in a suspension of driving privileges and parental contact.**
10. Permission to drive to and from VoTech must be secured from both the VoTech director and the high school administration.
11. If a student drives to school while his/her driving privileges have been suspended or revoked, the car will be towed off school property at the expense of the owner.
12. With reasonable suspicion, the high school administrators may search a student's car.

13. Excessive tardiness to school or unexcused absences will result in a delay of parking permit approval, after application is submitted or suspension of driving privileges.
14. At the end of the school day, students must exit from the parking lot using the two exits furthest from the high school.

The student's driving privileges may be revoked for violations of the above rules and/or other appropriate Level II disciplinary actions may be taken, as outlined in the disciplinary code.

- **1st Driving Suspension** driving privileges suspended for 5 school days
- **2nd Driving Suspension** driving privileges suspended for 10 school days
- **3rd Driving Suspension** driving privileges permanently revoked

Students in need of temporary driving privileges may obtain them by completing the appropriate form in the office prior to driving.

Venango Technology Center Students

The two buses transporting the Technology Center students to the Venango Technology Center will leave the home high school at 11:30 a.m. The buses will load from the front doors near the main office.

It is the policy of both the Cranberry District and the Venango Technology Center that all students attending the Venango Technology Center will be transported by bus to and from the Venango Technology Center. However, those students who have received written permission from the VoTech director and Cranberry Administration (principal or assistant principal) to drive to the VoTech Center may do so. All students who drive must stay for lunch and will be dismissed when the Technology Center bus arrives. The only exception will be for students on cooperative learning experiences.

Parents/guardians will be given notification of first behavior problems of any student riding the VoTech bus and will be informed after proper due process that the next offense will result in suspension from the bus with the parents/guardians providing transportation.

Bus Students

School bus transportation is provided for the students' safety and convenience. Transportation is provided as a privilege and therefore can be revoked at any time for misconduct. Students are expected to help maintain the condition of the bus on which they ride.

School Bus Regulations

The transportation supervisor is responsible for establishing bus runs and assigning students to a particular bus. Students are not to ride any bus other than the one to which they are assigned. Students are to get on and off the bus at their assigned stop. Students wishing to ride a bus other than the one assigned must present a note to the driver upon boarding the bus, written by the parent/guardian and signed by a school administrator. This request can only be granted if there is seating available on the bus. A child getting off the bus at any stop other than his/her own without a permission slip signed by

his/her administrator is in violation of school policy.

Students should be at the bus stop five (5) minutes prior to the scheduled arrival of the bus. When a school bus does not arrive at the bus stop on time, because of mechanical failure or weather conditions, students are expected to wait a reasonable length of time, depending on weather conditions (reasonable time would be at least 1/2 hour). After that time, the child should return home and contact the school to determine the reason for the delay.

The following rules are designed for the discipline and safety of those riding a school bus. It is the pupil's responsibility to obey the rules established and approved by the School Board.

A. Bus Stop Regulations.

1. Arrive at the bus stop on time - 5 minutes prior to the time the bus is to arrive.
2. Wait for your bus in a safe place—well off the roadway. Bus riders must conduct themselves in a safe manner while waiting (this means no foolishness or horseplay).
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus - check to make sure all traffic has stopped.

B. Bus Riding Regulations

1. Observe the same conduct as in the classroom.
2. Be courteous; use no loud or profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean; pick up any mess you make.
5. Do not throw any objects in the bus or outside the bus.
6. Squirt guns and water bottles of any kind are not permitted on the bus.
7. Remain seated at all times while on the bus.
8. Keep head, hands and feet inside the bus. Windows are to be opened only with the driver's permission.
9. Do not be destructive—defacement or destruction of property will be dealt with according to the school disciplinary code.
10. Smoking or the use of tobacco products on the bus will be dealt with according to the disciplinary code. Lighting of matches or lighters is not permitted on or around the school bus.
11. The driver has authority similar to the classroom teacher and the students are to obey, cooperate and show respect.
12. Be courteous to fellow students.
13. Bus drivers are authorized to assign seats.
14. Radios, tape players or any form of sound systems are not permitted on the bus. The bus driver has been instructed to confiscate these items and turn them over to the principal until the parents/guardians pick the item(s) up in the school office.
15. Enter the building immediately upon arrival at the school.
16. Putting off caps or other explosive devices on the bus will result in

suspension from riding the bus for 3 days or longer, and be dealt with according to the disciplinary code.

C. Bus Unloading Procedures

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their assigned area at school or to their homes.
2. Students who must cross the road should cross 10 feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch driver for signal to cross.
3. Children walking along the side of the bus should stay away from the bus as far as possible if sidewalks are not available.

D. Extracurricular Activities

1. The above regulations apply to any trips under school sponsorship.
2. Students should respect and obey the chaperones assigned to the trip.

E. Emergency Procedures

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.

F. Discipline Procedures

Children who engage in serious discipline problems on the bus, such as fighting or any other activity that endangers the health or safety of other passengers, may have their riding privileges suspended by the responsible principal. The parent/guardian of suspended students is then responsible for transporting his/her children to and from the school safely. The following procedures will be used—the driver will report the incident to the principal on the **“Bus Conduct Report.”**

- **1st offense:** written warning by driver.
- **2nd offense:** 3-day suspension of riding privileges
- **3rd offense:** 10-day suspension of riding privileges
- **4th offense:** 30-day suspension of riding privileges or School Board may suspend riding privileges for remainder of year.

Students who disobey these rules may be suspended from riding the bus or may face other appropriate disciplinary action.

Restroom Privileges

- (a) Restrooms are to be used only for the purpose intended. Any other usage will be subject to disciplinary action as defined in the disciplinary code.
- (b) Students are to go to the restrooms between periods. If an emergency necessitates using the restroom during a class, the following procedures should be observed:
 1. Ask the teacher’s permission.
 2. Follow procedure established by the teacher.

