

CATASAUQUA HIGH SCHOOL
ROUGH RIDERS



2018 - 2019

STUDENT / PARENT HANDBOOK

CATASAUQUA HIGH SCHOOL

2500 West Bullshead Road

Northampton, PA 18067

610-697-0111

Fax 610-697-0116

www.cattysd.org

Catasauqua Area School District Administration

Mr. Robert Spengler – Superintendent

Mrs. Christina Lutz-Doemling – Director of Curriculum and Assessment

Mr. Adam Schnug – High School Principal

Mr. Bryan Klass – High School Assistant Principal

Mr. Thomas Moll – Director of Student Activities

Mrs. Melissa Inselmann – Middle School Principal

Mr. Jonathan Kiefer – Middle School Assistant to the Principal

Mr. Eric Dauberman – Elementary Principal

Mr. Ron DeMaio – Elementary Assistant to the Principal

Mrs. Kathy Kotran – Coordinator of Instructional Technology, Federal Programs and Community Education

Mr. Wayne Karess – District Technology Manager

Mrs. Shelley Keffer – Coordinator of Student Services

Mr. David Cressman – Transportation

Mr. Daniel Muthersbaugh – Food Service Director

Mr. David Knerr - Solicitor

Catasauqua Area School District Board of Education

Mrs. Carol A. Cunningham – President

Mr. Duane Deitrich – Vice President

Mr. Donald J. Panto, II – Treasurer

Mr. Jason M. Bashaw – Secretary

Mr. Stephen Becker

Ms. Lauren Cieslak

Mr. Dale Hein

Mrs. Christine Nace

Mr. Rodney Nace

Andrew Kalynych – Student Representative

Carter Weinhofer – Student Representative

Catasauqua High School Guidance Counselors

Mrs. Tara Roseman – Grades 9 and 11

Mr. Eric Snyder – Grades 10 and 12

Class Advisors

The Student Council Advisor – Mrs. Tara Roseman

National Honor Society Advisor – Mrs. Jennifer Youwakim

2019 Senior Class – Mr. Joshua Inman

2020 Junior Class – Ms. Michaela LaBar

2021 Sophomore Class – Ms. Elyse Gair

2022 Freshman Class – TBD

STUDENT PARENT HANDBOOK PREFACE

The student/parent handbook serves as the **CODE OF CONDUCT** of Catasauqua High School and is supported and passed by the Board of Education of the Catasauqua Area School District. The handbook is designed to serve as a guide to students, to give information so that students may follow proper school procedures and to foster positive attitudes towards school and activities. We believe education is a cooperative enterprise between the home and school; therefore, we welcome ideas and recommendations. Certainly not all procedures and rules of the high school are defined in the handbook. If you have questions it is always better to ask before you act.

Equal Opportunity (Nondiscrimination) Policy

It is the policy of the Catasauqua Area School District that no person shall be subjected to unlawful discrimination on the ground of race, color, age, creed, religion, sex/gender, sexual orientation, ancestry, national origin, handicap/disability, or any other legally protected classification with respect to any of its programs or activities or in the employment of any personnel. Sexual harassment or harassment relating to an individual's race, color, age, creed, religion, sex/gender, sexual orientation, ancestry, national origin, handicap/disability, or any other legally protected classification is a form of unlawful discrimination and is expressly prohibited under the School District's policy.

The School Board has adopted procedures for filing complaints of unlawful discrimination/harassment with the School District and the School District's investigation and disposition of those complaints.

If you would like to obtain a copy of the complete nondiscrimination policy, including the complaint procedures, please contact the Superintendent, 201 N. 14th Street, Catasauqua, PA 18032; phone 610-264-5571.

The Superintendent is the District's Compliance Officer for all nondiscrimination requirements (503/504-Title VI-Title VII-Title IX-ADA Coordinator). The nondiscrimination policy and complaint procedures are also available on the District's web site: www.cattysd.org

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords parents the following rights regarding their minor children's records:

- The right to inspect and review the student's educational records.
- The right to request the amendment of the student's educational records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that this act authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failure of the CASD to comply with the requirements of this act.
- The right to obtain a copy of the Catasauqua Area School District student records policy/procedures.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with a legitimate educational interest;
- Other schools to which a student is transferring;
- Appropriate parties in connection with financial aid to student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Confidential Communications

