

## *Welcome to the 2008-2009 School Year*

*All aboard! The 2008-2009 school year is officially underway!*

*It's time for the juniors and sophomores to continue their Big Mac journey by moving up a class while the seniors of the Class of '09 bring their journeys to fulfilling ends by reaching their educational destinations. In addition, the class of 2012 is now on board as freshmen at Canon-McMillan High School.*

*Academically, the 07-08 school year evidenced that the Big Macs are riding the track of success. For example, the members of the class of "08" were offered over 8 million dollars in scholarship money. In addition, as the result of our high school's receiving an award from the state department of education, we recently implemented the "Year-one Phase" of "Classrooms of the Future." Our school now has twenty classrooms in the areas of science, English, mathematics and social studies that are equipped with lap top computers, electronic interactive whiteboards, and various educational software components all meant to enhance instruction through the use of technology.*

*In athletics, our teams represented us proudly. Many of our teams had winning records: many teams made it into the playoffs; our track team throttled on to win the W.P.I.A.L. title; and our baseball team steamed to a state championship, the first ever in Canon- Mac baseball history.*

*So climb aboard and "Roll down the line with the class of '09," as we head toward new destinations of success.*

*GO BIG MACS!*

*David A Helinski  
Building Principal*

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Appendix A

- Excuse/Late Entry/Early Dismissal Forms
- Request for Excused Absence for a Pre-Planned Tour or Trip
- Student Handbook Acknowledgement Form

### REGULAR SCHEDULE

Student Entry/Breakfast	7:30
Warning Bell	7:42
Period 1	7:45 - 8:30
Period 2	8:33 - 9:16
Period 3	9:19 - 10:02
Period 4*	10:05 - 10:48
Period 5*	10:51 - 11:34
Period 6*	11:37 - 12:20
Period 7*	12:23 - 1:06
Period 8	1:09 - 1:52
Period 9	1:55 - 2:40

### ACTIVITY SCHEDULE (For club meetings as needed)

Student Entry/Breakfast	7:30
Warning Bell	7:42
Period 1	7:45 - 8:25
Activity Period	8:28 - 8:56
Period 2	8:59 - 9:39
Period 3	9:42 - 10:22
Period 4*	10:25 - 11:05
Period 5*	11:08 - 11:48
Period 6*	11:51 - 12:31
Period 7*	12:34 - 1:14
Period 8	1:17 - 1:57
Period 9	2:00 - 2:40

### TWO HOUR DELAY SCHEDULE

Student Entry	9:30
Warning Bell	9:42
Period 1	9:45 - 10:15
Period 2	10:18 - 10:48
Period 3	10:51 - 11:21
Period 4*	11:24 - 11:54
Period 5*	11:57 - 12:27
Period 6*	12:30 - 1:00
Period 7*	1:03 - 1:33
Period 8	1:36 - 2:06
Period 9	2:09 - 2:40

### PM ASSEMBLY SCHEDULE

Student Entry/Breakfast	7:30
Warning Bell	7:42
Period 1	7:45 - 8:22
Period 2	8:25 - 9:02
Period 3	9:05 - 9:42
Period 4*	9:45 - 10:22
Period 5*	10:25 - 11:02
Period 6*	11:05 - 11:42
Period 7*	11:45 - 12:22
Period 8	12:25 - 1:02
Period 9	1:05 - 1:42
Students on call to Gym	1:42 - 2:05
Pep Assembly	2:05 - 2:40

\*Denotes lunch periods

\*Denotes lunch periods

## *Canon-McMillan High School Directory*

Administrative Office: 724-745-1400.....724-745-2258 - fax

Mr. David Helinski, Principal	(x 5003)
Miss Marella Kazos, Assistant Principal	(x 5002)
Mr. Mark Abbondanza, Assistant Principal	(x 5004)
Ms. Sheila Gallagher, Secretary	(x 5000)
Mrs. Mary Koupiaris, Secretary	(x 5001)

Athletic Office: 724-745-1402.....724-745-2258 - fax

Mr. Guy Montecalvo, Athletic Director	(x 5006)
Mrs. Debbie Kretz, Secretary	(x 5007)

Office of Student Affairs: 724-873-5170.....724-745-2258 - fax

Mr. Ed Malinowski, Dean of Students	(x 5010)
Mr. William Haney, Dean of Students	(x 5011)
Mrs. Betty Cole, Secretary	(x 5009)

Guidance Office: 724-873-5166.....724-873-5173 - fax

Mr. Steve Andronas, Counselor	(x 5020)
Mr. Burt Mamula, Counselor	(x 5021)
Mrs. Katherine Savarino, Counselor	(x 5022)
Mrs. Kathleen Sharkady, Counselor	(x 5023)
Mrs. Nancy Bell, Secretary	(x 5019)
Mrs. Kristy Smydo, Scholarship Coordinator	(x 5025)

Library Media Center: 724-745-1400

Mrs. Joyce Mason, Media Center Specialist

School Nurse: 724-873-5157

Mrs. Terry Green, RN	(x 5013)
Mrs. Jaime Read, RN	(x 5013)

Safety and Security Hot Line: 724-873-5244

## *Canon-McMillan High School Alma Mater*

*Our Blue and Gold forever,  
As we stand together  
We sing your praises loudly,  
Our Alma Mater dear.  
To you we will be loyal,  
High upon the hill.  
Big Mac, we give our love to thee,  
All through the years.*

## *Canon-McMillan Mission Statement*

The mission of the Canon-McMillan School District, in partnership with the community, is to invest in our greatest resource, our students. We strive to teach, challenge and support all students to prepare them for college and careers with the information and skills necessary to compete, achieve, and serve as leaders in a global economy as ethical and responsible citizens.

## *Canon-McMillan Beliefs*

The following shared values are embodied within the philosophies and practices of the Canon-McMillan School District:

- the engagement of students with progressive and comprehensive student-centered learning experiences
- the execution of rigorous and relevant standards-based curricula
- the integration of data-informed expectations and applications
- the empowerment of future generations of citizens to serve as active and ethical participants in the social, economic and political fabric of their community
- the development of caring and empathetic citizens of good character
- the engagement of our community in the integration of our resources for high levels of student achievement in school and beyond

The Canon-McMillan School District is committed to affirmative action to assure equal opportunity for all persons regardless of race, color, religion, natural origin, ancestry, sex, or handicap.

## **INTRODUCTION**

This handbook is meant is to serve as a summary of policies, procedures, practices, rules, and regulations commonly applicable to students at Canon-McMillan H.S. It is not intended to be all inclusive; furthermore, its contents may be subject to change.

The student handbook is revised and updated each year. However, throughout the year circumstances may necessitate additions, changes, or adaptations. When possible, students will be made aware of these modifications through announcements. School authorities reserve the right, however, to make decisions, with or without notice, regarding the health, safety, well-being, and protection of students, staff, visitors, and property.

It is the responsibility of each student to thoroughly read the handbook and become familiar with its content. Additionally, parents and guardians are expected to read the handbook, discuss it with their students and sign and return the acknowledgement sheet found at the back of this handbook. Failure on the part of the student and/or parent or guardian to read the handbook does not excuse the student from following policies, procedures, practices, rules, and regulations.

If questions or concerns in regard to its content arise, one should contact a member of the high school administration, one of the high school deans, or a member of the guidance staff.

# ATHLETIC ELIGIBILITY AND EXPECTATIONS

*A student is eligible to compete in interscholastic sports if he/she:*

1. Has a passing grade point average of 2.0 or better in four (4) full credit major subjects during the preceding semester.
2. Maintains a passing grade point average of 2.0 or better in four (4) full credit subjects during the time of participation.
3. Has not attained the age of nineteen prior to July 1.
4. Has not missed 20 or more days of school during the semester or previous semester.
5. Has a doctor's certificate and his/her parent's consent on file with the athletic director.

Student athletes are expected to continue to meet all academic requirements listed above as well as the following expectations once you becoming a Canon-McMillan athlete.

1. Student athletes must meet the eligibility requirements of the district.
2. Student athletes must follow all attendance policies, meet academic requirements, and abide by the Canon-McMillan Code of Student Conduct.
3. Student athletes must meet all requirements of the WPIAL and PIAA.
4. Student athletes must demonstrate true sportsmanship and accept victory and defeat.
5. Student athletes must respect the property and facilities of their school as well as others.
6. Student athletes must display self discipline, respect authority and place team goals above personal objectives.
7. Student athletes must establish goals and strive to reach them.

**Note:** Students must be present a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

## ATTENDANCE PRACTICES AND PROCEDURES

Canon-McMillan School District Policy #204:

“ . . . Regular attendance is necessary if a student is to achieve success in school. No student who is exceptionally absent during the school year can profit from educational programs and activities offered at the school. There is little chance of continuity of instruction or maintenance of interest when a student does not attend classes regularly.”

*\*Please be reminded that parents and guardians have internet access to their student's current grades and attendance record via the internet. Please see "Power School Parental Web Portal."*



## ***Reasonable/Legal Cause for Absence***

As per Policy #204, the following are considered reasonable cause (and legal cause) for absence from school:

1. Illness
2. Quarantine
3. Death in family
4. Family educational trips
5. Educational tours and trips
6. Health related appointments
7. Recognized religious holidays and services
8. Court appearances
9. School-sanctioned absences
10. Exceptionally urgent reasons (discretion of administration)

## ***Unexcused/Illegal Absences-Academic Impact***

Any absence which does not meet the criteria for reasonable excuses as set by Policy #204 shall be considered unexcused /illegal. In addition, as per District Policy #204: **“Absences are considered unexcused/illegal if the district does not receive a satisfactory written excuse explaining the absence submitted within three (3) school days of the student’s return from the absence.”** In addition, **“All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed physician.”**

If after three days (of attendance by the student), the student has not presented a satisfactory written excuse, the absence will be considered unexcused/illegal. Furthermore, a student will receive zero (0) credit for any and all academic work missed during the length of an unexcused/illegal absence regardless whether the work has already been made up or not.

### **Example #1:**

Joe stayed home from school on Thursday because he did not feel well. Joe returned to school on Friday ( Day #1) and he did not submit an excuse for his absence, but his teachers permitted Joe to begin making up his work. On Monday (Day #2), Joe again did not bring in an excuse for his absence on Thursday, but he made up a test in math which he had missed on Thursday. On Tuesday (Day #3), Joe submitted an excuse from his parent for his absence in the Office of Student Affairs. His absence was, therefore, marked as excused /legal and, Joe was given credit for all the work he had made up including the test in math which he had already made up.

### **Example #2:**

Fred also wasn’t feeling well on Thursday so his parents had him stay at home. Fred returned to school on Friday (day #1), but did not submit an excuse for his absence. Although he had not yet brought in an excuse, his teachers permitted Fred to begin making up his missed work. On Monday (day #2), Fred again did not bring in an excuse for his absence, but he was permitted to make up a test in biology which he had missed on Thursday. On Tuesday (day #3), Fred did not submit an excuse. Because he had not provided an appropriate excuse from his parent/guardian within the three days he attended school following his absence on Thursday, Fred’s absence was marked as unexcused/illegal at the end of the school day on Tuesday.

Fred’s teachers were notified that Fred’s absence on the past Thursday was unexcused/illegal. In addition, Fred’s teachers knew that Fred’s unexcused/ illegal absence meant that he was no longer permitted to make up work he had missed on Thursday and that he was to receive no credit for any missed work, tests, etc. that he had already completed or made up. As a result, the grade Fred had earned on the biology test he had already taken was changed to a zero.

### **Example #3**

Pete was absent on Thursday. He was present on Friday, but did not bring in an excuse. He made up some of the work he missed in his classes on Thursday including a test in Spanish. Pete was absent again on the following Monday. On Tuesday Pete returned to school, but he did not yet have an excuse for his absence on Thursday nor did he have an excuse for his absence for his absence on Monday. At the end of the day on Tuesday, Pete's absence on Thursday was not marked as unexcused/illegal as Fred's absence had been.

Pete came to school on Wednesday and submitted two separate excuses: one for his absence on Thursday and one for his absence on Monday. Both absences were marked excused/legal and he was given credit for all the work he missed but made up!