DO NOT ASSUME THAT A TEACHER MUST HONOR YOUR EVERY REQUEST. IN CASES WHERE A STUDENT TAKES ADVANTAGE, A REQUEST MAY BE DENIED.

- (c) Remember, the restrooms are there for your convenience. Please report any restroom damage or malfunction that you see to any staff member immediately.

Visitors

There will be no school-age visitors allowed in the building without prior approval from the principal. Passes are only issued to those who are visiting specifically to contribute to the academic program or extracurricular program. All visitors must report to the office, sign the visitor register and secure a visitor identification tag. Staff will be notified of any visitor here to see him/her and the visitor will be escorted to the specified area.

Change of Emergency Information

Inform the office immediately of a change of guardianship, address, phone number or other information required on the emergency card.

Lost and Found

Students who find lost articles are asked to take them to the office where they can be claimed by the owner.

Bulletins and Announcements

Student announcements for the day will be made in one of two ways—over the public address system during homeroom, or on the typed announcement sheet distributed via email by the office. There will not be afternoon announcements unless approved by the administration.

If a student wishes to have an announcement made regarding school activities he/she must have the announcement initialed by the advisor. It must be printed on the form provided in the office and returned or emailed by the advisor to the office by 2:35 **on the day before** the announcement is to be made.

Fire Drills

An effective fire drill is governed by these few fundamental rules:

1. When a fire alarm is heard, the students are to move quickly and quietly without talking, running, or pushing to the nearest emergency exit and then proceed away from the building as directed. It is mandatory that students from each class stay as a group.
2. Gaps in the fire drill lines are to be kept closed. Students are not to loiter in order to be with friends.
3. During a drill, an exit may be closed to simulate a condition which could happen during an actual fire. If a regular exit is blocked, teachers will direct the students to the nearest available exit.
4. The exit procedure will be posted near the door of each room.
5. The class bells will sound the "All Clear," at which time the students will return quietly to their assigned classrooms.
6. DO NOT PANIC.

Dress Code

Everyone connected with the school should help create and maintain the best possible atmosphere for learning. Good taste in the choice of clothing and proper grooming contribute to this atmosphere, while inappropriate

dress tends to be distracting and disrupts from the learning atmosphere we are trying to create.

Therefore, every student should select clothing for school which is not only becoming to him or her, but is also in good taste and appropriate for school. The school asks for the help and cooperation of every student and parent/guardian to set the tone for learning through good grooming and good taste in clothing.

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

- Hats, head coverings or bandanas of any kind in the building. If these items are worn to school, they must be put away upon arrival to school. Hoodies may be worn to school, but while in the building the hood will not be permitted to be worn.
- Sunglasses (without a doctor's written order)
- All clothing must be appropriately sized for the student. They must be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra-long, and baggy or sagging pants are not acceptable.
- Shorts/skirts—Shorts and skirts are acceptable when equal to or longer in length than the fingertips of the extended arm.
- Pants with openings, slashes, holes, etc. that are above fingertip length, are not acceptable. Pants, shorts, etc. must be worn around the waist such that the waistband does not fall below the waist. Low rise pants/skirts that expose undergarments or revealing/suggestive pants are not acceptable.
- Any clothing that has printed material that may be considered obscene or inappropriate, including vulgarity/sex/sexual connotations (double meanings)/nudity/alcohol/tobacco/drugs and similar themes.
- Any revealing or suggestive outfit, such as a top that reveals or exposes the torso, low cut neckline, no shoulder straps, no back or front, or not tight to the armpit. Tank tops and spaghetti strap shirts are not to be worn. All tops and dresses must measure at least 3 inches at the top of the shoulder.
- Clothing items that are intended as underwear or sleepwear/loungewear are not to be worn as outerwear.
- Any type of heavy chain (around neck, on wallets) or items with spikes or other sharp protruding objects.
- Any type of hand coverings are not permitted to be worn in the building.
- Shoes must be worn at all times. The following types of shoes are unacceptable: shoes with wheels or any type of slipper.
- Students are not permitted to wear coats to class. All coats must be secured in the student's locker. If a student feels a classroom might be too cold, we suggest keeping a sweater or sweatshirt at school. Blankets are not permitted.

A student may be sent to the office for any violation or for anything determined to be inappropriate by the faculty and/or administration.

We believe the students of Cranberry High School possess the ability to practice mature judgment and good grooming, and that they realize that their collective appearance should reflect with pride and honor the public image of the school. Please note §12. 11 (a) through (d), Hair and Dress, in "Student Rights and Responsibilities."

Nurse's Office

A student becoming ill during the school day should report to the nurse after first reporting to his assigned area. All students reporting to the nurse must have a pass to see the nurse. When the nurse deems it necessary, she will inform the parent/guardian of the problem. If a student leaves without permission, he/she will be considered illegal or unexcused, unless an excuse is provided by a licensed medical provider. When the nurse is not available, students who are ill should report to the office. Students returning to class must have a pass signed by the nurse or by the office. No student is to be found loitering in the nurse's office or leaving the building without written permission. The nurse is not permitted to administer any medication without physician orders and parent permission. All medications, unless otherwise indicated by physician, are kept in the nurse's office

Communicable Diseases

If your child contracts one of the following diseases, he/she must remain out of school for the number of days indicated:

- ***Diphtheria***. Two weeks from the onset or until appropriate negative culture tests.
- ***Measles***. Four days from the onset of rash. Exclusion may also be ordered by the Department of Health as specified in § 27.160 (relating to special requirements for measles).
- ***Mumps***. Nine days from the onset or until subsidence of swelling.
- ***Pertussis***. Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- ***Rubella***. Four days from the onset of rash.
- **Chickenpox**. Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted; whichever is sooner.
- ***Respiratory streptococcal infections including scarlet fever***. At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- ***Infectious conjunctivitis (pink eye)***. Until judged not infective; that is, without a discharge.
- ***Ringworm***. The person shall be allowed to return to school, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- ***Impetigo contagiosa***. Twenty-four hours after the institution of appropriate treatment.