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. For examples see, 42 PA. C.S. §5945 (relating to confidential communications to school personnel). Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Daily Bell Schedule					
Lunch 5		Lunch 7		Lunch 9	
HR	7:44-7:47	HR	7:44-7:47	HR	7:44-7:47
1	7:50-8:34	1	7:50-8:34	1	7:50-8:34
2	8:37-9:21	2	8:37-9:21	2	8:37-9:21
3	9:24-10:08	3	9:24-10:08	3	9:24-10:08
4	10:11-10:55	4	10:11-10:55	4	10:11-10:55
L	10:58-11:28	5/6	10:58-11:42	5/6	10:58-11:42
6/7	11:31-12:15	L	11:45-12:15	7/8	11:45-12:29
8/9	12:18-1:02	8/9	12:18-1:02	L	12:32-1:02
10	1:05-1:48	10	1:05-1:48	10	1:05-1:48
11	1:51-2:35	11	1:51-2:35	11	1:51-2:35
Activity Bell Schedule					
Lunch 5		Lunch 7		Lunch 9	
HR	7:44-7:47	HR	7:44-7:47	HR	7:44-7:47
Act	7:50-8:14	Act	7:50-8:14	Act	7:50-8:14
1	8:17-8:57	1	8:17-8:57	1	8:17-8:57
2	9:00-9:39	2	9:00-9:39	2	9:00-9:39
3	9:42-10:21	3	9:42-10:21	3	9:42-10:21
4	10:24-11:03	4	10:24-11:03	4	10:24-11:03
L	11:06-11:36	5/6	11:06-11:48	5/6	11:06-11:48
6/7	11:39-12:21	L	11:51-12:21	7/8	11:51-12:35
8/9	12:24-1:08	8/9	12:24-1:08	L	12:38-1:08
10	1:11-1:52	10	1:11-1:52	10	1:11-1:52
11	1:55-2:35	11	1:55-2:35	11	1:55-2:35
Early Dismissal Bell Schedule					
Lunch 5		Lunch 7		Lunch 9	
HR	7:44-7:47	HR	7:44-7:47	HR	7:44-7:47
1	7:50-8:33	1	7:50-8:33	1	7:50-8:33
2	8:36-9:20	2	8:36-9:20	2	8:36-9:20
3	9:23-10:07	3	9:23-10:07	3	9:23-10:07
4	10:10-10:51	4	10:10-10:51	4	10:10-10:51
L	10:54-11:24	5/6	10:54-11:34	5/6	10:54-11:34
6/7	11:27-12:07	L	11:37-12:07	7/8	11:37-12:17
8/9	12:10-12:50	8/9	12:10-12:50	L	12:10-12:50
2 Hour Delay Bell Schedule					
Lunch 5		Lunch 7		Lunch 9	
HR	9:44-9:47	HR	9:44-9:47	HR	9:44-9:47
1or3	9:50-10:20	1or3	9:50-10:20	1or3	9:50-10:20
2or4	10:23-10:54	2or4	10:23-10:54	2or4	10:23-10:54
L	10:57-11:28	5/6	10:57-11:42	5/6	10:57-11:42
6/7	11:31-12:16	L	11:45-12:16	7/8	11:45-12:28
8/9	12:19-1:01	8/9	12:19-1:01	L	12:31-1:01
10	1:04-1:48	10	1:04-1:48	10	1:04-1:48
11	1:51-2:35	11	1:51-2:35	11	1:51-2:35

IMPORTANT DATES

Faculty Meetings

Students will be *dismissed* approximately one and one-half hours early on these days:

- September 19, 2018
- October 31, 2018
- December 21, 2018
- February 6, 2019
- May 8, 2019

Faculty In-Service Days

There will be *no school* for students on these days:

- December 3, 2018
- March 8, 2019

2018-2019 Report Card Distribution

Report card distribution will be on a nine-week cycle for the both the elementary and secondary schools.

	1st	2nd	3rd	4th
Mid Quarter	9/28/18	12/7/18	2/25/19	5/3/19
End of Quarter	10/31/18	1/18/19	3/28/19	6/7/19
Distribution	11/8/18	1/29/19	4/5/19	6/14/19

SCHOOL PROGRAMS AND SERVICES

CASD Website & Calendar – www.cattysd.org

The Catasauqua Area School District website provides students, staff, and parents with pertinent information. The Buildings menu at the top of the opening page permits access to the High School specific pages, as well as those for the other district buildings. The opening page also provides a weekly calendar of events for all district buildings as well as information regarding school holidays, activities, athletic contests, etc. Links are also provided to district contacts, school board information, guidance, food service, and transportation information. The link to electronic resources allows students to access many subscription-based websites for research as well as the online catalog for our libraries. Links are also provided to outside resources, i.e. the Colonial League, Catasauqua Public Library, and many other valuable educational resources. Additional information may be obtained by contacting the high school office.

PowerSchool

The Catasauqua Area School District utilizes PowerSchool as our Student Information System (SIS). This web based solution effectively manages administrative functions such as Grading, Attendance, and Scheduling. It includes a comprehensive reporting feature to provide our administrators and teachers with the information needed for data-driven decision-making.

PowerSchool enables us to offer web-based access of student information to parents and guardians of our students, as well as the students themselves. PowerSchool Public Access provides secure access to current school year assignments, grades, and attendance. Additional information such as school bulletins may also be available. To utilize PowerSchool Public Access, parents and guardians should refer to the account access information that was distributed. The High School main office can assist if you did not receive this. Students desiring access may obtain an application form in the main High School office. For technical assistance on PowerSchool, please email pshelp@cattysd.org or contact the Technology Department at 610-697-0111 - option 8.