Why was Fred's absence marked unexcused/illegal at the end of the day on Tuesday, but Pete's was not?

Students have three days of attendance to submit an excuse for an absence. Pete's first day of attendance following his absence on Thursday was Friday (day #1). He was absent on Monday, but present on Tuesday (day #2). On Wednesday (day #3), Fred submitted a valid excuse from his parent.

### ***Excuse Forms***

It is preferred that excuses be written on the pre-printed excuse forms available in the Student Affairs Office or on the white pre-printed forms found in this publication, but an excuse may also be written on appropriate paper as long as the excuse clearly contains the following information:

- A. Student's first and last name.
- B. Date(s) of absence.
- C. Reason for absence (see Reasonable/Legal excuses)
- D. Parent's/guardian's signature

### ***Procedure - Submitting an Excuse for Absence***

#### **1. PAPER EXCUSES:**

***Each full school day between 7:30 am and 3:00 pm students may submit their excuses in the Office of Student Affairs.*** It is the responsibility of the student to deliver an excuse to the Office of Student Affairs within the three (3) school days which follow the absence. There is an "Excuse Box" on the counter in the Office of Student Affairs. Students are to simply drop their excuses into this box. Throughout each day, the excuses are removed from the excuse box and are stamped with the time/date of receipt.

#### **2. FAXED EXCUSES:**

***New this year*** a dedicated fax number has been established for excuses for absence as a convenience to parents and guardians. Faxed excuses must contain the same pertinent information as listed for paper excuses. Faxed excuse may only be sent to the following number: **724-745-4490.**

***3. \*E-MAILED EXCUSES WILL NOT BE ACCEPTED.***

## ***Attendance Parameters***

In order to make the most of their educations, students should be conscientious about attending school. “The school cannot educate students without or provide them with support and assistance if they are absent. Therefore, we believe it is the obligation of the district to require students to attend school regularly in order to receive the full benefits of an education” (Policy #204).

Students must be present a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

Furthermore, there are limitations to the number of days a student may be absent without ramification:

<b>DAYS OF ABSENCE</b>	<b>PROCEDURE</b>
5	Letter will be sent home informing parents of the absences.
10	Letter will be sent home informing parents of the absences.
15	“All absences beyond fifteen (15) cumulative days shall require an excuse from a licensed physician” (Policy 204). Otherwise the absence(s) will be considered unexcused/illegal.
20	Parent conference to ascertain the health and well being of the student in relation to their academic performance/progress.
25	Loss of all privileges (including but not limited to): PIAA (sports), clubs/activities and intramural sports, field trips, dances/ social events, parking/driving privileges, prom, all senior activities and privileges including commencement.

## ***Truancy***

*Up to age 17, any student who has an unexcused absence is also illegally absent by state law.* Furthermore, Article XIII, section 1341 of The Public School Code states:

**\*Section 1341 - Duty to Employ: Power of Arrest; Certification.** The board of school directors of every school district of the first, second, or third class, shall, and in any school district of the fourth class, may, employ attendance officers, or home and school visitors, whose duties shall be to enforce the provisions of this act regarding compulsory attendance. Such attendance officers, or home and school visitors, shall, in addition to the duties imposed upon them by the provisions of this act, have full police power

without warrant, and may arrest or apprehend any child who fails to attend school in compliance with the provisions of this act, or who is incorrigible, insubordinate, or disorderly during attendance at school or on his/her way to or from school.

As per Canon-McMillan High School practice, illegal absences will call for the attendance officer to issue a citation for truancy through the magistrate's office. In addition, a student is not permitted to receive credit for any work, including tests, missed because of an unexcused/illegal absence from class/school. If the work or test is made up before the unexcused absence is detected, no credit will be given.

### ***A Typical Day of Attendance***

**Entering the building:** Two entrances to the building are open each morning: the entrance near the Main Office and the entrance near the Guidance Office. All school buses arrive at the entrance next to the Guidance Office. Students arriving to school by way of school bus are to immediately enter the building from their buses through the Guidance Entrance. Those who provide their own transportation must enter the building immediately upon arriving on school grounds and may enter through either entrance.

**7:30 am bell:** Students are not permitted to go to their lockers or to their classrooms until 7:30 AM. Students arriving prior to that time must wait in the lobby areas of the entrances or in the cafeteria where they may purchase breakfast. At 7:30 AM a bell will sound indicating that students are permitted to go to their lockers and to their classrooms.

**7:42 am warning bell:** A warning bell rings at 7:42 AM. This bell alerts students that they have only three minutes remaining to get to their assigned areas and be in their seats.

**7:45 am late bell:** At 7:45 AM the late bell rings signifying the beginning of the first class period and the beginning of the school day. All students should be seated in their first period classes at this time. The 7:45 AM bell also indicates that all entrances into the building are locked. Students wishing to enter the building after 7:45 AM must enter through the Main Office entrance where they will be "buzzed in" by a member of the staff. Upon entering the school, late students must **immediately** report to the Office of Student Affairs where they will be issued late slips granting them admission to their classes.

**7:45 am – 2:40pm Class Periods:** There are 9 periods in the high school day. The length and order of these periods is dictated by which of the four possible schedules is being used: "Regular Schedule," "Activity Schedule," "Two Hour Delay Schedule," or "PM Assembly Schedule." Most often an academic "Regular Schedule" is used, with an "Activity Schedule" on average twice monthly for co-curricular club/ organizational meetings.

**2:40pm Student Dismissal:** Dismissal is at 2:40 PM regardless of which schedule is being followed unless students are dismissed early. Although the buses discharge their passengers only at the Guidance Office in the morning, buses to take students home are lined up outside both the Main Office Entrance and the Guidance Entrance. In addition, two "runs" are made to take students home. The first run of buses taking students home leaves at approximately 2:45 PM. Those students riding buses in the second run must wait on school grounds in the appropriate supervised areas until the second run of buses arrives at approximately 2:55 PM. These buses leave as soon as they are loaded.

## ***Early Dismissals***

**No student is to leave the building without proper authorization to do so.** Furthermore, any student who obtains, attempts to obtain, or helps to obtain an early dismissal under false pretenses will face disciplinary action. To ensure the safety of our student and maintain accurate attendance records, all students must *follow this procedure to acquire an early dismissal from school:*

1. The parent or guardian must make a written request for an early dismissal. The request may be made on preprinted forms available in the Office of Student Affairs and/or in this publication, or on a piece of paper. The request must include the following information:

- The date on which the early dismissal is requested
- The time at which the student is to be dismissed
- The reason for the early dismissal
- The signature of the parent/guardian

2. The student is to submit the request to the secretary in the Office of Student Affairs prior to the first class period on the morning of the early dismissal.

3. The parent/guardian must call the Office of Student Affairs (724-873-5170) to verify the request for early dismissal. To avoid confusion and/or delay, confirmation calls should be made no later than 9:00 am on the day of the early dismissal.

***\*Upon the fifth (5<sup>th</sup>) early dismissal, the student must, within twenty-four (24) hours of dismissal, produce a doctor's excuse for the dismissal to be excused. If a doctor's excuse is not produced within the twenty-four (24) hours, the absence will be recorded as unexcused/illegal and treated as a class cut.***

## ***Late Arrival to School - Practices and Penalties***

Late Arrival to School = Not being appropriately seated in the assigned classroom when the 7:45 am late bell has rung. Furthermore, students are either considered present, late to school, or absent. *There are no half days of absence.*

- Students arriving to school after 7:45 am have been marked absent. Students wishing to enter the building after 7:45 AM must enter through the Main Office entrance where they will be “buzzed in” by a member of the staff.
- They must then immediately report to the Office of Student Affairs in order to have their attendance corrected.
- The Student Affairs Office will also issue a late slip to the student and record the late arrival. Students must keep the late slip to present to the teachers of any classes missed as a result of arriving late. The student must report directly to class after checking in at the Student Affairs Office.
- If late arrival is due to a doctor or dentist appointment, the student must present the doctor's excuse to the Office of Student Affairs upon entering in order to be exempt from disciplinary action. Bringing an excuse later or the next day will not count towards exemption of disciplinary action.

- **Note:** Students must be present a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

**Late Arrival Penalties**

*A doctor's excuse exempts student from penalties if presented when they enter the building.*

<b>LATE</b>	<b>PENALTY</b>
1 – 4	No penalty with appropriate parent/guardian excuse- letter sent home following 4 <sup>th</sup> late arrival
5 <sup>th</sup>	2 Days of After School Detention
9 <sup>th</sup>	1 Day of In-School Suspension & Loss of Parking Privileges for The remainder of the school year
13 <sup>th</sup>	3 Days of In-School Suspension
17 <sup>th</sup>	3 Days of Out of School Suspension
19 <sup>th</sup>	5 Days of Out of School Suspension, meeting with parent/guardian, and loss of all privileges (including but not limited to): PIAA (sports), clubs/activities and intramural sports, field trips, dances/ social events, parking/driving privileges, prom, all senior activities and privileges including commencement .
21st	Possible expulsion or alternative placement following a <b><u>10 Day Suspension</u></b> and an Informal Hearing

***Class Attendance***

- Students must report to their assigned classes.
- Since the safety of students and building security are always priorities, student must always be under the supervision of a professional staff member.
- It is the responsibility of students to arrive to school and classes on time, to keep track of their attendance for each class, to monitor their early dismissals, and to be in class unless called for or unless being attended to by the nurse.
- Students may not pick and choose what assigned classes they wish to attend.
- A student may not opt to go to the library, the restroom, a locker room, another class, etc. in place of attending an assigned class (including study halls) *without prior permission* of the faculty member whose class the student is assigned.
- A staff member or administrator should always have knowledge of the location of a student.
- If a student becomes ill between classes, *the student must immediately report to the nurse's office*. Recuperating unsupervised in a restroom is not accepted as an excuse for missing a class or being out of area.

- Students who “cut” class will be subject to disciplinary action and may lose other privileges. In addition, a student is not permitted to receive credit for any work including tests missed because of an unexcused absence from class/school. If the work or test is made up before the unexcused absence is detected, no credit will be given.
- An absence from class that is the result of the student’s being called from or excused from the class by a school authority is not counted as a classroom absence subject to the district attendance policy.

***Late to Class- Practices and Penalties***

A student arriving late to a class period from a previous class period is considered “late to class.” ***Students are responsible for arriving to all classes on time including lunch and study halls.*** Adequate time is provided between classes to allow for movement from one class to the next. However, students must monitor how much of this time they use to socialize and to go to their lockers.

**Late to Class Practices**

- The office does not issue late slips to students “late to class.”
- Students late to class are admitted into the class by the classroom teacher who records the late and takes the appropriate action as per the building late penalties.
- The classroom teacher will assign after school detention to students late a third and fourth time.
- By way of a misconduct report, the teacher will immediately report the fifth and any subsequent incidents of lateness to class to the Office of Student Affairs.
- Being late to class more than a few minutes is considered “out of area” or “cutting class.”

**Late to Class Penalties**

<b>LATE</b>	<b>PENALTY</b>
1 - 2 .....	No penalty/Warning
3 - 4 .....	After School Detention each time
5 - 6 .....	Saturday Detention each time
7 - 8 .....	In-School Suspension each time
9.....	Administrative Removal

## **BEHAVIOR/DISCIPLINARY ACTION**

In accordance with The Pennsylvania Code, Canon-McMillan students are expected to behave in a manner which evidences that they “share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.”

No student has the right to interfere with the education of other students. It is the responsibility of every student to respect the rights of teachers, other students, administrators and everyone involved in the operation of the school. Students who disrupt the learning process or behave in a manner which is detrimental to the orderly operation of the school will be subject to disciplinary actions.

The employees of Canon-McMillan School District have a responsibility to maintain an orderly educational environment. In order to carry out this responsibility, they have the authority to make requests and correct the behavior of students when the need arises. Students have an obligation to comply with the reasonable requests from any and all school personnel. Any student behavior, including disrespect which undermines the authority of school personnel, will not be tolerated.