No student is permitted in school with the following:

Pink eye, impetigo, scabies, trench mouth, or any unusual skin condition
Students may return 24 hours after diagnosis and treatment begins.

***No Student May Attend With Live Head Lice**

The student who has contracted head lice **may not ride the school bus until cleared by the School Nurse**. After contacting the School Nurse, and after completion of treatment at home, the student needs to be **accompanied by the parent/guardian** to be readmitted to school by the School Nurse. Readmission is permitted the morning following the first treatment and is contingent upon the removal of all live lice. If live lice are found, the student will be sent home immediately. Nits do not exclude a student from attending, however all avenues must be exhausted to remove them prior to returning to school. Repeated infestations may require exclusion from school until all nits are removed.

The following diseases must be reported to the PA Department of Health at (814) 677-0672.

- German Measles
- (3-day)
- Nine-Day Measles
- Shingles
- Animal Bites
- Hepatitis
- Mumps
- Meningitis
- Whooping Cough
- Polio
- Chicken Pox

Video Monitors in School Buildings

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

Video/Audio Monitors on School Buses

Video/Audio cameras are placed on Cranberry Bus Company buses to assist in providing the best possible care, welfare, safety and security of our students to and from home.

Study Halls

Study Halls are for study; therefore, all students must have study or appropriate reading material. Disruptive or loud behavior will not be tolerated. Students desiring to see a teacher other than their study hall teacher must have previously obtained a white work pass from that teacher. Students who are late because they are obtaining a work pass will be marked late, and the study hall teacher will not honor the pass. Sleeping and/or playing games will not be allowed.

A white work pass from another teacher will excuse the student from study hall for the entire period. The pass must be filled out completely. The student must deliver the pass to his/her study hall teacher at the beginning of the study hall period. No white work passes will be honored during the student's lunch period.

General Store

The Senior High Student Council operates a store at designated times during the school day. The store sells school supplies, healthy food items, etc. Students may go to the store from study hall if they have been issued a yellow pass. Students must return to the study hall promptly with the pass signed by the store personnel. Loitering at the store site will result in disciplinary action. Students are not permitted to go to the store during class time.

Library

The library is the center for educational materials, including books, magazines, CD-ROMs, Internet, pictures and pamphlets. Its major purpose is to provide students with techniques on how to use the various materials in the library for both schoolwork and personal enjoyment. All students are urged to investigate and to make productive use of the resources and services offered.

The library is open during the day for teacher instruction, reference use and for students who have study halls. It is also open during the activity period for all students. Students staying for activity period must sign up in the library by the beginning of 8th period.

Procedure for Coming to the Library from Study Hall

Students wishing to come to the library from study hall need to get a white work permit from the library staff. White work permits need to be obtained before the study hall period begins. When classes are using the library, a limited number of white work permits will be issued to study hall students. Classes using the library will be announced each day.

Student Conduct in the Library

The library is a place for quiet work or study. Socializing, excessive noise, and frequent, purposeless visits are not permitted. Any conduct which is disruptive and/or prevents others from working will result in the student being sent back to study hall or class. Students who are consistently disruptive in the library will be denied use of the facilities during school hours for specified periods of time, and action will be taken according to the disciplinary code.

Damaged / Lost Materials

Students will be charged for damaged or lost materials. Any debts owed to the school by a graduating seniors must be paid by commencement day. Any student who has an unsettled debt will be ineligible for extracurricular activities until the debt is settled.

Student Acceptable Use Policy for Computer and Internet Access

You have access to the Cranberry Area School District computer network. This access includes connections to computers throughout the school itself as well as to the Internet, which connects you with educational resources all over the world. Our goal in providing this service is to promote educational excellence at Cranberry by facilitating resource sharing, innovation, and communication. The system hardware is District property. All material/messages created, composed, sent, or received on the system are and remain the property of the District and are not the private property of any person.

While there are filters and security measures built into the system, you must exercise responsible use of the technology and systems to which you have access. The use of this technology is a privilege, not a right. If you violate this policy or use the system for any improper purposes, you shall be subject to discipline as deemed appropriate by the administration, up to and including suspension, expulsion, and suspension of system privileges.

Please read the following policies that govern the use of computer equipment, computer software, and the Internet in the Cranberry Area School District. When using the District's computer network, you accept the responsibility of using the network in an appropriate manner. This policy is applicable at all times, which includes class time, break time, work time, after hours, and on weekends, and applies whether you are on or off District premises during the use.

A. Educational Purpose

The Cranberry Area School District computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The Cranberry computer network has not been established as a public access service or a public forum. The Cranberry Area School District has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student Handbook, as well as the law, in your use of the Cranberry computer network. You may not use the Cranberry computer network for commercial purposes. This means you may not offer, provide, or purchase products or services through the network.

B. Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are unauthorized or harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

C. Unacceptable Uses

Personal Safety. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will not agree to meet with someone you have met online without your parent's approval. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

Social Networking. You may use school provided Web-based mail, instant messaging, blogs, and other social networking tools on school computers only for collaborating on and/or completing school assignments and only under the direct supervision of a teacher.

Illegal Activities. You will not attempt to gain unauthorized access to the Cranberry computer network or to any other computer system through the Cranberry computer network or go beyond your authorized access ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are unauthorized, even if only for the purpose of "browsing." You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are unauthorized activities. You will not use the Cranberry computer network to engage in any other unauthorized act.

System Security. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Cyber Bullying and Inappropriate Language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be cyber bullying and therefore offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or offensive language. You will not post information that could damage or endanger another's reputation, which could also be considered cyber bullying. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop. You will not knowingly or

recklessly post false or defamatory information about a person or an organization.

Respecting Resource Limits. You will use the system only for educational activities. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people. You will be responsible for damages done to the equipment, system, and software. Vandalism will result in a cancellation of privileges. “Vandalism” is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the agencies that are connected to the Internet backbone.