PowerAnnouncement

Keeping you informed is a top priority of The Catasauqua Area School District, which is why we have adopted the POWER ANNOUNCEMENT Notification Service. This system will allow us to send telephone or e-mail messages to you providing important information regarding school delays or cancellations due to inclement weather, as well as remind you about various events, such as report card distribution, open house, field trips, and more. The system will also be used to inform parents when their child is absent from school. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately.

To ensure POWER ANNOUNCEMENT messages reach the proper destinations, **complete a registration form and return it to the high school main office.** Please complete a form for each child you have in the district. This does not need to be done

each year if you have registered in the past. During the school year please notify the office if changes are made to any of the contact information.

Guidance Services

The Guidance program is one of the special services provided for each student of Catasauqua High School. All students are encouraged to meet with a counselor whenever they need to discuss matters of personal adjustment related to areas of educational, vocational, or social issues. We also strongly encourage all students to take advantage of the many sources of information located in the counseling office, which include; career planning, college searches, and resources for securing employment and scholarships. During each school year our counselors meet with individual students, small groups, and entire classes to discuss matters such as the items listed below. Students are encouraged to share all of the information they receive with their parent or guardian. Parents are encouraged, through the use of scheduled appointments, telephone calls, and email to take full advantage of all guidance services. Experience has proven that this relationship with the school is very important to the success of the student.

Student Assistance Program (SAP)

In Pennsylvania every high school and middle school has a SAP team, whose purpose is to assist in identifying and providing services and agency contacts for students engaging in “high risk” behaviors. The Catasauqua Student Assistance Program (SAP) is a resource available to students who have encountered barriers to success. The SAP team does not diagnose, treat, or refer a student for treatment. Rather, the SAP team will provide you with information allowing you to make the choices. Students come to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program, including, however, not limited to all Catasauqua Area School District personnel, students, family members and friends. A referral to the SAP team lets the student know someone is concerned about the choices and decisions they are making. Please note the SAP team will not speak with the referred student regarding the SAP referral until parent/guardian permission is received. Please contact the SAP team coordinator or your child’s school guidance counselor for any questions or assistance at 610-967-0111.

Homebound Instruction

A medical condition may arise which prevents a student from attending school for an extended period of time. In such circumstances, parents should immediately contact the Catasauqua High School Guidance Office. Homebound instruction may be available once the following four criteria have been met:

1. Parent notifies the designated guidance counselor of the possible need for homebound instruction.
2. A doctor's note is presented to the Guidance Office that describes the student's medical condition, reasons why the student is not able to attend school, and specific recommendations for meeting the needs of the student based on the medical diagnosis.
3. Parent completes a release of information form allowing a representative from the high school (guidance counselor, nurse, and administrator) to speak with the doctor who will be providing medical documentation for homebound instruction.
4. The doctor recommends that the student remain out of school for a *minimum* of four weeks. Homebound instructors will be scheduled to meet with the student at their home for one hour per week in each major subject area for a maximum of five (5) hours per week. A parent/guardian must be present in the home at the time that the instructor will be tutoring. Students and parents must understand that one hour of instruction time per week in each subject area is not sufficient time to complete all work and that extra time and effort will be required to complete all course requirements when the student is able.

Students may not be employed while on homebound instruction. Students on extended homebound instruction may be asked to have their doctor re-certify their need for this service on a periodic basis.

Library Media Center

The Catasauqua High School Library Media Center is available to CHS students from 7:05 a.m. to 4:30 p.m. Monday through Thursday and Friday 7:15 a.m. to 3:00 p.m. Students using the library after school may use the “CHS Late Bus” that leaves from the high school at 3:55p.m on Tuesday, Wednesday and Thursday. The center provides students and staff with a wide variety of print and non-print materials including books, magazines, newspapers, videotapes, DVD’s, computers, computer software and resources. Students may choose to use the Library Media Center during any of their study halls. Research and recreational reading are encouraged in the center. Quiet talking is permitted; however, behavior deemed a distraction will result in disciplinary action.

The Library catalog – Destiny – is available from the district website. Students and staff can search by keyword, subject, author, or title in any district location. The POWER Library (Pennsylvania Online World of Electronic Resources) is also available from the district website and may be used for both research and recreational topics. Books, magazines and flash drives may be signed out of the library. Materials not returned by the due date will be charged overdue fines. The center can only be as good as everyone working together can make it. Suggestions for items to be added to our collection are always welcome.