### ***Levels of Misconduct***

Less serious acts of inappropriate behavior are considered “Level I” misconducts and are usually handled by the classroom teacher. More serious acts of inappropriate behavior are classified as either “Level II” or “Level III” misconducts. Level II and Level III misconducts are referred to and handled by the dean(s) in the Office of Student Affairs and/or by the administration. Please see the *Levels of Misconduct/Disciplinary Action Chart which follows.*



## Levels of Misconduct

Level	#	Offense	First Offense	Repeat	Comment
<b>I</b>					
	1	Late to school or class	Refer to page 7 Late Arrival Penalties	Refer to page 7 Late Arrival Penalties	Tardies to class are handled according to building policy and procedure.
	2	Minor Classroom Disruption: Excessive talking Loafing Unnecessary noise Lack of attention Not completing homework/assignments	Handled by classroom teacher — conference and/or detention	Move to Level II (at teacher's discretion)	
<b>II</b>					
	1	Abusive language and use of contemptuous or offensive words.	ISS	ISS / OSS	
	2	Making false statements and forgery	ASD / SD / ISS / OSS	ISS / OSS	Disciplinary action based on severity and practice
	3	Obscene language, gestures, writing, drawing, etc.	ISS / OSS	ISS / OSS	Directed at, directed to, or in response to a teacher, administration, or staff member = minimum of 3 days OSS and possible notification of authorities
	4	Verbal conflict with another student	ASD / SD / ISS / OSS	ISS / OSS	Based upon severity
	5	Defiance/Disrespect	ASD / SD / ISS / OSS	ISS / OSS	Based upon severity
	6	Cutting classes	ASD / SD / ISS * loss of parking permit	ASD / SD / ISS * Loss of parking permit	Leaving school property/cutting last period/cutting period before or after lunch is considered cut and leaving school = SD / ISS / OSS
	7	Gambling	SD / ISS / OSS	OSS	Based on legal issues
	8	Safety Hazard	SD / ISS / OSS	SD / ISS / OSS	Removal
	9	Wearing clothing that is disruptive and /or in violation of policy or building practice	Change clothes and ASD or immediate ISS	Immediate ISS / OSS	Based upon policy and building practices
	10	Truancy	SD	SD	2 Saturday detentions per day
	11	Excessive classroom disruption	ASD / SD / ISS / OSS	ISS / OSS	Based upon severity
	12	Harassment of any kind	ASD / OSS	OSS	Based upon severity – possible police notification
	13	Behavior or language detrimental to the orderly operation of the school programs and/or activities	ASD / SD / ISS / OSS	ASD / OSS	Based upon severity
	14	Cheating	OSS	OSS	See "Cheating"
	15	Bus misconduct	See "Bus Transportation"		

Level	#	Offense	First Offense	Repeat	Comment
<b>III</b>					
	1	Fighting / assault / threats on school property	3 OSS (minimum) and Charges	5 to 10 OSS and Charges	Involvement of magistrate or juvenile authorities
	2	Possession and/or use of smoking products and or devises	Student is cooperative = ISS and assigned Tobacco Awareness Program through the school nurse. Student is not cooperative or does not complete ISS and/or Tobacco Awareness Program = 1 day OSS and citation.	2nd offense = 1 OSS and Citation Subsequent offense = 3 OSS and Citation	* See section of handbook entitled "Smoking/Use of and/or Possession of Tobacco Products"
	3	Under influence, possession and/or use of drugs / alcohol / paraphernalia and/or look-a-like drugs	3 to 10 days OSS, confiscation of contraband, notification of police and all other actions called for in the procedure of School Board Policy	3 to 10 days OSS, confiscation of contraband, notification of police and all other actions called for in the procedure of School Board Policy	Based upon School Board Policy
	4	Threat to school district personnel	Minimum 3 OSS and charges	10 OSS, charges, expulsion	Possible criminal charges
	5	Harassment and/or Assault on any school district personnel	Expulsion	Expulsion	Criminal Charges
	6	Acts of vandalism/ tampering with or destroying school property	OSS / Expulsion	OSS / Expulsion	Subject to expulsion and reimbursement charges
	7	The commission of arson or explosion or the threat of the commission of arson or the causing of an explosion, bomb threats	OSS / Expulsion	Expulsion	Police action
	8	Possession of a weapon or instrument of potential harm	OSS / Expulsion	Expulsion	Based on School Board Policy
	9	Unlawful violence	OSS / Expulsion	Expulsion	Police action
	10	Tampering with computers or computer networks	ISS / OSS / Expulsion	OSS / Expulsion	Possible criminal charges
	11	Stealing, Theft, Extortion	OSS	OSS / Expulsion	Possible criminal charges & police action
	12	Vandalism, Tampering, Threat to Cause Harm, Trespass on personal property of any school district personnel	OSS / Expulsion	Expulsion	Possible criminal charges & police action

**ASD = After school Detention**  
**ISS = In-school Detention**

**SD = Saturday Detention**  
**OSS = Out-of-school Suspension**

## ***Behavioral Probation***

*A student who has received a total of three separate suspensions of any type [in-school suspension (ISS) or out of school suspension (OSS)] will be placed on Behavioral Probation calling for the loss of privileges both as a participant and as a spectator. If the student's behavior does not improve, the terms of the probation will become more restrictive. See the chart which follows.*

*Furthermore*, a student who has chronic/repetitive behavioral offenses (which may or may not have resulted in a suspension), a student who has committed a singular serious offense, or a student who has not fulfill assigned detentions in a timely fashion may be placed on behavioral probation at the discretion of a building administrator or dean.

### **Suspension-related Behavioral Probation Guidelines**

*Three suspensions*..... A certified letter of warning will be sent home and the student will receive a verbal warning.

*Four suspensions* ..... Loss of privileges for the remainder of the school year (including but not limited to): PIAA (sports), clubs/activities and intramural sports, field trips, dances/ social events and parking/driving privileges. At this point the student is still eligible to attend the prom and all senior activities if applicable.

*Five suspensions* ..... Loss of all aforementioned privileges including the prom and senior activities with the exception of commencement.

*Six suspensions* ..... Loss of all aforementioned privileges including the prom as well as all senior activities and privileges including commencement both as a participant and as a spectator.

*Seven or more suspensions*..... Recommendation for possible expulsion or alternative placement outside of the Canon-McMillan High School.

## ***Disciplinary Options/Responses***

No student has the right to interfere with the education of other students or the orderly operation of the school. It is the responsibility of every student to respect the rights of teachers, other students, administrators and everyone else involved in the operation of the school. However, when those rights are violated or inappropriate behaviors are exhibited, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption, correct a problem, or modify inappropriate student behaviors. The types of disciplinary consequences that may be issued to a student include but may not be limited to the following:

- A. **A Verbal Reprimand** - An administrator, dean, or teacher generally tells the student what he/she did wrong and that it needs to be corrected.

- B. **A Conference with the student** - An administrator, dean, or teacher meets with the student to discuss a problem and what can be done to solve it.
- C. **A Mediation Agreement** - The purpose of this written agreement is to bring closure to any conflict, disagreement, etc. between/among students in order to maintain a climate within the school that is conducive to wholesome learning and living and to provide that the rights of all others involved in the educational process in the Canon-McMillan School District be respected.
- D. **Contacting Parent(s)/Guardian(s)** - An administrator, dean, or teacher may decide to call the student's parent(s)/guardian(s) or write a letter explaining what the problem is and asking for support in helping to correct the situation.
- E. **A Conference with Parent(s)/Guardian(s)** - Sometimes an administrator, dean, or teacher will ask parent(s)/guardian(s) to come to the school to discuss a matter.
- F. **Removal of Privileges/Behavioral Probation** - A student's school privileges may be revoked for a period of time or indefinitely. This could include, but is not limited to, restriction from attending school assemblies and/or functions, loss of parking privileges, restriction from participating in school trips not of a purely educational nature, restriction from holding a student office, restriction from participating in extracurricular activities and groups, loss or membership in school related organizations, and loss of the privilege to be a "student worker" in any office or area of the school.
- G. **Detention** - A student may be assigned to after-school detention or Saturday detention. *Students who do not fulfill assigned detentions in a timely manner will be placed on behavioral probation and immediately be suspended from all extracurricular activities, both as a participant and as a spectator until all detention obligations have been cleared.*

**After-school Detention**

1. ASD is held on Tuesdays, Wednesdays, and Thursdays from 2:45 PM to 3:45 PM.
2. Students are to be quiet and academically productive during the entirety of detention.
3. Students who are late to ASD will be told to leave.
4. Students who are late to ASD or whose behavior is not appropriate when in ASD will suffer further disciplinary action.
5. Once detention has begun, students are not permitted to leave the detention room until detention dismissal.
6. The detention supervisor may institute additional rules or restrictions.
7. Failure to serve ASD will result in the following:

*1st failure to serve* = rescheduling of ASD

*2nd failure to serve* = assigned to Saturday Detention

### Saturday Detention

1. Saturday detention is held in the cafeteria.
2. Detention begins promptly at 8:30 AM and ends at 11:30 AM.
3. Work is not an excuse for missing Saturday detention.
4. No one will be permitted to enter the detention room late. Students reporting late will be told to leave.
5. Students are not permitted to leave the detention room.
6. The student is to be quiet and academically busy during the detention.
7. The supervisor may institute additional restrictions.
8. Failure to serve a Saturday Detention will result in the following:  
*1st failure to serve* = the detention will be rescheduled  
*2nd failure to serve* = assigned to In-school Suspension.

- H. **In-School Suspension** - If the violation is serious enough, the administration or dean may suspend a student from classes and assign in-school suspension. In-school suspension can last from one (1) to ten (10) days.

### Rules for Students Assigned To ISS

1. *You must report to the designated ISS room at the beginning of the second period on the day(s) you have been assigned.*
2. If you are absent on a day you are assigned to ISS, you must serve the time as soon as you return. If more than one day has been assigned, the day(s) you missed will be added.
3. If you leave school early for any reason while you are in ISS, you must repeat the day.
4. Bring **all** of your books, notebooks, and other materials to ISS, including pencils, pen and paper.
5. Additional assignments and activities may be assigned while students are assigned to ISS. All assignments and activities must be completed to the satisfaction of the ISS coordinator before students will be released from their ISS assignment and allowed to resume their regular school schedule.
6. While in ISS you may not go to your locker, to the library, to a classroom, or to any other area of the school.
7. You must follow all the rules in the ISS room including those related to being excused to the restroom and having lunch.
8. You **MUST** follow the instructions of the ISS supervisor.
9. Failing to complete the assignments and activities and/or failing to follow the rules of ISS may result in additional disciplinary action.
10. *\*On the day or days of ISS or OSS, the suspended student is ineligible to participate in any/ all extracurricular activities (practices included) either as a participant or a spectator.*

- I. **Administrative Removal** - If a student's conduct is improper and it is determined immediate removal from the school environment is necessary, an administrator may administratively remove the student. Any time that a student is administratively removed, a parent/guardian must report to the school prior to the student's return for

a conference with the administration and/or other designated personnel to discuss the reason for the student's removal. At the discretion of the administration, a student may be removed until that conference takes place. Additional disciplinary consequences may be issued to the student.

- J. **Out-Of-School Suspension** - If a student's conduct is improper and it is determined that he/she should not remain in the school, he/she may be suspended from school for a period of one (1) to ten (10) days.

### **Out-of-school Suspension Rules**

1. Any student who is suspended out of school will **not be permitted to:**
    - Attend any classes
    - Participate in any school related activities
    - Be on school district property, on school transportation, or on property owned by leased by or used by the district
    - Be in any school building
    - Attend any school-related events.
  2. Any student suspended from school is responsible to make-up all school work in the required time frame.
  3. *As a result of suspension, a student's privileges and/or participation in certain activities, clubs, organizations, offices, etc. may be limited or lost.* This may include, but is not exclusive to, membership in clubs or societies (including the National Honor Society), serving as a student worker, running for student office, participation in extra-curricular activities, participation in overnight trips, participation in overseas trips, participation in student trips not of an educational nature, attending certain school functions, participation in the prom fashion show, and candidacy for the homecoming court.
- K. **Alternative Placement** - At the discretion of the school district and as a result of the needs and/or the behavior of the student, alternative placement may be implemented.
- L. **Expulsion** - The most serious punishment the school can impose is to expel a student. It is a very serious step and is ordered for the most serious violations of school rules or state and/or federal laws. However, this shall not deter the principal from recommending the consideration of the expulsion of a pupil on the first offense.