Plagiarism and Copyright Infringement. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specified appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.

Inappropriate Access to Material. You will not use the Cranberry computer network to access material that is profane or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents’ instructions in this matter.

D. Your Rights

Search and Seizure. The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the District or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not guarantee confidentiality or privacy. Routine maintenance and monitoring of the Cranberry computer network may lead to discovery that you have violated this Policy, the provisions of the Student Handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the provisions of the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to request to see the contents of your files.

Due Process. The District will cooperate fully with local, state, or federal

officials in any investigation related to any unauthorized activities conducted through the Cranberry computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District computer system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the Cranberry computer network, you leave “electronic footprints,” identifying all of your electronic activities. You and/or your parents can be held financially responsible for any damage to the system as a result of deliberate and willful misuse.

ISS (In-School Suspension) Guidelines

A Cranberry High School student may be assigned In School Suspension by an administrator for a Level III violation, or for a continuation of Level I or II violations where After School Detentions and/or Saturday Detentions have not shown to be effective in altering the student’s behaviors. Parents/guardians will be notified when a student is assigned an in-school suspension.

A student being assigned to suspension will receive an assignment sheet from the administrator. The student is responsible for acquiring all assignments from his/her teachers PRIOR to reporting to ISS, and having all materials needed for completion of the assignments. Failure to do so may result in an additional day of ISS assigned. Failure to complete the work assigned will result in a zero for the assignment(s) from the classroom teacher.

When a student is assigned to ISS, he/she is to report to the Main Office by 7:44 a.m. with all ISS materials.

ISS students will remain in the suspension room for the entire day. Students will be escorted for scheduled restroom breaks by the classroom teacher. They will be escorted to get their lunch, to eat in the ISS room. The ISS teachers will keep a daily log, period by period, to document breaks and individual student behaviors. This will be maintained by the administration.

Once a student receives an ISS assignment, the date will not be rescheduled. If a student is absent on the day of the suspension, he/she will be required to attend ISS the next day he/she returns to school. If a student is late to school or leaves school early on a day of ISS, additional ISS time will be scheduled. In School Suspension has the same disciplinary consequence as Out of School Suspension. Any student in ISS will not be permitted to

participate in any extracurricular activity on the dates from the beginning to the end of the suspension assignment.

The following rules will be posted in the In-School suspension room, and will be strictly enforced.

ISS Rules

- No talking.
- No sleeping.
- Students must be on task at all times.
- All work must be completed before returning to class.
- Please raise your hand for teacher's assistance.
- Additional work may be assigned, based on reason for suspension.
- All handbook and school district policies will be followed at all times.
- NO DISRESPECT or INSUBORDINATION will be tolerated.
- Additional time will be assigned for violation of these rules

Alternative Education for Disruptive Youth (AEDY) Placement

The Cranberry Junior-Senior High School has contracted services with Pathways and Keystone Smiles for youth that are not meeting the expectations in the regular high school setting. If it is determined by the administration that a student is below the standards behaviorally, that student may be placed at an outside facility. Upon successful completion of the program, all students returning to Cranberry must complete a contract with school administration which may include a mandatory aftercare program with the Student Assistance Program (SAP). The aftercare program may include groups or individual counseling to deal with conflict resolution, anger prevention, decision-making, study skills and/or drug and alcohol issues. Furthermore, students must report for extra help during activity period when deemed advisable and schedule a biweekly meeting with the guidance counselor for monitoring of academics, attendance and behaviors. Students may be placed by administration in AEDY for any of the following reasons:

1. Disregard for school authority, including persistent violation of school policy and rules
2. Display of or use of controlled substances on school property or during school affiliated activities
3. Violent or threatening behavior on school property or during school-related activities
4. Possession of a weapon on school property
5. Commission of a criminal act on school property
6. Misconduct that would merit suspension or expulsion under school policy

Disciplinary Code and Penalty Guideposts for School Misconduct

Every society has rules designed to achieve the purposes of that society. The rules established at Cranberry High School serve to permit the teaching-learning process to be carried on efficiently and effectively. Violation of these rules will result in disciplinary action.

Students are responsible for conducting themselves as defined by the school handbook and by the laws of the Commonwealth of Pennsylvania Crimes Code. Any student who commits an offense in violation of this code may receive a citation outlining the nature of the offense and the violation. Citations may be issued for disorderly conduct, tobacco violations, truancy, and harassment. The citation will be filed with the District Magistrate, who would then issue a summons to the defendant, advising him or her of the hearing and charges. The student will be responsible for any fines, court costs, community service, etc. set by the District Magistrate. Charges will be issued through law enforcement for more serious offenses.

Habitual and deliberate violation of the Disciplinary Code may lead to

more severe disciplinary action at the discretion of the administrative staff, as well as the possibility of police involvement.

All offenses are cumulative within a student's file, (in the main office), which means that all offenses, regardless of type or teacher reference, will result in the following sequence of disciplinary action.