Computer Files

Each student is allocated 50MB of server space for saving school related files. It is the student's responsibility to delete unnecessary files as needed. When a student exceeds their allotment they will no longer be able to save files to their home folder (J drive) or print to networked printers. Files may also be saved to a student's "Digital Locker" in their Gaggle (CHS email) account. It is recommended that students have a flash drive available (which can be signed out for overnight use). It is strongly recommended that all school related files be stored on the Catasauqua Computer Network which is backed up nightly. Flash drives and Gaggle may be used to transfer files from home to school or school to home. Microsoft Office 2003 is available on all computers at CHS. If you do not have Office 2003 on your home computer be sure to save your files as "rich text format" or "rft" files so they may be used both at school and at home.

Computer Network

The Catasauqua Computer Network is our district-wide computer network. It offers access to Career Cruising, Access Pennsylvania (the card catalogs of 3000+ libraries throughout Pennsylvania, whose materials are available for interlibrary loan through the librarian), Destiny (the computerized district library catalogs), POWER Library, netTrekker, NoodleBib and various other research tools.

The Computer Network is currently accessible throughout the building. All students and staff utilize the Computer Network with their personal log-in and password. The Computer Network offers a wealth of information retrieval possibilities. All students and staff are encouraged to make use of every aspect of Computer Network.

The Catasauqua Computer Network and all aspects involved with the network are the property of Catasauqua Area School District. The administration reserves the right to inspect at any time any items included on the network. Information on the network is not the private property of the student; therefore students must be aware that all files on the network may be accessed for due cause by authorized personnel. Private material should be placed on the student's personal flash drive. All student output from printers is limited to one copy. If an additional copy is needed, the copy machine in the library is to be used.

In this age of intense information processing and manipulation, it is obvious that computer and network security concerns are of paramount importance. Violation of a computer system's security is a most serious offense. As a user of computer hardware, software, and the computer network provided by the Catasauqua Area School District, the student must realize he/she has certain responsibilities toward same. Among them is that the student will not intentionally enter any area of the network he/she is not specifically authorized to work in or on. If the student finds himself/herself in an unauthorized area of the system, the student will immediately either get back to where he/ she belongs or ask for help to do so. The student must also realize and accept that any changes to the system, or parts thereof, attributable to him/her which affect it and/or the work of others may cause the student to be temporarily or permanently banned from using the school computers and network and/or may lead to other disciplinary action. Any and all costs incurred in resetting/ repairing the system because of the student's irresponsibility may be charged to the student and/or his/her parents/guardians.

Special Education Services

Notice to Parents

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

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

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.

(ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact your educational agency.

Evaluation Process

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

Consent

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

Program Development

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

Confidentiality of Information

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA). This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit at www.cliu.org.

Health Services

All students in the High School will have their vision, height and weight screened annually. PA School code requires that each student in the 11th grade receive a medical (physical) examination. The student has the option of being examined by the school physician or providing evidence to the school that the medical examination was completed by the family physician or other licensed physician. Physical examinations are also offered to each student participating in an athletic activity. Hearing screening tests are administered annually to all 11th grade students and to any student who has had or who appears to have a hearing problem.

Illness - First Aid

- Students who become ill during school hours shall secure a pass from their teacher and report to the nurse. Reporting without a pass is only permissible in the case of an emergency.
- If the nurse is not available, the student is to report to the main office. A student spending a class period or part of a class period elsewhere in the building claiming they were sick, and not reporting to the nurse will be judged as "cutting" a class and appropriate disciplinary consequences will be assigned.
- When a student is sent home because of illness or injury, the nurse will contact the parents and arrange for them or their designee to pick up their ill or injured child. Upon discharge of the student, it is the parent's responsibility to arrange for further care.
- Any student claiming illness, who leaves the building without the permission of the nurse or a building administrator will be considered truant and will be subject to disciplinary action upon their return to school.

- If the student drove to school, the parent/guardian must give permission to allow the child to drive home and the parent/guardian assumes ALL responsibility.
- A student given permission to leave school because of illness must follow the normal routines for reporting off and returning to school as explained in the *Attendance* section of this handbook.

Immunizations

Important Notice to Parents of School Students

The Pennsylvania Department of Health requires all students attending ninth through twelfth grade after August 1, 1983 must provide proof of immunization or immunity to the following prior to being admitted to classes when the school opens in August.

Immunization Requirements to Attend School:

- 3 doses of DTP, Td or DT Vaccine (Diphtheria D), Tetanus (T), Pertussis.
- 3 doses of Oral Polio Vaccine or 4 doses of Salk Polio Vaccine. (Children 18 years of age and older are exempt from the Polio requirement.)

The following vaccines administered after 12 months of age:

- 1 dose of Live attenuated Measles Vaccine or a blood test showing immunity.
- 1 dose of Live attenuated Rubella (German Measles) Vaccine or a blood test showing immunity.
- 1 dose of Live attenuated Mumps Vaccine or a signed physician statement attesting to immunity.

A booster is strongly suggested every ten years, as is a booster dose of MMR strongly suggested as soon after five years of age as is possible.

The Pennsylvania Legislature is requiring students to have 3 doses of Hepatitis B vaccine.