## **BOMB THREATS**

“Any person who furnishes any false information to a police officer or to any appointed or elected official or to any employee of any political subdivision of this Commonwealth or to any official or employee of any public, private, or parochial school, railroad or railroad depot or station, theater, or other place of assembly concerning the placement or setting of a bomb or other explosive, knowing the same to be false, is guilty of a misdemeanor and shall, upon conviction, be sentenced to pay a fine not to exceed \$5,000.00 or undergo imprisonment not to exceed five (5) years, or both” (Penal Code of Pennsylvania).

**Any student making a bomb threat is also subject to suspension and/or expulsion.**

## BUSES/TRANSPORTATION

Every effort is made to provide safe, comfortable, and efficient transportation for the students of the district. **Any and all questions or concerns dealing with transportation should be directed to the district's Transportation director by calling 724-745-1502.**

### *Transportation Rules and Procedures*

1. Except for ordinary conversation, classroom conduct is expected: This includes courteous behavior with no profane or abusive language. No shoes with cleats or spikes are to be worn on the bus. Personal objects such as pencils and pens must be stored carefully.
2. Do not drink or eat on the bus: Students are to refrain from eating, drinking and/or chewing gum on the bus.
3. Keep the bus clean.
4. Keep the aisle clear: Students will keep the aisles clear of items such as gym bags, projects, instruments, etc. Animals, pets and other nature items are prohibited.
5. Stay in your assigned seat: Students are to remain in their assigned seats at all times. Two students in a seat must permit a third student to sit with them. Students will refrain from standing, kneeling or lying in the seats or in the aisles.
6. Do not extend any part of the body or any object out of the bus window at any time.
  
7. Students riding the bus are to be at the bus stop at the regularly scheduled time: Students should arrive at their respective bus stops at least five (5) minutes before bus arrival time. If the bus does not arrive at the scheduled time, the students should wait a minimum of thirty (30) minutes before leaving the stop area.
8. Enter and leave the bus through the front door: Emergency exits are to be opened for emergencies only.
9. Do not damage or deface any part of the bus: Students are not to damage or deface any part of the bus. Students and/or parents must repay the cost of repairing any damage and the student may be prosecuted. A student must immediately report to the driver any visible damage to the bus.
10. All school policy rules and regulations are in effect on buses: Policies on smoking, tobacco, alcohol and drugs, fighting and weapons, as well as all other school policies and rules, will be in effect at all times on bus rides to and from school, activity runs and field trips. Violation of these policies and rules will result in further disciplinary action by the school.
11. Students waiting to catch a bus on school grounds must remain in the designated area of departure for the bus: Furthermore, students may not leave school grounds prior to boarding a bus. Those who do so or who attempt to do so will be subject to search, disciplinary action, and/or may lose bus privileges.
12. Departure from busses: Every student who rides a bus must get on and off at the assigned bus stop.
13. Bus Changes: Students are only to ride the buses to which they have been assigned. "Bus Passes" giving students permission to ride buses other than their assigned busses will not be issued.

## **School Bus Discipline**

*The driver is in charge of school bus discipline/conduct unless a teacher or administrator is present.*

Level I Offenses start at Step 1 on the Transportation Rules and Procedures.

Level I Offenses are offenses to rules 1 through 4.

Level II Offenses start at Step 5 on the Progressive Discipline Penalties.

Level II Offenses are offenses to rules 8, 9, and 10.

### **Progressive Discipline Penalties**

1. Warning
2. 1 day bus suspension
3. 1 day in-school suspension and 1 day bus suspension
4. 5 day bus suspension
5. 10 day bus suspension
6. 30 day bus suspension \*

School principals may use more severe or additional disciplinary actions without regard to the student's number of previous violations.\* Does not apply to kindergarten students.

## **CAFETERIA PROGRAMS - FOOD AND BEVERAGE**

Our cafeteria offers both breakfast and lunch. In addition, vending machines and the "Mac Mart" offer other food and beverage options. Although the cafeteria offers a wide variety of foods and beverages on a daily basis, students may also bring their lunches to school (see "Open Containers"). Students are not permitted to have food delivered to them at school; they may either purchase food in the cafeteria or bring it with them.

Questions regarding, methods of payment, account balances, menu choices, etc. should be directed to the school cafeteria staff at 724-873-5172.

### ***Breakfast Program***

Before the beginning of first period (7:45 am) each morning, students may purchase breakfast in the school cafeteria. The breakfast program runs from 7:30 am to 7:42 am. Any student who wishes to have breakfast should report directly to the cafeteria upon arrival to school in order to maximize time to do so. Upon completing breakfast, students must dispose of any trash and leave the cafeteria area to report to first period class.



At 7:42 am a warning bell rings indicating the end of the morning breakfast program and issuing warning to all students that first period classes begin in three minutes.

Once the warning bell has rung, students must leave the cafeteria and report to their first period class. Eating breakfast is not an excuse for being late to class.

## ***Lunch Periods***

There are four lunch periods during the school day. Every student is assigned to one lunch period. Students may not select alternative lunch periods nor may they be in the cafeteria during a lunch period other than the one to which they have been assigned. Furthermore, student schedules will not be changed to accommodate a student's lunch assignment.

Students are to report to the cafeteria for lunch on time. Tardy policies and procedures apply to the assigned lunch period just as they do to any other class.

Our “open” cafeteria adds to the comfort provided by our facility. This openness should not be interpreted as an invitation to leave the cafeteria without permission or to stop in the cafeteria at any other time than an assigned lunch period. No student is to leave the cafeteria or the building during lunch.

Whether students purchase lunches in the cafeteria or bring all or part of their lunches, all students must eat lunch in the cafeteria. No food or drink, including containers for water and other beverages, may be taken outside the cafeteria at any time (See “Open Containers”).

## ***Purchasing Cafeteria Food/Beverages***

In order to efficiently serve the student body, our cafeteria requires that students must use their student identification numbers to purchase food from the cafeteria regardless of whether they are paying with cash or withdrawing money from their account. Students who do not know their ID numbers will be told to go to the back of the serving line until others are served.

Students should not give their ID numbers to others.

## ***Cafeteria Practices/Rules***

- During breakfast and lunch, the student may be sociable, but is expected to be courteous and mannerly.
- Students who refuse to follow direction, are disruptive, or otherwise behave improperly will suffer disciplinary consequence which may include assigning the student to sit in a particular seat during the lunch period. At the discretion of the supervisor/administrator who applies the consequence, the assigned seat may be temporary or permanent. Considering the severity and/or frequency of the inappropriate behavior, the supervisor may, instead, report the misconduct to the Office of Student Affairs for disciplinary action. As with any disciplinary consequence, a student may lose his/her privilege to attend after school activities/functions.

- Misuse of food or drink and/or creating unnecessary messes in the cafeteria will not be tolerated and will result in a misconduct to be referred to the Office of Student Affairs.
- After finishing breakfast or lunch, the student must clear his/her area of the table and dispose of all waste paper and garbage properly.
- Students wanting to use the restroom during breakfast/ lunch periods are must only using the restrooms next to the cafeteria.
- Students will not to be excused from the cafeteria to go to their lockers during breakfast or lunch.
- No food or drink may be taken out of the cafeteria at any time.
- Students are not permitted to eat or drink in any other part of the building other than the cafeteria.
- Students are only to use the vending machines in the cafeteria during their lunch periods or after school.

## **CANCELLATION OF SCHOOL**

In the event it is necessary to close or delay school, an announcement will be made over the local radio and television stations and the Alert Now telephone system will be activated. If the opening of school is delayed, pupils are to report to their building one or two hours after their normal reporting time, depending on the radio/TV message. It is advisable that families devise a plan in the event of a delay or early dismissal to ensure the care and safety of their child(ren).

## **CARD PLAYING/GAMBLING**

**Card playing is prohibited throughout the school, including that which does not involve gambling.** *This includes, but is not limited to, classrooms, study halls, lunch, breakfast and the library.*

Furthermore, gambling of any kind is not permitted at any time on school district property or at school events.

## **CELL PHONES/PAY PHONES**

### ***Cell Phones***

The primary purpose of allowing students to have cell phones in their possession in school is so the phones may be used before/after school hours. Although students are permitted to have cell phones in their possession during the school day, students are not permitted to use them. Furthermore, the school accepts no responsibility for lost, damaged, or stolen cell phones.

**Cell phones must be shut off and kept entirely out of sight.**

Students are not permitted to use cell phones in any manner during the day or while being transported to and from school by way of district transportation. This includes making or receiving calls, sending or receiving of text messages, using phones as calculators or timepieces, playing games on phones, using photographic phone functions, or using a phone for any other function it may provide. **If a student's phone is found on, misuse (example: cheating) will be suspected which will lead to the confiscation and search of the phone.**

*Violations of these guidelines will result in confiscation of the cell phone as well as disciplinary action.*

### ***Parental Cooperation***

As with all school practices, procedures, and policies, parental cooperation is greatly appreciated. Parents should not call or send text messages to students' cell phones during the school day. If as the result of a true necessity/emergency, a parent/guardian must contact a student during the school day, the parent/guardian may do so by calling the high school Main Office, the Guidance Office or the Office of Student Affairs (see the directory at the beginning of this handbook).

### ***Pay Phones***

Students who have a true necessity to use a phone during the school day may use one of the pay phones in the main lobby near the gym. During the school day students who wish to use the pay phones must report to the Office of Student Affairs to get permission to do so. After school hours students may freely use the pay phones.

## **CHEATING/ACADEMIC INTEGRITY**

No form of academic cheating will be tolerated. Cheating of any type results from poor personal judgment and demonstrates a lack of integrity. In addition, cheating not only affects the student's character, but it also mars the reputation and the integrity of the school.

Students are expected to refrain from cheating of any type including plagiarism. Furthermore, students are not to condone, aid, or ignore acts of cheating. Witnesses to acts of cheating have an obligation to report such acts to faculty or administration.

The classroom teacher is to report any incident of cheating to the Office of Student Affairs by way of a misconduct report. The academic consequence of cheating is determined by the classroom teacher on an individual basis; whereas, the behavioral consequence will be determined by the Office of Student Affairs as per building practice (see disciplinary chart).

## **CHILDREN WITH PARENTS HAVING SPLIT CUSTODY**

Parents have the right to share the education of their children, even when circumstances exist in which both parents do not live together with the child. Unless ordered otherwise by a court order, each parent will be provided with all records and information concerning their child. **It is the responsibility of the non-custodial parent to inform the school of the particular situation and request being placed on a mailing list to receive a copy of all school correspondence. Please phone the Guidance Office Secretary at 724.873.5166**

**Please Note:** children are only permitted to be removed from the school grounds by the parent who has physical custody during the school hours.

## **CONFERENCES**

Parent/teacher conferences are scheduled twice per year. All parents are encouraged to attend a conference should there be a specific concern about their child's progress. Specific information regarding conferences will be forthcoming from the school office. Conferences other than these may be arranged at any time by calling the school office and making an appointment with the teacher(s). Home-school communication is highly encouraged (See "Contacting Staff").

## **CONTACTING STAFF**

### ***E-Mail***

Parents and guardians can easily reach teachers, administrators and staff via the internet:

- Go to the district website at [www.cmsd.k12.pa.us](http://www.cmsd.k12.pa.us)
- Click on "Schools" and select Canon-McMillan High School
- Click on "Staff"
- Click on the name of the person to be contacted and an e-mail window will pop up ready for a message to be typed

### ***Voice Mail***

To contact a teacher, administrator, or staff member by voice mail, the caller should call 724-745-1400 to reach a secretary in the high school main office. The secretary will then direct the caller to the specified teacher's voice mailbox.

*\*Please be reminded that parents and guardians have internet access to their student's current grades and attendance records via the internet. Please see "Power School Parental Web Portal."*

## COUNSELORS - GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, scheduling/registering for courses, interpretation of test scores, occupational information, career information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with a counselor.