Level I Violations

(To include but not limited to)

1. Minor class/cafeteria disruption. Violating individual classroom policies (see Notes #1, 2 & 4)
2. Dress code violation (see Note #3)
3. Tardiness to class (except 1st period which is considered late to school)
4. Failure to carry out request, being defiant or rude to peers or teacher(s)
5. Violating individual classroom policies
6. Abuse of pass / out of assigned area
7. Consuming food or drink outside the cafeteria/commons (see Note #5)
8. Third and subsequent tardy to school during current grading period (see Note #6)
9. Unauthorized use of electronic devices during the school day.
 - **1st offense** Device confiscated, detention given and device held in the office for student pick-up at the end of the school day.
 - **2nd offense** Device confiscated, detention issued and device held in the office for parent pick-up at the end of the school day.
10. Public displays of affection – anything beyond holding hands will be considered unacceptable.
11. Leaving Chrome Book unattended or in an unacceptable area

Disciplinary Action to be Taken

First Offense	Second Offense	Third Offense	Fourth Offense
Discipline form completed	Discipline form completed	Discipline form completed	Discipline form completed
Teacher/Student Conference	Parent Contacted	Parent Contacted	Parent Contacted
Teacher assigns 1 hr. detention	* Teacher assigns 2 hr. detention	* Office assigns 2 hr. Saturday detention	* Office assigns 4 hr. Saturday detention / AEP

NOTES:

1. Minor class disruptions include talking, getting out of seat, horseplay.
2. Minor hall disruptions include shouting, running, pushing, etc.
3. For dress code violations, students will be sent home or retained in the office area until a parent or guardian provides a proper change of clothes. See Dress Code on page 32.
4. See page 23 for Cafeteria Rules.
5. Food in the classroom... at the teacher's discretion, parties, special occasions, etc. Pre-approved by administration and defined in teacher course guidelines. At no time should a student consume food or drinks in the computer labs.
6. A student who is not in his/her homeroom when the bell rings will be considered tardy to school and should report to the office for an admittance slip. The first two tardies will receive a warning; the third will result in disciplinary action. Students excused for doctor's appointments will receive no penalty, if they present to the office a written confirmation from the doctor upon signing-in to school.

All discipline issues are subject to administrative discretion. In school suspension may be utilized by administration as an alternative, when deemed necessary.

AEP – Alternative Educational Placement

Level II Violations

(To include but not limited to)

1. Cutting class (see Note #1)
2. Cheating/Plagiarism/Forgery/Lying (see Note #2)
3. Leaving school/building without permission/Cutting school
4. Unacceptable language, gestures, or actions
5. Defacing school property (see Note #3)
6. Parking / driving violations / non-registered student drivers. (see Note #4)
7. Cutting after-school detention
8. Tampering/unauthorized use of the computer or software.
9. Third unexcused absence from school.

Disciplinary Action to be Taken

First Offense	Second Offense	Third Offense	Fourth Offense
Discipline form completed.	Discipline form completed.	Discipline form completed.	Discipline form completed.
Parent contacted	Parent contacted	Parent contacted	Parent contacted
*Office assigns 2 hrs. Saturday detention	*Office assigns 4 hrs. Saturday detention	*Office assigns 1 day Suspension	Office assigns 3 day Suspension / AEP
		No activities during the time of uspension	No activities during the time of suspension

NOTES:

1. Office will complete discipline form from the teacher's blue slip.
2. The student will receive a zero on that assignment.
3. Defacing school property includes writing on walls, desks, other school property, etc., that CAN be removed by routine cleaning.
4. Parking permits will be considered an activity and will be suspended as such. See page 28 for Student Driver Rules. Students driving to VT or riding with someone to VT may have their driving privileges revoked and/or assigned to Saturday detention.
5. Dependent upon the severity of the incident and the discipline record of the offender, school officials / State Police may file, with the District Magistrate, charges of disorderly conduct against all participants.
6. Suspension is either In-School Suspension (ISS) or Out-of-School Suspension (OSS), as determined by the administration.

** Parents must provide transportation if their child is assigned Saturday detention.*

All discipline issues are subject to administrative discretion. In school suspension may be utilized by administration as an alternative, when deemed necessary.

AEP – Alternative Educational Placement

Level III Violations

Each Level III violation will result in documentation toward Board Action.

(To include but not limited to)

1. Stealing / Possession of stolen property (see Note #2)
2. Possession / Use of tobacco products and tobacco look-likes, electronic cigarettes and paraphernalia (see Note #3)
3. Insubordination
4. Student-with-Student fighting (attempt to injure another or injury of another as a result of incident) (see Note #10)
5. Destruction of property (see Note #4)
6. Verbal assault on a staff member or another student/disrespect (see Notes #5 and #10)
7. Harassment / False Accusations of Harassment (see Notes #6 and #10)
8. Cutting Saturday detention
9. Distribution or use of over-the-counter (OTC) drugs (see Note #9)
10. Physical assault on a student.
11. Leaving school/cutting class and transporting another student off school grounds

Disciplinary Action to be taken

First Offense	Second Offense	Third Offense	Fourth Offense
Discipline form completed	Discipline form completed	Discipline form completed	Discipline form completed
Parent contacted/ conference	Parent contacted/ conference	Parent contacted/ conference	Parent contacted/ conference
Office assigns 1-3 days suspension	Office assigns 3-5 days suspension	Office assigns 5-10 days suspension	Office assigns 10 days suspension/AEP
	Referral to CARE for review		Disciplinary action is taken at Level IV
AEP – Alternative Educational Placement. No activities for the remainder of year			

All discipline issues are subject to administrative discretion. In school suspension may be utilized by administration as an alternative, when deemed necessary.

NOTES:

1. Any student who receives Out-of-School Suspension (OSS) as a result of a discipline violation is prohibited from school property for the duration of the suspension. Venango Technology Center students who are suspended from Cranberry or the Technology Center will be prohibited from attending both schools during the days of suspension.
2. Students found guilty of stealing will be required to make complete restitution and police action may be pursued by the injured party.
3. **Possession or use of tobacco products (a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form) on school grounds, school bus, or property owned by the school during or after school hours or at any extracurricular event is subject to prosecution in accordance with Act 145 and to a fine. This is a summary offense.**
4. Destruction of property includes any damage that CANNOT be removed by routine cleaning, e.g., carving or scoring into materials, etc.
AT THE STUDENT'S EXPENSE, THE PROPERTY WILL BE RESTORED TO ITS ORIGINAL CONDITION AND/OR APPEARANCE.
5. Verbal assault includes swearing, threats and related infractions.
6. Harassment is defined as, **but is not limited to**, annoying or harming another person by:
 - a. Striking, shoving, kicking, or making physical contact of a threatening nature.
 - b. Following a person about in a less than friendly manner.
 - c. Engaging in conduct that alarms or seriously annoys another person and that shows no legitimate purpose by its action.
 - d. Using degrading ethnic statements of any kind.
 - e. Definition in Board Policy Manual – Pupils – 248. Unlawful Harassment (see page 53 of Handbook for Students and Parents/Guardians)
7. During suspension, the student will not be permitted to participate in any school activities from the first day of suspension until the next calendar day following the suspension.
8. Dependent upon the severity of the incident and the discipline record of the offender, school officials / State Police may file, with the District Magistrate, charges of disorderly conduct or harassment/false accusations of harassment against all participants.
9. Over-the-counter (OTC) drugs should be registered with the school nurse. Distributing this medication from one student to another is a punishable offense.
10. Suspension is either In-School Suspension (ISS) or Out-of-School Suspension (OSS), as determined by the administration.