Medical Information Cards

Each year, students are required to submit a completed Medical Information Card to the school nurse. The Medical Information Card provides the school administration and nurse with pertinent information that is needed in case of an emergency. This card provides authorization for your child to receive emergency first aid, administered by a registered nurse or designee in the Catasauqua Area School District in the event of sudden illness or accident. It also provides notification that the information on the card may need to be shared with appropriate personnel, on an as needed basis. Please note, should the condition of your child require treatment by a doctor, and neither a parent/guardian or an emergency contact listed on this card can be reached, your signature gives permission for him/her to be transported, by an emergency medical service to the appropriate location, with all necessary expenses incurred by the parent/guardian. These cards must be handed in by each student when due or discipline consequences will be assigned until the card is submitted to the school nurse. Providing false information on the Emergency Medical Card is a dangerous practice.

Medical Exclusion from School

A child may attend school contingent on the submission of written evidence of at least 1 dose of each vaccine (measles, mumps, rubella, polio, tetanus, and diphtheria) and a plan for completion of the remaining doses of vaccine is provided to the school. The child's health record will be reviewed every 60 days until completion of the required doses. The dates additional doses of vaccine are received are to be furnished to the school. Under the contingent attendance noted above, all immunization requirements must be completed within eight months of entrance to school. If the requirements are not met, the school administrator must undertake exclusion from school procedures.

Medication Policy

Only students providing the high school nurse with a signed letter from a physician are authorized to carry inhalers, Epi-pens, or insulin pumps. The signed documentation must attest to the capability and responsibility of the student to self-administer the medications correctly. Students are required to report the use to the school nurse after each administration. All paperwork must be kept on file in the school nurse's office renewed annually.

No medication will be dispensed by any school district personnel without the knowledge and authorization of the school nurse. All medications are to be kept in the Health Suite, unless otherwise designated by the school nurse. No medicine (pills/syrup/etc.) is to be kept in a student's pocket, lunch bag, purse, locker, etc. Students who are discovered to be in possession of medicine, including over the counter remedies (*Tylenol, Midol, Dristan, cough medicine, vitamins, or other health endangering compounds*) will be in violation of the School District's Drug Policy.

If, for the health and safety of the student, medication *must* be given during school hours, the medication(s) will be dispensed by school personnel with the knowledge and authorization of the school nurse, if the rules noted below are followed:

The student's *parent must bring* the medication to school, and *shall give the medication and doctor's note to the Nurse.*

1. Medication
 - a. Medication must be in the *original container* from the doctor/pharmacy. (Container will be sent home when empty.)
 - b. Must have the *full name* of the *student* and *medication* on the container.
2. Doctor's Note containing:
 - a. Name of student
 - b. Name of medication
 - c. Prescribed dosage
 - d. Time schedule for administration
 - e. Diagnosis (reason for administration)
 - f. Signature of the *doctor*
3. Parents must also authorize school personnel to give the medication. There is a form available for this purpose. Medications needed for extracurricular activities will be handled on an individual basis through the administration.
4. The school asks for your cooperation in arranging the timing of medications, which are taken every 8 or 12 hours, so these medications may be taken outside of school hours.

Any student found altering a medical excuse will be subject to disciplinary action.

EPINEPHRINE OPT-OUT: The state law requires Catasauqua Area School District to provide an opt-out for parents who do not wish for their child to be administered Epinephrine in the event a student goes in to anaphylaxis (life-threatening allergic reaction). If you do not want your child to be administered Epinephrine in the event they would have a life-threatening allergic reaction (anaphylaxis), please contact the school nurse to complete an opt-out form.

Working Papers

Students between the ages of 14 and 18 years of age may obtain working papers in order to seek employment. If the student is enrolled in the Catasauqua Area School District, a parent may request working papers in the high school main office during business hours. If the student resides in the Catasauqua Area School District but is not enrolled in the school district, the parent should contact the high school office by calling 610-697-0111 to inquire about the documentation requirements necessary before the issuance of a working permit.

Working papers are transferable from one job to another. The student should provide a copy of the working permit to the employer and should retain the original.

ACADEMIC INFORMATION

Career Planning Guide

The *Career Planning Guide* has been developed to aid each CHS student and his/her parents in choosing the best program of studies consistent with individual goals and abilities.

A student's choice of subjects should be strongly influenced by his/her future educational, vocational, and career plans. The student's decision should be realistic in order to insure personal satisfaction and success.

During the process of course selection for the next school year, counselors will be meeting with students. We would like to strongly encourage parents to become involved in the son/daughter's educational choices. Knowledge of CHS's educational offerings as presented in this *Guide* should assist both students and parents in making accurate and careful decisions on the most appropriate courses for the student. Please remember, faculty input will help in your decision making process, especially if the student is undecided about the type of curriculum to choose or the difficulty and specific content of a course.

As a unique person, the student's aspirations and program can differ from those of others. He/She should take advantage of the educational opportunities available and be sure that he/she, as a student, is heading in the right direction.