Students are assigned to counselors by the first letter of the last name of the student:

A — D .....	Mrs. Savarino
E — L .....	Mr. Mamula
M — P .....	Mrs. Sharkady
Q — Z .....	Mr. Andronas

In addition, counselors have been designated to work with the following specific programs:

W.A.C.T program.....	Mrs. Sharkady
Early Work Release program.....	Mr. Andronas
Alternative School programs.....	Mr. Andronas

- **Except in emergencies or serious situations that demand immediate attention, the student must make an appointment to see his/her counselor.**
- A student may make an appointment by stopping in the guidance office prior to the first period class, between periods, or at dismissal time.
- Students must sign into the Guidance Office when they enter and also sign our when they leave the Guidance Office.
- In addition, when leaving the Guidance Office students are responsible for securing a pass from the guidance staff which indicates their arrival as well as their departure time.

### ***Services provided by a Guidance Counselor:***

- Consultation with parents, teachers, administrators, and agencies
- Helping parents understand how to help their children in times of crisis and family change.
- Referring families to outside agencies when requested.
- Helping students learn responsibility by becoming aware of the consequences of their behavior.
- Helping students to grow socially through providing individual or group instruction.
- To help develop personalized programs, when applicable, based on a child's strengths and needs.

### ***Provisions of the Guidance Department:***

- Consultation with our Student Assistance Program (SAP).
- Agency referrals.
- Individual support for students.
- Transition services for our new students.
- Consultation and collaboration with students and families regarding post-secondary education and career counseling.
- Assistance to staff in implementing drug/alcohol education.

# CRISIS MANAGEMENT—SAFETY AND SECURITY

The Canon-McMillan School District has adopted a Crisis Management - Safety and Security Plan. This plan of action will be implemented in all buildings and all facilities of the school district. Every teacher, principal, and administrator will have a quick reference and detailed plan available. In addition, every building will display the building procedures in the office.

Detailed copies of the plan are available in each building and the central administration office for your review.

## CUMULATIVE RECORDS

A cumulative record will be maintained for each student from entrance into school through the twelfth grade. All material in each cumulative record shall be treated as **confidential**. All students and their parent/guardians have the right to examine the student's cumulative record and to challenge or correct any information they believe to be inaccurate. FERPA: Family Educational Rights and Privacy Act- The Family Educational Rights and Privacy Act affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changes, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor,

medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has legitimate educational interest of the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

A copy is available in each school office for parents/guardians to review.

## **DRESS CODE**

As per Canon-McMillan School Board Policy, the following dress code practices are upheld at the high school:

- No article of clothing / accessories that promote or are related to alcohol, tobacco, drugs, or weapons may be worn at any time on school grounds.
- No tank tops, halter tops or tube tops may be worn. This includes tank tops for male students.
- Shirts must fully cover the chest, stomach and back area. Open back dresses are not permitted.
- Shorts, skirts and dresses must be of modest length. Fingertip rule: With arms down to the side, the measure of the longest fingertip is, at minimum, the shortest length permitted.
- Micro mini, dance wear short skirts, and short shorts such as soffeas are not permitted.
- Ripped or torn jeans are permitted as long as they are not torn to expose the student in an immodest way.
- No pajama type wear or slippers may be worn at any time.
- No coats, hats, bandannas, or other type of head coverings are to be worn or carried in the building at any time. All outerwear garments are to be stored in student lockers during the course of the school day.
- Pants may not “sag” or be worn in a manner that exposes undergarments.
- Wallet chains, spiked collars, spiked bracelets and offensive jewelry / accessories are prohibited on school grounds.
- Sunglasses may not be worn in school (unless warranted by a medical condition and verified by the school nurse).

# DRUG AND ALCOHOL POLICY

## *Canon-McMillan Board Policy # 227*

### 1. Purpose:

The Board recognizes and affirms the individual value and potential of each member of its school community. The Board recognizes that chemical abuse and dependency seriously impairs the ability of individuals to develop their full potential. The Board also recognizes that problems created by chemical abuse and dependency have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. Equally important, the use, possession and distribution of controlled substances is against the law.

Controlled substance abuse among students is a serious social problem which threatens the health, safety and welfare of the individual student user, other members of the school population and the educational process. Prompt intervention can be an effective deterrent against the abuse of controlled substances, thus helping the student user and protecting the general school population.

### 2. Definitions

For purposes of this policy, controlled substances shall include all:

- Controlled substances prohibited by federal and state law.
- Look-alike drugs.
- Alcoholic beverages.
- Anabolic steroids.
- Drug paraphernalia.
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

### 3. Authority

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.



#### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity and timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

#### 4. Delegation of Responsibility

The Superintendent or designee shall prepare rules for the identification and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and district procedures governing student abuse of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

#### 4. Guidelines

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

#### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

## **EARLY ARRIVAL**

Students arriving to school prior to 7:30 AM must wait in the cafeteria or the lobby of the entrance near the guidance office until 7:30 AM bell rings. No student is to be in any other area of the building before 7:30 AM without a written pass from a teacher. The student must obtain this pass the previous day.

There is to be no loitering on campus or in the parking lots. Students must enter the building as they arrive.

Once a student has arrived, he/she may not leave school grounds unless granted an early dismissal or permission from a school official.

## **EARLY WORK EXPERIENCE PROGRAM**

1. *This program is designed for seniors only.*
2. Applications for early work release are available in the guidance office.
3. After the application is completed properly and returned, a parental note granting permission for early dismissal must be presented and kept on file.
4. The time of any early release will be determined from the completed application by the principal in charge.
5. Once the early release is approved, the Guidance Office will counsel the student on scheduling and issue the proper forms for accounting purposes.
  - a. If schedule changes must be made, the student will be assigned to the same subject teacher.
  - b. Early dismissal will be the same time every day.

6. Instructions will be given to the student on procuring the working certificate, on sign out procedures, and on job termination requirements.
7. A student on early work release must **personally** sign out every day in the Guidance Office immediately prior to leaving the building. **Failure to do so will result in loss of early work release privileges.**
8. Students must maintain a “C” average to remain in the program
9. *Any student causing a disruption within the school, for any reason, or outside of school during the early dismissal will be removed from the early work release program.*
10. Violation of any procedures described above will result in a cancellation of the early work release.
11. **Students on early work release who have been assigned detention or in-school suspension are advised that those obligations take precedence over the early work release.**

## **ELECTRONIC DEVICES**

*It is strongly suggested that students do not bring personal electronic devices to school as a means of preventing the loss or theft of these devices.*

With the exception of music listening devices and cell phones, students are not to bring electronic devices to school including but not limited to cameras, recording devices, laser pointers, universal remotes, televisions, paging devices, beepers, and game systems. Furthermore, student cell phones must be off and out of sight (see “Cell Phones”) and dedicated music listening devices may only be used within limitations.

### ***Dedicated Music Devices***

Students may listen to dedicated music devices (MP3, CD Players) in study halls only and must not be played in such a manner that only the user can hear it. Also, students are warned that their musical choices must be suitable for a school setting. In addition, no other functions such as video or recording capabilities may be used.

Music devices may not be used in any other part of the building or grounds. Furthermore, when not in use in assigned study halls, students’ music devices and accompanying accessories such as headphones should not be visible.

## **EMERGENCY INFORMATION**

All students are required to have medical cards filled out for use in emergency situations. Name, address, phone number, parents’ names, places of work, doctors’ name and number are among the items requested on the card. If any information changes within the course of the school year, please notify the school office.

## ESL: ENGLISH AS A SECOND LANGUAGE

“In accordance with the Board’s philosophy to provide a quality educational program for all students, the Canon-McMillan School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English” as indicated on our Home Language Survey. If you believe your child qualifies for such services, please contact your building principal.

## EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

The high school has a large number of clubs and organizations. Students are encouraged to participate and become involved in one or more areas of interest. However, **students must be aware that every club, organization and team has specific rules, regulations, and by-laws that cover participation and membership.** When joining any group, students should become very familiar with all aspects of the organization's constitution and by-laws. Since specific rules and regulations are somewhat different for each group and team, rules of eligibility apply before any student can become a member.

**Extracurricular Eligibility:** A student is eligible for extracurricular activities if he/she:

1. Has a passing grade point average of 2.0 or better in four (4) full credit major subjects during the preceding semester
2. Maintains a passing grade point average of 2.0 or better in four (4) full credit subjects during the time of participation
3. Has not received any Level II or III nor any repeated Level I misconduct reports during the school year (*applies to student elective offices*)
4. Has not missed twenty (20) or more school days during the semester or previous semester. If so, the student will not become eligible until completing sixty (60) days of attendance.
5. Has not been removed from any previous activity or school elective position for lack of attendance or participation (elective offices)
6. **Note:** Students must be present a minimum of 3 ½ consecutive hours during a school day in order to be eligible to participate in after school extracurricular activities and/or events including practice that day with the exception of absence due to school-sanctioned activities such as field trips, pre-approved absences, or absences due to emergency with prior administrative approval.

**Please Note: Items 1-5 may have more stringent regulations as governed by individual by-laws and constitutions.**

## **FIELD TRIPS**

Annual field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Families will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a field trip permission form. Permission slips for field trips between district buildings will not be necessary. Also see “Student Trips” for detailed information regarding student trips *differing* from “Field Trips.”

## **FIRE ALARM SYSTEM**

The fire alarm system is intended for emergency purposes only. Any student who tampers with any part of the fire alarm system, including the plastic covers, may be subject to three or more days of out-of-school suspension. Any information regarding the tampering of the fire alarm system will be filed with Civil Authorities for violations of the Pennsylvania Criminal Code, when deemed necessary by school officials.

## **FLAG SALUTE/PLEDGE OF ALLEGIANCE**

Every citizen of the school is responsible for demonstrating proper respect for our country and the flag.

- It is hoped that every student participate in the Pledge of Allegiance, but it is not required.
- A student may choose not to recite the Pledge of Allegiance and may refrain from saluting the flag.
- If a student chooses not to participate, he/she must maintain a respectful silence and respect the rights of others who choose to participate

## **FUNDRAISING ACTIVITIES**

All fundraising activities must be submitted to the Board of School Directors for approval. No student, individual or organization may sell anything on school property or at school sponsored events without this approval. Items not related to Canon-McMillan activities are not permitted to be sold on school grounds at any time.

# GRADING PROCEDURE

## *High School Grading System*

1. In ***all content areas*** grades will be determined according to the following percentages:

100 - 90.....	A
89 - 80.....	B
79 - 70.....	C
69 - 60.....	D
59 - 0.....	F

- The final exam grade for a full year course is counted as 10% of the fourth grading period.
2. Only grades in AP courses and Honors courses are ***weighted grades***. Furthermore, only grades of *A, B, or C* in these courses are weighted:

For AP courses, the following weight will be used:

A.....	5 points
B.....	4 points
C.....	3 points
D.....	1 point
F.....	0 points

For Honors courses, the following weight will be used:

A.....	4.5 points
B.....	3.5 points
C.....	2.5 points
D.....	1.0 points
F.....	0 points

## ***Reporting Procedures:***

- ***Progress Reports-*** Progress reports are issued to students with a “D,” “F,” or “I” at the mid-marking period. However, at the parent/guardian request, progress reports can be issued for any student.
- ***Report Cards-*** Report cards are issued to students at the end of each 9-week marking period. Report cards indicate both academic and attendance information.

## ***Calculating Honor Roll Eligibility***

Honor Roll is calculated in the following way:

1. Total your credits for the grading period;
2. Total your quality point, per grade - as attached to each credit (i.e., - full points, per letter grade awarded for a full credit course - while ½ the points are awarded for ½ credit course).

3. Quality points are assigned as follows:
  - One credit subjects ..... A = 4, B = 3, C = 2, D = 1, F = 0
  - Half credit subjects ..... A = 2, B = 1½, C = 1, D = ½, F = 0
  - One credit Honors subjects A = 4.5, B = 3.5, C = 2.5, D = 1, F = 0
  - One credit AP subjects..... A = 5, B = 4, C = 3, D = 1, F = 0
  - Physical Education is awarded ¼ the total number of points assigned to a letter grade.
3. Divide your total quality points by the total number of credits - the result equals your grade point average (GPA).