Level IV Violations

Each Level IV violation will result in documentation in the student's file toward Board Action.

(To include but not limited to)

1. Under the influence or in possession of alcohol, or under the influence or in possession of drugs or related paraphernalia (see Note #2)
2. Distribution/sale of drugs, alcohol or look-alikes (See Note #2)
3. Possession of and/or use of weapons or look-alikes (See Page 50)
4. Physical assault on staff members
5. Extortion: The gaining of property or money by almost any kind of force, or threat of:
 - Violence
 - Property Damage
 - Harm To Reputation
6. Arson: Maliciously, voluntarily and willfully setting fire to the building, buildings or other property of another, or of burning one's own property for an improper purpose.
7. Tampering with fire-fighting systems and/or alarms (pull stations)
8. Terroristic threats: A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
9. Reckless endangerment: Recklessly engaging in conduct which creates a substantial risk of serious physical injury to another person.
10. Fireworks: (see Note #3) Possession and/or use of any explosive, pyrotechnics or incendiary device of any kind such as smoke bombs, firecrackers, etc.
11. Continual Level III violations and/or continual defiance of authority that presents an ongoing threat of disrupting the academic process.
12. Indecent exposure: Exposing one's socially deemed "private parts" in a public place where others are present and may witness the act.

Disciplinary Action to be Taken for First and Subsequent Violations

The following action is automatic:

1. Discipline form completed.
2. Referral to CARE team for review.
3. No activities for the remainder of the school year.
4. At the Principal's discretion, the disciplinary action will be:
 - Parent Conference in conjunction with one or more of the following:
 - a. Immediate 10-day suspension
 - b. Long Exclusion and probationary contract upon return to school
 - c. Board Hearing for expulsion purposes
 - d. Alternative school recommendations
 - e. Superintendent's Pre-Expulsion Hearing
5. THE STATE POLICE WILL BE INVOLVED, IMMEDIATELY, ON VIOLATIONS 1-8. In addition, the police may be notified of violations 9-12.

NOTES:

1. Each major violation will result in documentation in the student's disciplinary file toward Board Action.
2. This includes the school buildings, the school grounds, the school buses, activity en-route to and from school, the Venango Technology Center, and any and all activities under the control or direction of school personnel whether they occur on or off school property.
3. Fireworks resulting in bodily harm will be considered reckless endangerment.
4. The administration will not tolerate student use, possession of, distribution or sale of drugs or alcohol OR possession or use of lethal weapons OR physical assault on staff members OR arson.
5. During suspension, the student will not be permitted to participate in any school activities from the first day of suspension until the next calendar day following the suspension.
6. Suspension assignments are either In-School Suspension (ISS) or Out-of-School Suspension (OSS), as determined by the administration.

School Weapons Policy

If you have difficulty reading this school weapons policy or do not understand its content, please contact the high school office at (814-676-8504) or your homeroom teacher for assistance.

Efforts will be made to acquaint students who enroll late, and their parents, with the content of this policy.

A. POLICY

It is the policy of the Cranberry Area School District to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, all weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities, field trips; school vehicles and school buses, rented or owned; personal vehicles and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy before, during, or after school hours is subject to administrative and/or legal action.

B. POSSESSION

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

C. STUDENT REPORTING

Students who see or become aware of a weapon at school must not touch it or remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

D. WEAPONS

The term shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

1. Category 1 Weapons

- a. All firearms, whether loaded or unloaded, etc.
- b. Other guns of all types including pellet, B-B, stun, look-alike, and nonfunctioning guns that could be used to threaten others, etc.
- c. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- d. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
- e. Blackjacks, clubs, nun chucks, throwing stars, etc.
- f. Explosives
- g. Poisons, chemicals, or substances capable of causing bodily harm
- h. Bow and arrows, slingshots, etc.
- i. Any other device or instrument used to intimidate, threaten or inflict harm.

2. Category I Violation by Students

The procedure for all offenses is:

- a. Confiscation of the weapon (if it can be done safely), or call 911 and request assistance if needed.
- b. Notification of the superintendent or designees.
- c. Holding an administrative hearing with student(s), which will:
- d. Inform the student of the policy provision that has been violated
- e. Confront the student with the evidence
- f. Provide an opportunity for the student to respond to the allegations.
- g. Notify the parent/guardian.
- h. Immediate suspension from school for 10 days.
- i. Involvement of police with recommendation to charge.
- j. Recommendation to the superintendent regarding expulsion.

3. Category I Violation by Other Youths and Adults, Including Employees

- a. Immediate police involvement with recommendation to charge.
- b. Employees will also be subject to district investigation and application of relevant district policies and disciplinary procedures.

4. Category II Weapons - Possession of Objects That May or May Not Be Considered Weapons

There are several objects that are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his or her discretion when interpreting use and intent with such objects. Such potentially dangerous objects may include, but are not limited to:

- a. Small pocket knives
- b. Fireworks, fire crackers, and smoke bombs
- c. Throwing darts
- d. Nuisance items and toys
- e. Unauthorized tools
- f. Mace*
- g. Ammunition

*Although Mace is considered a potential weapon under this policy, parents of students may make special arrangements with the principal if a student feels he or she needs to carry Mace for defensive purposes outside the school setting. Such arrangements shall be made in advance for the student to check the Mace into the school office. Employees may make special arrangements with the principal or supervisor.