Please contact the Guidance Office for additional information concerning the *Career Planning Guide*.

Scheduling Process

The most important activity of a high school student is course selection. The selection of courses and areas of concentration should be a combined effort involving the student, the parents, and the school staff. The student's classroom teacher will be required to initial course requests for the next year. This process attempts to ensure proper placement in courses most suited to the student's interest and abilities. During the month of February, individual counseling sessions will be scheduled for every sophomore and junior student. This will give students an opportunity to

Speak privately with their counselor about selecting appropriate courses for career and college planning and to discuss their individual ability level as it relates to course difficulty.

Included in the *Career Planning Guide* is a *Course Selection* form. Freshmen, sophomores and juniors are to fill this out before their individual sessions with the counselor. It is important that students and parents together review the course requests before the student brings this sheet to their scheduled appointment. While working with the counselor, the students will be asked to transfer the course requests to a computerized sheet.

Students are to plan their programs so that they are not only fulfilling minimum requirements, but also taking full advantage of the many elective courses offered in the various departments. Every attempt will be made to give students the courses they select, or if necessary, the alternate courses designated. Several factors will restrict what can actually be offered in next year's schedule: teacher availability, facility availability, budgetary considerations, schedule conflicts, class size, and student interest. The burden of responsibility falls on the student in completing the *Course Selection* form and returning it with all information complete and appropriate signatures and initials attached. *Failure to return a completed form on time will mandate that the guidance counselors complete the process.* In this case, the student will be required to accept the schedule established for him/her. Don't let this happen to you!

The *Career Planning Guide* describes all courses contained in the Catasauqua High School program of studies. However, not all courses may be offered during one school term. The school reserves the right to cancel or postpone courses when insufficient enrollment, lack of physical facilities, and/or unavailability of teaching personnel necessitates such action.

Program and/or Course Changes Drop/Add Procedures

The course selections made by students in February determine the master schedule. This determines the number of teachers we utilize and the type and the amount of materials (textbook, shop supplies, etc.) purchased. It is important that the student and his/her parents carefully select a program of studies that is best suited for the student's needs and ability level. A program evolved after careful study and consultation with teachers, counselors, and parents should require *no major change*. Students are responsible for the courses they select. The *Course Selection* form is a "pledge" with the school. The school will attempt to schedule the courses that the students select. Time will be provided for schedule change requests, which will be considered on a case-by-case basis. After the August deadline for schedule changes, the school will ask that students honor the "pledge" they made at course selection time.

Students who wish to initiate a change in their original course requests are urged to do so prior to the end of this school year, when we plan to issue preliminary schedules for next year. *The final date for schedule changes is August 13th.* Requests for schedule changes *cannot* be delayed until the school year begins in August. Any changes requested after the start of the school year will only be permitted with administrative and guidance approval.

Any student who withdraws from a course after the midpoint of the first marking period of that course will receive a WF (Withdrawal with a Failure) since the attendance requirement was not met. This grade will appear on the transcript.

Required Subjects

Students in each grade level will be scheduled for specific courses as required for graduation according to the Pennsylvania State and Catasauqua Area School District graduation requirements. Students begin earning credits for graduation in grade nine. *A minimum of six (6) credits (Freshmen 6.5) must be scheduled for each year.*

* All 9th graders are encouraged to take either a Foreign Language, Computer/Technical Education Course, or both. Creative Technology is required for graduation. LCTI students are exempt from this requirement. LCTI students receive 7.0 lab credits.

Summer school opportunities are to be scheduled for failed courses. Administrative approval is needed for students to take credit recovery classes during the school year. If administrative approval is granted for credit recovery classes, the student and parent(s)/guardian(s) must sign a contract relative to academic, attendance and conduct expectations. School administrators have the right to withdraw a student from a credit recovery class if the expectations in the contract are not fulfilled.

All students are required to include in their schedule the following subjects (including 2 credits for electives):

Grade 9*		Credit
English 9		1
19 th Century American History 2		1
Science		1
Mathematics		1
Foreign Language/Business Education		1
Humanities		1
Grade 10		Credit
English 10		1
World Cultures		1
Biology		1
Mathematics		1
Wellness Fitness		0.5
Grade 11		Credit
English 11		1
American Government/Economics		1
Science		1
Mathematics		1
Wellness Fitness		0.5
Career Skills		0.5
Grade 12		Credit
English 12		1
Mathematics		1
American Government/Economics		1

Honors and College Prep Courses

Students who wish to take honors level courses must have a final average of 90% or higher in order to be admitted to the next level honors course; i.e.

- 90 in English Honors 9 to be admitted into English Honors 10. This applies to all students, including incoming eighth graders, for all Honors courses.

Students in a College Prep course who have a final average of 93% or higher may elect to take the honors course at the next level; i.e.

- 93 in English CP 9 to English Honors 10.