**Example A:** If a student has 18 quality points and 6 credits — divide 18 by 6 and the grade point average is 3.00

**Example B:**

*Mock Report Card*

	Credit	Grade	Points
English Honor .....	1	B	3½
History .....	1	B	3
Math .....	1	A	4
Science/Chem. A.....	1	B	4
Art I .....	½	A	2
Phys-Ed .....	¼	A	1
	<u>4¾</u>		<u>17½</u>

$17\frac{1}{2} \div 4\frac{3}{4} = \underline{3.684}$  Grade Point Average

**Please Note:** Distinguished Honors ..... 4.0 and above  
 High Honors..... 3.7 - 3.99  
 Honors..... 3.0 - 3.69  
 No student is eligible for Honor Roll if a D or I grade appears on the report card.  
 Grades are not rounded up. (i.e., a 2.9 is not rounded to a 3.0)

*\*Please be reminded that parents and guardians have internet access to their student's current grades and attendance records via the internet. Please see "Power School Parental Web Portal."*

### ***Class Rank***

- Class rank is cumulative and computed at the end of each academic year after final grades have been released.
- Class rank is based on the total quality points earned for all courses each year.
- All credits will count towards class rank..
- Class rank is ***not*** based upon the GPA reported quarterly on the student's report card.
- Class rank is calculated using a QPA calculation that weights each quarter equally.

# GRADUATION REQUIREMENTS

The requirements needed for graduation are dictated by “Canon -McMillan School Board Policy #217.” Following is a general summary of these requirements:

The Board requires that each candidate for graduation shall have earned twenty-six (26) credits.

The following are the course requirements:

- English .....Four (4) sequential course units\* - minimum one (1) course per year.
- Math.....Four (4) course units – Algebra & Geometry units required, continuous enrollment in math all eight (8) semesters in high school (See Note 1).
- Social Studies..... Four (4) required course units.\*
- Science..... Three (3) course units\* - Biology required.
- Physical Education..... One (1) course unit in Physical Education--Yearly program in P.E. at school or contracted P.E.\*.
- Health .....5 course unit (one (1) semester course).
- Arts and/or Humanities .....Four (4) course units\* (see Note 2).
- High School Graduation Project.....Satisfactory completion of the High School Graduation Project.
- Electives..... 5.5 course units.

Full-time enrollment for four (4) years.

\*Each course unit is two (2) semesters.

*Note 1* – Courses in Computer Programming, unless specifically designated as qualifying for math credit, are offered as elective credit only.

*Note 2* – Arts include Visual Arts, Music, Dance, Theatre Arts, Video Communication, Technology Education, Family and Consumer Sciences, and Speech Communication. Humanities include the courses in Humanities and those courses listed as approved for Humanities credit in the areas of literature, world language, and social studies.

*Policy #217 and all other board policies may be found on the district’s website under “Information: Forms and Documents.”*



## HALL PASSES

**No student is to be out of class or assigned area with out a valid hall pass.**

With the exception of moving between classes, students are not to move anywhere on school grounds without a hall pass. Hall passes must be completed (including date, time, and signature) by the teacher, staff member, or administrator initiating the pass. Only official hall passes obtained through the Office of Student Affairs are to be used; student planners or scraps of paper, etc. are not acceptable hall passes.

Teachers, staff, and administrators will use their discretion concerning the issuance of hall passes; therefore, not all requests for hall passes will be granted. Upon receiving a hall pass, **the student is expected to move quickly and directly to the area which he/she has been given permission** to go. Furthermore, students who in any way misuse or abuse permission to move as well as students who in any way falsify hall passes, duplicate hall passes, or forge any part of a hall pass will face disciplinary action.

## HARASSMENT

### *Canon-McMillan Board Policy # 248*

#### 1. Purpose

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.

#### 2. Authority

The Board prohibits all forms of 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.

Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

#### 3. Definitions

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, gender, age, marital status, familial status, veteran status, personal characteristics, 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.

#### 4. Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits 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 harassment.

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

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

## 5. Guidelines

### 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 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.

## **HAZING**

### ***Canon-McMillan Board Policy # 247***

#### 1. Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

#### 2. Definitions

For purposes of this policy hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

#### 3. Authority

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

#### 4. Delegation of Responsibility

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents/guardians, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, or verbal instructions by the coach or sponsor at the start of the season or program.

#### 4. Guidelines

##### Complaint Procedure

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
5. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

## **HEALTH SUITE/NURSES' OFFICE**

**Students may not choose to recuperate in restrooms, hallways, etc. as opposed to checking in with a nurse in the health office.** Likewise, no student shall use a cell phone to call or text for an early dismissal due to illness. Dismissal shall be determined by the school nurse.

The Health/Nurses' Office is located directly across from the auditorium entrance. To see a nurse, the student must obtain a hall pass from the classroom teacher. No student will be admitted to the Health Suite without a pass unless it is an emergency. In the event a student arrives and a nurse is not present, the student must report to a faculty or staff member in the Office of Student Affairs or the Main Office. If an accident occurs, the nearest teacher or staff member should be notified immediately, and the nurse will be contacted.

**No student is permitted to carry medication of any kind - prescription or non-prescription.** If it is necessary for a student to take medication during the school day, the student must register this medication with a nurse and follow the procedure he or she outlines.

## HOMEBOUND INSTRUCTION

If a student has suffered an illness that has lasted longer than ten (10) consecutive days, he/she may require homebound instruction (temporary instruction in the home by certified tutors.) Please contact the guidance office to obtain a “Homebound Instruction Application” to be filled out by the physician verifying the need for this process.

## HOMEWORK: STUDENT RESPONSIBILITY

Homework and other school assignments are integral to student success. Long-term assignments, project, and research related tasks all reflect and reinforce student responsibility. ***Students are responsible for completing all homework and other school assignments.*** Students are given **2 school days for each day absent** to make up homework/assignments. Homework is used to increase student achievement and to build independence and responsibility. Students in all grades are strongly advised to use student agendas for planning academic success.

## HOMEWORK REQUESTS

If a student is going to be out of school for more than two (2) days because of illness, surgery, etc., the parent or guardian may **call the Guidance Office (724-873-5166)** to request assignments for the student. Since each of the student’s teachers must be individually contacted and given time to prepare the assignments, **the Guidance Office must be given at least 24 hours notice prior to the time the parent or guardian would like to pick up the assignment.** Parents and guardians are reminded that when picking up assignments they must first sign in at the Main Office and be issued a visitor’s pass before going to the Guidance Office (see Security).

## ILLNESS OR INJURY

In cases of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. We will make him/her comfortable and render first aid treatment only. If emergency treatment is necessary the parents/guardians will be contacted. If parents/guardians cannot be reached, we will attempt to contact the emergency numbers that are listed on the Emergency Medical Card completed at the beginning of the year. In extreme emergencies, if parents/guardians are not available the child will be taken to the emergency room at the hospital.

## LEAVING SCHOOL GROUNDS

To provide appropriate safety and security, no student at anytime is to leave school grounds without first obtaining the needed permission from the school. **Once on school grounds, students may only leave the grounds after following proper procedure and obtaining permission from the Office of Student Affairs.** For example, a student may obtain an early dismissal from the Office of Student Affairs, a student may be sent home through the Office of Student Affairs by the school nurse, a student may sign out in the Office of Student Affairs for an “early work release” approved by the administration and guidance, or the student may be excused by the administration to leave the grounds to participate in a school function such as athletics.

# LIBRARY MEDIA CENTER

The Canon-McMillan Library Media Center is open from 7:30 AM to 2:45 PM. At times the library may be closed for scheduled classes or testing. ***Students are advised to listen to the morning announcements to find out if the library will be closed any time during the day.*** If a student wishes to use the library before 7:30 AM or after 2:45 PM, he or she should make arrangements with the school librarian.

The library media center subscribes to thirty magazines and four major newspapers. These materials are available to read in the library. Students will also find a selection of current fiction and non-fiction books that may be checked out for two weeks. Although no fines are charged, students are expected to return library materials promptly. Failure to do so will result in a charge for the replacement cost of the material.

## ***Library Reading and Research Passes***

1. A library reading pass is required to enter the library. These passes are obtained from the school librarian before the start of Period One. Students are responsible for signing the librarian's attendance log each time they report to the library. Reading passes are used during a student's study hall.
2. Subject teachers may issue research passes as needed to individuals or small groups of students who are completing research for that teacher. Students are expected to complete assigned research in the library using library materials. If the Internet is to be used, teachers must indicate so on the research pass. The library subscribes to several online databases that are appropriate for research. Students must give the pass to the librarian, and sign the librarian's attendance log when they report to the library.
3. No passes are issued during a student's lunch hour.
4. The librarian issues Reading Passes. **Do not ask your study hall teacher for a pass to the library.**

## ***On-Line Databases and the Internet***

The library media center subscribes to quality on-line research databases such as Electric Library and GaleNet. These two databases provide access to thousands of articles from newspapers, magazine, and research resources. In addition, POWER LIBRARY, which students can access from home, offers resources in art, science, language arts, and social studies. Students will find CollegeView and Expan useful in doing college and career searches.

Students using computers in the library are expected to follow the Canon-McMillan School District Internet/Technology policy. Use of the Internet in the library is by ***research pass only***. No e-mail, chat, or USENET is allowed. Copyright will be enforced in the library media center.

# LOCKERS

## *Hall Lockers*

Every student is assigned a hall locker with a built in combination lock at the beginning of the school year. **Students are not to share lockers or give out the combination of their lockers.**

Students are to keep their lockers closed and locked when not in use. “Rigging” a locker so the locking mechanism will not lock will result in disciplinary action.

Students are responsible for the condition and contents of the locker assigned to them. Students may not deface their lockers or display signs, photos, etc. on lockers. In addition, lockers are to be kept clean, free of damage, and orderly. Students are warned that over packing a locker or keeping a disorderly locker may lead to a jammed locker. Any damage or problem with a locker should be immediately reported to the Office of Student Affairs.

Common sense dictates that money and valuables should not be brought to school. If the necessity to do so arises, students should keep their valuables locked (including gym lockers). The school will not be responsible for valuables taken from lockers.

Students are assigned lockers without charge for their convenience, but **the lockers are the property of the Canon-McMillan School District**, and the District retains exclusive control of these lockers, including but not limited to, the right to inspect a locker and its contents for reasons of health, safety, and protection of property. Periodic general inspections may also be conducted. In accordance with school district policy, school authorities may inspect lockers at any time, without notice, without student consent, and without a search warrant.

## *Gym Lockers*

There are not enough individual lockers in the locker rooms to permit each student to have his/her own locker for the school year, but lockers are available for use during individual class periods as well as during after school extracurricular activities requiring locker room use. It is strongly suggested that a student have a lock to use each time he/she uses a locker so they may secure clothes/valuables. The lock must be removed when the student leaves the locker room so participants in the next class or activity may use the locker.

# LOST AND DAMAGED BOOKS - MATERIALS

We believe that students have a responsibility to maintain and secure school property issued to them. Consequently, textbooks that are new, one or two years old will be assessed at full replacement cost or, if damaged, actual repair cost. Textbooks three years old will be assessed at 70% of replacement cost or, if damaged, actual repair cost. Library books and audiovisual materials will be assessed at full replacement cost regardless of their age.



## **OPEN CONTAINERS – FOOD/BEVERAGES – VENDING MACHINES**

*Students are not permitted to bring opened containers (including opened bottles, cans, cups, mugs, travel mugs, etc.) into the building.*

To keep our building clean and comfortable as well as to provide for the health, safety, and welfare of our students, the consumption of food and drinks is limited to the cafeteria area. This applies not only to students who purchase food or drink from the school cafeteria, but also to those who bring food and/or drink into the building. Students are not permitted to eat or drink in any other part of the building other than the cafeteria during the breakfast program or during assigned lunch periods.