5. Category II Violation by Students

The procedure for offenses is:

- a. Confiscation of object or weapon (if it can be done safely)
- b. Notification of parent/guardian
- c. Holding of an administrative hearing with student(s) which will:
 - i) Inform the student of the policy provision that has been violated.
 - ii) Confront the student with the evidence.
 - iii) Provide an opportunity for the student to respond to the allegations.
- d. Immediate suspension from school for 10 days
- e. Involvement of police with recommendation to charge.
- f. Recommendation to the superintendent regarding expulsion.

6. Category II Violation by Other Youths and Adults, Including Employees

- a. Administrative decision on police involvement with recommendation to charge.
- b. Employees may also be subject to district investigation and application of relevant district policies and disciplinary procedures.

7. Administrative Discretion Regarding Possession

- a. K-12: A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

8. Authorized Instructional and Work-Related Equipment and Tools

This policy is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

9. Exceptions

This policy, pursuant to Pennsylvania Statutes, provides for the following exceptions:

- a. Licensed peace officers, military personnel, or students participating in military training, who are performing official duties.
- b. School district-approved firearm safety courses or activities conducted on school property.
- c. School district-approved possession and use of dangerous weapons by a ceremonial color guard.
- d. School district-approved gun or knife show held on school property.
- e. School district-approved possession and use of starter guns for athletic contests.
- f. Possession of dangerous weapons with prior written permission of the principal.

10. Students with Disabilities

If the alleged violator is “a student with a disability” pursuant to Pennsylvania and/or Federal law, special due process procedures are required. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability. If the team determines that the misconduct is unrelated to the student’s disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student’s disability. If the misconduct is related to the student’s disability, and if following suspension and readmission to school the student continues to violate this policy; and if the parent or guardian will not agree to a more restrictive placement, school officials may seek court assistance to expel the student.

Unlawful Harassment

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

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

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated.

Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

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

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

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

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment,

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint,

Complaint Procedure - Student/Third Party

Step 1 - Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 - Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 - Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The

report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 - District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

References:

Pennsylvania Human Relations Act - 43 P.S. Sec. 951 et seq.

Federal Anti-Discrimination Law - 20 U.S.C. Sec. 1681 et seq. (Title IX)

Harassment Regulations and Guidelines

Code of Federal Regulations - 29 CFR Sec. 1604.11(a), 1606.8(a)

Federal Register - 66 Fed. Reg. 5512 Board Policy-103,806

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct and may include educational activities and/or counseling.

Appeal Procedure

1. If the complainant or the accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.
2. The superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate

Bullying/Cyber-Bullying Policy #249

Purpose

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

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[\[1\]](#)

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the following information with the Safe School Report:[\[1\]](#)

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[2\]](#)[\[3\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[4\]](#)[\[1\]](#)[\[6\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[3\]](#)[\[7\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.

6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

REFERENCES

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

Board Policy – 000, 218, 233, 236, 248

Please view the updated Policy 247: Hazing adopted by the CASD Board at the following link:

<http://www.boarddocs.com/pa/cran/Board.nsf/vpublic?open>

Enter 247 into Search tab to view policy.

Terminology

The following terms, which have been used in this disciplinary code, shall have the following meanings:

A. "Drugs" – Any chemical, organic or inorganic substance classified as a "controlled substance" by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.L. 233, No. 64, as amended, 35 P.S. 780-101 et seq. "Drug" shall include but not be limited to:

1. Any opiate, or derivative or compound of opium;
2. Any hallucinogenic substance including lysergic acid diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols;
3. Marijuana, including all forms, species and/or varieties of genus cannabis sativa L., seeds, resins, oils and compounds thereof;
4. Cocaine, coco leaves and any compound, derivative or preparation thereof;
5. Stimulants, including amphetamine, phenmetramine, methylphenidate, methamphetamine and any compound, mixture or preparation containing any quantity thereof;
6. Depressants, including barbituric acid or any compound or derivative thereof;
7. So-called "look-alike drugs" or compounds containing caffeine, ephedrine or similar substances, packaged or intended to look like a controlled substance as further defined in the "Controlled Substances, Drug, Device and Cosmetic Act";
8. Inhalants, such as amyl nitrates or so-called "Rush", airplane glue, ether, kerosene, gasoline or compounds thereof.

"Drug" shall not include any substance prescribed by a licensed physician for a student; provided that the student first registers the drugs with the school nurse or health office at the time they are first brought onto school premises and used in accordance with instructions of the prescribing physician.

C. CARE – Cranberry Assessment Referral Evaluation. CARE is a student assistance/ referral program for students at risk in the Cranberry Area School District.

D. Detention – Detention will be held after school in a designated classroom. Students must report to detention by 2:30. Students must bring sufficient work/appropriate reading materials with them to detention. They will not be allowed to leave to get work. Students in detention will not be allowed to ride the activity bus, unless a note from the parent/guardian is presented to the office for a bus pass. Parents/guardians are responsible for transportation home. Detention takes precedence over ALL extracurricular activities—athletics, clubs, organizations, practices, meetings, etc. NOTE: students will receive three days' notice prior to all detentions.