Students in an Applied course who have a final average of 90% or higher may elect to take the College Prep course the next level; i.e.

- 90 in English Applied 9 to English CP 10.

Electives

In addition to the required subjects that all students must successfully complete for graduation, there are also available many elective subjects. Elective courses enable a student to select a program best suited to individual needs, interests, and abilities. It is important, also, that students select electives needed for career and college planning. Elective areas of study include courses available in foreign language, business, family, and consumer sciences, art, and music. Additional courses are also available as electives in the English, social studies, math and science curriculums.

Research Sequence

All Catasauqua High School students are given yearly opportunities to develop their research and writing skills by participating in a major research project as noted below:

- Grade 12 Honors and College Prep - Position Paper
- Grade 12 Applied Communications - Database/Career Paper
- Grade 11 Honors - Research Project

- Grade 11 College Prep - Research Project
- Grade 11 Applied Communications Research Project
- Grade 10 All Levels – Independent Project
- Grade 9 All Levels – Independent Project

Class Rank / Averages / Honor Roll

Class rank is computed at the end of each year and will be printed on report cards. Subjects that meet five days per week for either a full year or a semester are used in calculating the class rank. Presently, the final grade attained in each course is multiplied by the credit amount given in that course. These grades are added together and divided by the number of credits attempted. This final average is placed in numerical order and ranked according to the other students' averages within the grade level. Honor courses carry a weighting factor of 1.04 that is used to multiply the grade for class rank, G.P.A. and Honor Roll. Weighted grades will be recorded each marking period and used to compute G.P.A. and class rank on a regular basis.

- Distinguished Honor Roll is awarded to students who maintain a minimum of a 93 average, with no grade lower than 80.
- Regular Honor Roll is awarded to students who maintain a minimum of an 85 average, with no grade lower than 77.

Academic Awards

To recognize students attaining honor roll status and to increase the importance of scholastic achievement.

1. Five (5) honor rolls - the award will be a white chenille letter and lamp of knowledge clip.
2. Four (4) additional honor rolls (total of 9) - the award will be a "Rough-Rider" plaque.
3. Another four (4) additional honor rolls (total of 13) - the award will be a medal.
4. Three (3) additional honor rolls (total of 16 - the maximum) - the award will be a crystal trophy with the student's name and year inscribed on the trophy.

Honor Graduates

At commencement services, graduates who have maintained at least a 90.00 average for the totality of their high school career will be recognized by wearing a gold stole and tassel to denote their academic achievements. These students will be recognized as Honor Graduates.

Marking / Grading System

Students receive numerical or letter grades for each class. Grades represent achievement in subject matter. Students also receive an attitude rating comment from each teacher. These comments designate student effort and application. Scholarship marks for full credit subjects and semester courses that meet five days per week will be based on percentage determination with the minimal passing grade of 70. Indicated below is an explanation of the numerical grades to be given:

Quality Points	Letter Equivalent	Numerical Grade	Description
4	A	100 – 90	Exceptional
3	B	89 – 80	Above Average
2	C	79 – 70	Average
1	D	69 – 60	Passing
0	F	59 – 0	Failure
0	WF	49 – 0	Withdrawn Failure
0	I	100 – 90	must complete work for a grade

All courses receive numeric grades on the report card. Letter grades may be used for some support classes. The following letter grades will be used for these subjects:

There are two requirements for the successful completion of any course taken at Catasauqua High School: 1) a grade of 60% or higher must be attained and, 2) there must be evidence of satisfactory attendance for the duration of the course.

* Students are reminded that incompletes on a report card for a given marking period are to be made up and removed on or before the midpoint of the subsequent marking period. Incompletes at the end of the school year are to be made up. The CHS Guidance Office must receive written notification of such before June 30, or at the conclusion of an Approved

Summer School Program. If neither of these two conditions are met, barring special consideration for just cause approved in advance by the building administration, all incompletes revert to a failing mark based on specific incomplete work receiving a zero grade. The building principal reserves the right to review and rule on the merit and special circumstances of individual cases.

Honors courses receive a 1.04 weighting factor, which is a 4% “boost” in the grade value for the course in recognition of the higher expectations of students enrolled in such courses. The weighted grade is used to calculate Class Rank, Grade Point Average (GPA), the two Honor Rolls, Honor Status, and the entrance requirements for the National Honor Society.

Final Course Averages and Examinations

Final examinations may be given at the completion of full year and semester courses (partial credit subjects excluded). The grade earned in the final examination will represent one-ninth of the final grade for the course. For a full-year course average, the four marking period grades are multiplied by 2 and added to the exam mark; then this sum is divided by 9. For a semester course average, the two marking period grades are multiplied by 4 and added to the exam mark, and then this sum is divided by 9. The strict rule of averaging for the final course average may be waived, with administrative approval, for those students who do not earn the equivalent of two (2) quality points in the last two (2) marking periods of a course.