- No eating or drinking is to take place in classrooms, hallways, etc.
- Students are not permitted to have opened beverage/water containers in any other part of the building. This includes water bottles, soda cans, coffee cups, travel mugs, etc.
- No food or drink should be stored in student lockers unless it is to be consumed in the cafeteria on the day it is brought into the building.
- Students are only to use the vending machines in the cafeteria during their lunch periods or after school.

***Violation of the building policies pertaining to food and drink will result in confiscation of the food/drink in addition to disciplinary action***

## **PARKING ON SCHOOL GROUNDS**

*Parking on school grounds is a privilege that is extended to students who have met the requirements to do so, who have earned this privilege through demonstrating appropriate behavior, and whose continued behavior maintains their access to this privilege.*

### ***Parking Limitations***

As the school year opens, student parking will be limited to members of the senior class who have a true need to drive. When the fall sport season comes to an end, parking privileges will be extended to underclassmen. Parking permits are issued by priority as listed:

1. Seniors involved in school-related extracurricular activities.
2. Seniors participating in a “work co-op” a school to work program, or who have “early work releases.”
3. Seniors who must drive because of personal hardship (to be determined through the discretion of the administration).
4. Seniors with jobs immediately after school. Evidence of need will have to be provided.
5. Any other senior wishing to park on school grounds who qualifies to do so.

6. Once the parking permit requests of seniors have been met, using the same prioritized criteria, parking permits will be issued to underclassmen beginning with members of the junior class.

### ***Applications for Parking Permit***

Parking applications are distributed to seniors at the beginning of the year in period 1 classes. For the remainder of the school year packets may be picked up in the Office of Student Affairs. With the parking application, the student will receive “*Student Parking: Rules and Regulations*” which includes a parental/guardian permission slip to be signed by both the student and the parent/guardian. ***It is expected that students and parents read and follow these rules and regulations. Those students who do not abide by the rules and regulations stated in the permit application packer and through school communications will have their permits revoked and may in addition be subject to disciplinary action.***

When applying for a parking permit, **the student must submit** the following items:

1. A photocopy of his/her valid driver’s license
2. A photocopy of a current vehicle registration card \*The vehicle registration must indicate that the vehicle to be parked on school grounds is registered to the student, to the student’s parent(s), or to the legal guardian.
3. A photocopy of the current insurance card for the vehicle
4. The correctly completed application
5. The signed permission slip
6. And a \$20.00 processing fee anytime during the first semester or if applying in the second semester there is a \$10.00 processing fee anytime during that second semester.
7. ***\*\* The items listed must be submitted all at the same time. These items will not be accepted in installments.***

Students are reminded that all cars on school property must be properly registered with the school. **Parking permits are not transferable.** Students who loan their permits to other drivers will have their parking privileges revoked and/or suffer disciplinary consequences.

**Students who drive without a permit** and those who have had their parking privileges revoked yet continue to drive **may have their vehicle towed at the owner’s expense, will face disciplinary consequences and will forfeit all parking privileges.**

### **Lot Assignment**

Upon issuance of the parking permit, students may be instructed where to park. Also, those issued parking permits are expected to listen for and follow any directives or changes concerning parking which may be announced. ***Students are prohibited from parking in any designated lot areas or spaces assigned to faculty, staff or visitors. Doing so will result in the immediate loss of the student parking permit, disciplinary consequences, and/or the towing of the vehicle at the expense of the owner.***

## PICTURES - MEDIA COVERAGE

Individual student pictures will be taken during the fall. Students will receive notice in advance or the photo sessions. Picture money and necessary forms must be returned in a timely fashion in order to purchase pictures.

Photos/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, video productions, newspapers, yearbooks, on television, and the district's website. If for any reason you do not want photographs or video tapes of your student used in this manner, you are to indicate such on the Parent/Guardian Sign-Off form included in the appendix of the handbook and return it to your Social Studies teacher by the indicated deadline submission date on the form.

## POSSESSION OF A WEAPON

**Any student in possession of a weapon will be immediately suspended and, upon review, is subject to expulsion. The police will be called and charges will be filed.**

The Canon-McMillan Board believes that the physical safety of students, employees and visitors is essential for the proper operation of the schools and for the establishment of a positive learning environment. With this as a precept, the School Board seeks to provide a safe environment free from weapons for students, school personnel, and persons using and visiting school property.

It shall be the policy of the Board that possession of a weapon by students is prohibited in any Canon-McMillan School District building, or on any grounds of the Canon-McMillan School District, by a student on his/her way to or from school, in any vehicle providing authorized transportation of students to or from any Canon-McMillan School District building or district sponsored function, activity or event and at any school function, activity or event whether or not held on Canon-McMillan School District property.

"Weapon" shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury which serves no common lawful purpose, including but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, tazer, shocker or stun gun, any explosive device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable. The term "weapon" shall include "weapon look alike," including any instrument or implement designed to look like a weapon.

"Firearm" shall have the meaning set forth in Section 921 of Title 18, United States Code, a copy of which is attached to this policy.

"Possess" and "possession" shall mean being on the person of any student or in a person's car, locker or otherwise under his or her control. Possession of an article which otherwise would be a weapon is justified only when the article is used in conjunction with a lawful, school supervised course, program or activity.

A student who violates this policy or assists in the violation of this policy will be subject to one or more of the following actions depending upon the specific violation and intent:

1. Suspension from school for ten (10) days
2. Mandatory hearing before the Board of Directors (or, as authorized by the Board, a committee of the Board or hearing examiner). The Superintendent may exclude the student from school pending the hearing. The standard penalty will be a) expulsion from school not less than a semester or the equivalent or b) permanent expulsion from school when one or more of the following aggravating circumstances exist:
  - a. Possession of a firearm
  - b. Possession of a knife or cutting instrument, the blade or which is exposed in an automatic way by push-button, switch, spring mechanism or otherwise.
  - c. Possession of a bomb or similar explosive device, the use of which could cause serious bodily injury or property damage.
  - d. By use of a weapon, attempt to cause, or intentionally or recklessly causing bodily injury to another.
  - e. By use of a weapon, attempt to put another in fear of imminent bodily injury.
  - f. Significant history of rules violations.

In all cases, parents will be notified, students will be reported to the local and/or state police, and legal charges where applicable will be filed.

This policy shall be communicated to the public, to all persons applying for permits for the use of school premises and to all school district personnel, students and parents.

**FROM THE PENAL CODE OF PENNSYLVANIA:**

"A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution..."The definition of weapon "shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck stock, firearm, shotgun, rifle, and any tool, instrument or implement capable of inflicting serious bodily injury."

## **POWER SCHOOL PARENTAL WEB PORTAL**

A "portal" has been created in the school district's website ([www.cmsd.k12.pa.us](http://www.cmsd.k12.pa.us)) through which parents/ guardians can access their students' current grades in each class and current attendance records as well.

At the beginning of the school year, parents/guardians will receive a letter with information on how to access their student's records by way of a private password assigned solely to the individual student and granting access to only that student's records.

Through this tool the parent, as well as the student, may monitor academic progress by viewing individual test and homework grades.

Questions or concerns about the portal or a password should be directed to the Guidance Office: **724-745-1400 ext 5019.**

## **PUBLIC SHOW OF AFFECTION**

Good taste and common sense require that you keep any show of affection private. Furthermore, most people find it very embarrassing to be subjected to the public demonstration of others. Thus, displays of affection are not permitted in school. Students failing to refrain from such behavior and/or have repeated offenses of this nature may face disciplinary consequences.

## **RIGHT TO REQUEST TEACHER QUALIFICATIONS**

As a parent of a student in the Canon-McMillan School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Part of the No Child Left Behind law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact the principal of your child's school.

Thank you for your concerns and commitment to your child's education.

## **RELEASE OF STUDENT INFORMATION**

In accordance with the No Child Left Behind Act of 2001, Section 9528 requires school districts to *"disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning unless individual students or their parents request that the information not be released without prior consent."*

Students/parents wishing to exercise the option to withhold consent of the release of information to military recruiters and/or to institutions of higher learning must complete the appropriate form from the Guidance Office and return it in a timely manner for exclusionary purposes. Please seek the expertise of a Guidance Counselor for more details.

## SECURITY

Our building is equipped with a security system. Our procedures dictate how students and visitors enter the building and how attendance will be recorded when a student arrives late to school.

**STUDENTS MAY ONLY ENTER THROUGH THE MAIN OFFICE AND THE GUIDANCE OFFICE ENTRANCES.**

1. **All entrances and exits will be locked and secured at 7:45 A.M.** each school day or after the last school bus arrives.
2. All students entering the building after 7:45 A.M. must enter through the Main Office entrance. Upon entering, student must proceed directly to the Office of Student Affairs. The time the student enters will be recorded within the attendance system by the attendance secretary. The student will be issued a time and date stamped pass which will admit the student to class.
3. **Parents, guardians, and visitors must *always* enter the building through the Main Office entrance where they must sign-in and be issued a visitor's pass before entering the building.** No other entrance is to be used. Anyone not following this procedure may be considered trespassing.
4. All those on school grounds or in the building should be aware that at all times the grounds and building are monitored through a system of recording security cameras.

We encourage open communication in each of our schools. In the event a student has information related to the safety and security of our children, he/she should seek out an adult in the school and relay this input. If, for some reason, this is not possible, the following hotline number serves the purpose:

▪ 724-873-5244 ▪

## SPECIAL EDUCATION SERVICES

In Canon-McMillan, we are proud of the fine services offered through our special education programs. These include special education resource teachers, speech/language therapists, vision/hearing therapists, psychologists, and teachers of the gifted. Student's may be referred by a parent or teacher and then screened to determine their needs. For further information, contact your student's school principal, guidance counselor, or the *Special Education Department at 724-873-5231.*

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a state mandated program at the middle school and high school levels. *Its purpose is to support students who are experiencing barriers to learning which are interfering with their ability to function academically at their highest level.*

The goal of student assistance is to identify students who are struggling in the school environment and to then refer them for help. This help could be within or outside of the school district. These actions are carried out by a highly trained team of school professionals who are skilled in prevention and intervention techniques.

***This is not a discipline program.*** It is a helping program for students who may need assistance and always includes the student's parent/guardian in the process. Students can refer themselves and/or other students. Parents and faculty members can also refer a student about whom they may have concerns to the Student Assistance Team.

## **STUDENT INTERNET AND NETWORK USE**

With the advancement of technology, students have become competent and comfortable using computers in their education as well as in their personal lives. As a result, there are many areas and classrooms in the high school which are equipped with computers for student use.

### ***SCHOOL DISTRICT INTERNET USE AGREEMENT***

It will be understood that by logging on to a school district internet system the student has agreed to the following:

***I understand and will abide by the Acceptable Use of Internet Policy. I further understand that any violation of policy regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action up to and including expulsion and appropriate legal action may be taken.***

### ***Canon-McMillan Board Policy #815: Acceptable Use of Internet***

#### ***1. Purpose***

At Canon-McMillan School District we believe the Internet offers vast, diverse, and unique resources to our students and staff members. Our goal in providing this service to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The following are examples of services available on Canon-McMillan's networks:

1. Electronic mail (e-mail) communication with people all over the world via an account provided by Canon-McMillan School District.
2. Public domain software and graphics of all types for school use.
3. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students.
4. Access to thousands of web sites via a direct connection to the Internet.
5. Discovery Education's United Streaming Multimedia Library access.
6. Power Library.
7. Net Trekker.
8. Various productivity and multimedia applications.

## 2. Authority

In making decisions regarding student access to the Internet, the district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students and staff to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

As much as possible, district-provided access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

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

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

The district reserves the right to log network use and to monitor files server space utilization by district users, while respecting the privacy rights of both district users and outside users.

Students utilizing district-provided Internet access must first have the permission of, and be supervised by, the district's professional staff. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.



The Board shall designate an online server that blocks access to visual depictions of obscenity, child pornography, or material harmful to minors.