- E. Excused Absence/Tardy – An excused absence/tardy is defined as one of the following: sickness, injury, death in the family, or any other urgent reasons determined by the administration.
- F. Suspension – Out-of-School-Suspension (OSS) or In-School Suspension (ISS). A student is excluded from his/her classes for the period of time indicated, from 1/2 day up to 10 days. The type of suspension assigned is at the discretion of the administration. See page 64 for DUE PROCESS regarding suspensions.
- G. Parent Contacted – Parents/guardians may be contacted by either phone or mail. All disciplinary forms will be mailed to the parents/guardians.
- H. Saturday Detention - Saturday detention begins at 8:00 a.m. and extends up to 4 hours. It will be held in a designated classroom. Students must bring sufficient work/ appropriate reading materials with them to Saturday detention. They will not be allowed to leave to get work. Parents/guardians are responsible for transportation both to and from Saturday detention. Note: students will receive a three day notice prior to all detentions.
Refusal to serve Saturday detention will be considered Insubordination and will result in 3 days suspension for the first offense.
- I. Vandalism (Destruction of Property & Defacing School Property) Section 777, School Code, states that the legal penalty is a fine of up to \$1000 and/or a jail term not to exceed 6 months, at the court’s discretion.
- J. Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:
 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status,
 2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
 3. Such conduct deprives a student of educational aid, benefits, services or treatment.
 4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Due Process

If disciplinary action is to be given, the student has a right to know what the accusation is, who made the accusation, and what punishment is being proposed. The student may refute the charge. If it is a violation of rules which may involve a suspension for 5 or more days or a possible expulsion, the student is entitled to a hearing as explained in the “Guidelines on Student’s Rights and Responsibilities.” The student should always ask the

administrators to discuss his/her rights with him/her whenever he/she has any questions about them. The student is always entitled to due process. Due process means knowing the accusation and being able to refute it before disciplinary action is taken.

Specific due process requirements and procedures have been printed here. Please read thoroughly and refer questions to the high school principals.

Student Rights and Responsibilities

The school board adopted "Guidelines on Student's Rights and Responsibilities" on 8/18/75. These guidelines are required by the State Board of Education, and are revised as changes in the law occur. A copy of the Student's Rights and Responsibilities is printed below. Copies may also be found in the library, the principals' offices, and the Student Services Center. Please read this summary carefully. If there are any questions, students may ask a teacher or one of the principals to clarify the meaning.

§12.1. Free Education and Attendance

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
 - (1) The student is married.
 - (2) The student is pregnant.
 - (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
 - (4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§12.2. Student Responsibilities

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of 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.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

§12.3. School Rules

- (a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
- (b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§12.5. Corporal Punishment

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the

following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

§12.6. Exclusions From School

- (a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).
- (b) Exclusion from school may take the form of suspension or expulsion.
 - (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal or person in charge of the public school.
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
 - (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.
- (c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually

agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

- (e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
 - (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - (2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - (3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes—in-school suspension.

- (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
- (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§12.8. Hearings

- (a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

- (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - (7) The student has the right to testify and present witnesses on his own behalf.
 - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - (10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- (1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 - (2) The following due process requirements shall be observed in regard to the informal hearing:
 - (ii) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

- (iii) Sufficient notice of the time and place of the informal hearing shall be given.
- (iv) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§12.9. Freedom of Expression

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications must conform to the following:
 - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

- (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
- (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.
 - (2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§12.10 Flag Salute

It is the responsibility of every citizen to show proper respect for our country and its flag.

- (a) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- (b) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§12.11 Hair And Dress

- (a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- (b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

- (e) §12.12. Confidential Communications

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§12.14. Searches

The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

- (a) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- (b) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.16. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment—a form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board—the board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—a systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

- (j) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-

1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

- (ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

Pupil Records

§12.31. General Requirements

- (a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records
- (b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
- (c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

§12.32. Elements of the Plan

The plan for student records must conform to applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

§12.33. Guidelines

- (a) The full text of the Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records appears at 4 Pa. B. 1092.
- (b) Portions of Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records are attached hereto as Exhibit A and made a part of this regulation.

§12.34. Access to Student Recruiting Information

All local educational agencies (LEAs) must provide to military recruiters or institutions of higher education, upon request, access to secondary school students (i.e., juniors and seniors) and directory information on those students. The state military affairs law requires the release of directory information consisting of a list of secondary male and female students by name, home address and telephone number. Both the *No Child Left Behind Act of 2001* and the *National Defense Authorization Act for Fiscal Year 2002* reflect these requirements. The list will be compiled by the first day of the academic year in which the senior students will graduate.

§12.35. Notification and Consent

Under the *Family Educational Rights and Privacy Act (FERPA)*, an LEA must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as “directory information,” includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed. The notice must include an explanation of a parent’s right to request that the information not be disclosed without prior written consent. Additionally, § 9528 requires that parents be notified that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent’s request not to disclose such information without written consent. A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA and § 9528. The notification must advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

Cranberry Area School District Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Cranberry Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Cranberry Area School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Cranberry Area School District to include this type of information from your child’s education records in certain publications.

Examples include:

- Music and play programs;
- Newspaper, radio and television news releases;
- The annual yearbook;
- Honor roll or other awards lists;
- Graduation programs; and
- Sports programs (such as wrestling), showing weight of team members.

Directory information, which is information that is generally not considered harmful, or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture

class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, address and telephone listing, unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.¹

If you do not want Cranberry Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Cranberry Area School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing (unless unlisted)
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110) the education bill and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107). The legislation that provided funding for the Nation's armed forces.

Cranberry High School Fight Song

*Oh, when the Cranberry team comes on the floor
We know that they will always, always score.
So put your faith and hope and trust in them
Because in them we can depend—we're sure to win!!*

*We're gonna cheer, cheer, cheer them on their way.
We'll have another victory today.*

*So we'll be faithful, loyal to the end—fight for them
Cranberry High!*

Cheerleaders/Drill Team: "Who's out to win?"

Fan Response: "We're out to win!"

All: "Cranberry High School—Rah-Rah-Rah"

*We're out for victory today, we're out to win and to win we'll play
We'll give you something to tell about, something to yell about
Our teams—fulfill all our dreams.*

*We're out for victory today, we're out to win and to win we'll
play
With a knock-down, drag 'em, son-of-a-gun victory bout
Our team today!!!*