3. Definitions

**Internet** - a massive electronic library connected to databases around the world through the use of a computer.

**E-Mail** - the sending and receiving of messages through the use of a computer account and password.

**Networked Computer** - any computer system that is connected to a data network.

**Inappropriate Material** - any material that contains profanity; obscene comments; sexually explicit material (pornography); expressions of bigotry, racism, or hate; or information intended to cause harm to self or others. Also included is any reference to information on how to consume or manufacture drugs, weapons, or other unauthorized materials, or any reference to information on how to gain unauthorized access to accounts or systems.

4. Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what inappropriate use.

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The district shall provide a copy of this policy to parents/guardians, upon written request.

5. Guidelines

The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of accounts must be in support of education and research and consistent with the educational objectives of the Canon-McMillan School District.

Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. E-mail sent and received, as well as Internet usage through the school district's technology networking system, is the property of the district and the district reserves the right to monitor all e-mail/Internet usage at any time.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

*Prohibitions*

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or nonschool-related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Granting Internet or network access to unauthorized persons intentionally or unintentionally.
19. Failing to notify an administrator if you suspect someone of using your password.
20. Posting personal contact information.

21. Posting false or defamatory information.

22. Attempts to disrupt access.

23. Overriding desktop security software and changing system settings.

24. Other as defined by the district.

### Security

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

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

### Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

### Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

### Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

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

## **STUDENT SAFETY**

At Canon-McMillan we value the safety of our students. The school district is responsible for student welfare:

- During instructional hours of the school day
- During instructional hours on district property
- In school district vehicles
- At events, before, during and/or after school when directly supervised by school personnel

## **STUDENT TRIPS**

Only students enrolled at the Canon-McMillan High School are eligible for student trips. Furthermore, only students approved for a trip will be permitted to attend. Any unauthorized attendance at the trip site on a day school is in session constitutes truancy. If an unauthorized student attends a trip on a day school is not in session or before/after dismissal, she/he may not associate with anyone on the trip. Once contact has been made, unauthorized students automatically fall under the authority of the school and will be held accountable for all actions, including unauthorized attendance at the trip. However, the responsibility for the safety and well being of that student rests solely with the student's parent/guardian. This policy applies to any trip sponsored by the school or school district.

The rules and policies of the school fully apply to students throughout the duration of a trip. This includes overnight and/or overseas trips. ***A student who is a discipline problem on a student trip of any kind will not only suffer disciplinary consequences but will also be banned from future trips for a minimum of at least one calendar year.***

Students with serious/chronic behavior problems and/or attendance problems will not be permitted on trips, except field trips of a purely academic nature.

## ***Behavior***

Refer to page 8 for Behavioral Probation.

## ***Attendance***

Refer to page 4 for attendance limits.

## ***Overnight Trips***

Because of the time duration and the distances involved, there are additional expectations for students participating in overnight trips. *These expectations apply to all students other than those participating in overnight trips in conjunction with athletic teams or organizations such as the band or cheerleading.* Students in these organizations must abide by the rules, regulations, and by-laws that cover participation and membership in the individual organizations and/or by the Student Athlete Expectations.

## ***Student Eligibility***

1. The student must be a junior or senior unless otherwise approved by the trip sponsor and the administration.
2. If the trip is being made in conjunction with a class, the student must have chosen to enroll in the class sponsoring the trip (i.e., enrolled in a French class in order to participate in the trip to France).
3. Students will be granted participation by priority. The present level of study will determine priority (i.e.: a level 4 student would have priority over a level 3 student, etc.).

## ***Academic Requirements***

1. If the trip is linked to a class or classes (i.e.: French, Spanish, Latin), the student must be enrolled in that class and carrying a minimum B (2.5+) cumulative average in that class.
2. The student must have a minimum overall G.P.A. of **2.0**.
3. Students may not have any grades of incomplete, nor may they be failing more than two subjects.

## ***Other Expectations***

1. The student and the parent/guardian will be expected to fully cooperate with the administration and trip sponsor by attending required meetings and promptly completing and returning required forms (i.e., parental permission, student medical record, and payment), etc.
2. Student trips are school functions; therefore, the policies and guidelines of the Canon-McMillan High School Student Handbook as well as the policies of the Canon-McMillan Board of School Directors will be strictly adhered to throughout the duration of the trip.

# STUDENT VALUABLES AND CARE OF SCHOOL PROPERTY

**Each student, not the school, is responsible for his/her own personal property.**

Also, students are responsible for the proper care of all books, supplies, computers, furniture, etc. supplied by the school. Students who disfigure, mar, or destroy school property will be required to pay restitution and will suffer disciplinary action and/or legal action.

Students are expected to adhere to the following guidelines to ensure the security of their belongings:

- Do not bring large amounts of money, electronic devices, and other valuables to school.
- Keep lockers locked when not in use.
- Do not share lockers or give out locker combinations.
- Lock valuables in a locker in the locker room during physical education class or give the valuables to a physical education instructor for safe keeping.
- Don't let anyone else use have access to your student ID card or ID number.
- **Students should immediately report the loss or damage of items to the Office of Student Affairs.**

## STUDY HALLS

Students who do not have a need to take an additional class or who feel the need to have study time during the school day are assigned to a study hall. A study hall is not a "free period." During study halls students are expected to study. ***Sleeping is not acceptable behavior*** in any class including study hall. Students who wish to leave a study hall to make up a test, etc. must first report to the study hall and present a signed pass to the study hall monitor from the teacher requesting the student. Students must have the approval of the study hall monitor to leave the study hall.

## STUDY SKILLS - PARENTAL INVOLVEMENT

A parent can help his/her student be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with a pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

## **SUBSTITUTE TEACHERS**

Our school is fortunate in having capable people to help us whenever regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you be of your regular classroom teachers. Students who are disruptive, disrespectful and/or fail to follow classroom instructions for a substitute may face disciplinary consequences.

## **USE OF TOBACCO PRODUCTS**

As per school board policy, any type of tobacco product by any party is prohibited in any school building, on school transportation, and on school grounds including the stadium.

Furthermore, in order to provide for the health and welfare of our students and to deter smoking in the restrooms, heat sensors have been placed in each of the restrooms in the high school. In addition, security cameras monitor the entrances/exits to all restrooms.

### ***State Law***

In 1996, Senate Bill 1315 became *Act 145*. This law states: "A pupil who possesses or uses tobacco in a school building, a school bus, or school property owned by, leased by or under the control of a school district commits a summary offense." According to Act 145 all smoking or tobacco violations, including first time offenses, are subject to citation and fine.

### **Building Practice**

Students are not permitted to use or possess tobacco products as per school district policy and state law. Tobacco products and smoking paraphernalia (lighters, matches, etc.) will be confiscated. With the cooperation of local law enforcement, the following disciplinary practice is in place at Canon-McMillan High School. This practice applies to students using or in possession of tobacco products.

#### **First Offense (if the student has been cooperative)**

- One (1) day of in-school suspension
- Under the direction of the school nurse, the student must satisfactorily complete an educational program concerning the health risks linked to tobacco use.

#### **Second Offense / First Offense (if student is uncooperative)**

- One (1) day of out-of-school suspension
- Citation issued by local police.

#### **Subsequent Offenses**

- Three (3) day out-of-school suspension
- Citation issued by local police

## **VANDALISM**

Vandalism involving Canon-McMillan School District property and/or equipment and other materials is expensive to the taxpayers of the school district. Most of the students at Canon-McMillan respect the property of others, including the citizens of the district. However, for students who do engage in vandalism (including graffiti of any kind), the penalties are severe. In addition to making full restitution for all damages, vandals will be prosecuted and subject to disciplinary action up to and including expulsion. Upon entering the building, all visitors must report to the Main Office and sign-in. A visitor's badge must be obtained prior to visiting other areas in the building. To avoid interruptions in our educational program, please contact the teacher in advance to make an appointment. Visits to our school by other students/young adults are discouraged unless prior arrangements have been made with the principal.

## **VISITS TO SCHOOL**

To avoid interruptions in our educational program, those wishing to meet with a member of the administration, faculty, or staff should contact the party in advance by e-mail or phone (See Contacting Staff) to make an appointment.

Upon entering the building,, all visitors must report to the Main Office, sign-in, and obtain a visitor's badge. The visitor's badge must be obtained and worn while in the building. Upon leaving the building the visitor must sign out in the Main Office and return the visitor's badge.

Visits to our school by other students/young adults are discouraged unless prior arrangements have been made with the principal.

## **WITHDRAWING A STUDENT**

If you are moving and are withdrawing your son/daughter from school, please contact the school at least two weeks prior to the withdrawal date. This will enable us to have ample time to complete the required paperwork. All library books and textbooks must be returned and all outstanding charges paid before your son/daughter leaves the high school. Your son/daughters records will be forwarded upon request to the new school. No withdrawal will be made without official notice from the parents/guardians to the school. As always, your cooperation is appreciated.



*Appendix A*

*Canon-McMillan School District*

*Frequently Requested Forms*

REQUEST FOR EXCUSED ABSENCES FROM SCHOOL  
FOR A PRE-PLANNED EDUCATION TOUR OR TRIP  
(One copy for each student)

Date of Application \_\_\_\_\_

Student's Full Name \_\_\_\_\_

Grade \_\_\_\_\_

Date(s) of Proposed Absence \_\_\_\_\_ through \_\_\_\_\_

No. Days Absent \_\_\_\_\_

Person directing/supervising student during above absence:

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_

The district procedure on pre-approved absence is:

1. Parent/Guardian will submit requests for excused absences on an approved district form to the principal **two weeks prior** to the tour/trip dates.
2. Arrangements with teachers are to be **completed with each teacher before the trip and documented on the back of this form.**
3. All school work missed during the approved tour/trip shall be made up on the initiative of the student.
4. **All pre-approved absences will be recorded as excused absences.**
5. If trip is not approved due to attendance, and the student still takes the trip, the days in excess of 15 absences for the year will be marked unexcused or illegal accordingly.

Describe experience that will be a substitute for schooling:

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Signature of Parent/Guardian \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Date received in Attendance Office \_\_\_\_\_ Number of Absences \_\_\_\_\_

Principal's initials: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Copy of request sent to Superintendent

**Canon-McMillan High School**

Excuse for :      **Absence**      **Late Entry**      **Early Dismissal**  
                         (1 - 15)      (1 - 4)      (1 - 4)  
                         Please Print

\_\_\_\_\_  
Student's Last Name      First Name      Grade

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Dr. Excuse Y/N** \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**      **Date**

**Canon-McMillan High School**

Excuse for :      **Absence**      **Late Entry**      **Early Dismissal**  
                         (1 - 15)      (1 - 4)      (1 - 4)  
                         Please Print

\_\_\_\_\_  
Student's Last Name      First Name      Grade

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Dr. Excuse Y/N** \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**      **Date**

**Canon-McMillan High School**

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                         Please Print

\_\_\_\_\_  
Student's Last Name      First Name      Grade

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Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**      **Date**

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**Parent/Guardian Signature**      **Date**

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Student's Last Name First Name Grade

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Student's Last Name First Name Grade

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Dr. Excuse Y/N** \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

# Canon-McMillan High School

## **Student Handbook 2008—2009 Acknowledgement Form**

This form must be signed and returned to first period teacher no later than Friday, September 12, 2008.

Student's Name \_\_\_\_\_

Student's Grade \_\_\_\_\_

*The mission of Canon-McMillan High School is to empower students with the skills necessary to communicate effectively, to integrate learning, and to successfully activate their ideas and abilities to achieve their fullest potential. Our goal is to provide an educational process that develops young adults who are equipped with strength of character and mind to become productive, caring members of society.*

In alignment with the Canon-McMillan School District, our high school goals include the following:

1. Educating all students
2. Providing a safe and orderly environment for all students.
3. Protecting the health, safety, and welfare of all students.

My son/daughter and I have reviewed and discussed the contents of this handbook. Together we acknowledge the expectations, procedures, consequences, the mission and goals of the Canon-McMillan School District and the Canon-McMillan High School.

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Photos/videotape footage of Canon-McMillan students involved in school-related activities are often used in district publications, newspapers, yearbook, on television, and the district's Web site. If for any reason you do NOT want photographs or videotapes of your child used in this manner, please check the box below:

\_\_\_\_\_ I DO NOT want photographs or videotapes of my child(ren) used in this manner.