(Please see the section entitled *Marking (Grading) System* for a definition of quality points.) All courses offer instruction that progressively builds upon previous concepts/topics/units. *Academic failure in the second half of a course denotes lack of knowledge/effort/participation and can lead to a course failure regardless of the grades earned in the first two (2) marking periods.* Students who are absent from a final exam will be required to present a doctor's note in order to make-up the exam. If a student is late for an exam (unexcused) the student shall receive a 10% reduction in the exam grade and will take the exam during the makeup period. If a student fails to report for an exam, and does not provide the required doctors documentation they will be ineligible to participate in any extracurricular school related activities on the day the exam was scheduled.

Credits

All students must enroll in six (6) subject matter credits or their equivalent each year of enrollment. (Freshmen enroll in six and one half (6.5) credits). Subject matter credit is based upon the Carnegie Unit. One Carnegie Unit is awarded for the successful completion of a subject studied full time for a year.

Graduation Policy

Students may not participate in the graduation (commencement) program until they have met all of the academic and attendance requirements promulgated as law by the Legislature of the Commonwealth of Pennsylvania, or as regulation or policy by the State Board of Education, or by policy of the Catasauqua Area School District School Board, and all financial obligations have been met. Students completing requirements after their Class' graduation (commencement) program may participate in the graduation exercises of the following year's Class, if they so desire.

The building principal has the authority to exclude any 12th grade student from participating in Commencement and senior activities due to a disciplinary infraction(s) categorized as a level 3 or level 4 offense within 30 school days of Commencement. The parent/guardian of the student involved in the incident can appeal the building principal's decision. An appeals board consisting of two board of education members and one CASD building administrator (not from CHS) will hear the facts from the CHS building principal and hear the appeal of the parent/guardian/student. The appeals board will determine if the student will participate in remaining senior activities/ceremonies.

Report Cards and Student Progress Reports

A student's work is carefully monitored and recorded by each teacher. Student understanding and cooperation are necessary ingredients to achieve success in the school program. To keep the student and parent informed, we offer the following information on a periodic basis:

1. Mid-Term Progress Reports - Halfway through each quarter, progress reports in all subject areas are issued to students. Included in this report are the reasons for any deficiencies, recommendations for change and improvement, and positive comments.
2. Report cards - Issued four times during the school year. Parents should examine the grades, comments and attendance record on this sheet.
3. Examinations - At the conclusion of each course, a student in the high school is required to take a comprehensive final examination. This exam counts for one ninth of the student's final grade in a course.

Graduation Requirements

All students are required to successfully complete 23 credits to graduate. Some of these credits must be taken in specific curriculum areas according to the Pennsylvania and Catasauqua Area School District course requirements needed to

graduate. In addition to the required courses, students will also select sufficient elective courses to attain a minimum of 23.0 credits to graduate.

It should be noted that college-bound students should have more math, science, and/or social studies credits than required above and at least two credits in a foreign language. Course concentrations should be determined by a student's intended post-secondary education major or work experience. We strongly suggest that college-bound students take the SAT Prep course in their sophomore or junior year.

The following minimum courses and credits must be passed:

Subject	Credits	# Years
English	4	4
Social Studies	3	3
Mathematics	4	4
Science	3	3
Arts & Humanities	2.0*	Varies
Wellness Fitness	1	2
Career Skills	0.5**	1 Semester
*Humanities is mandatory for all 9th grade students' except those attending LCTI.		
**Career Skills is required for all 11th grade students' except those attending LCTI.		

Withdrawal and/or Transfer from School

Transfer to another school: Students moving out of the school district will be withdrawn and transferred with a minimum of educational interruption. The procedure is as follows:

1. Notification of a student transfer to another school district must be made to the guidance office by the parent or guardian. The parent must then schedule an appointment with the guidance counselor or secretary to come to school and sign the permission to release records form.
2. The student is responsible for obtaining the withdrawal form on his/her last day of attendance and reporting to each teacher to return books and materials and to have teachers sign the release form. This form must then be returned to the guidance office.
3. All outstanding debts must be paid at the time of the withdrawal.
4. The student will be given a transfer card, a copy of their immunization record, and a copy of his/her schedule to take to the new high school. A copy of the latest report card will also be included if available.

Summer School

Students who do not pass a required course or courses during the regular school year may, with prior administrative approval, complete a Virtual Online Summer School Course, attend an accredited summer school program at another high school, or complete a correspondence course from an institute that has been approved by the Board of Education. Failure to obtain prior administrative approval for makeup work will lead to denial of credit for same toward graduation and grade level promotion. Exceptions to this rule may be made by the building principal in very rare cases due to extenuating circumstances.

Homework Philosophy

It is the philosophy of Catasauqua High School that homework is an integral part of sound education. Education that prepares students for life beyond the classroom necessitates that students be able to work independently beyond the normal school day.

It is the student's responsibility to make up homework that was missed due to absence. The number of days for make up work to be completed will be equal to the number of days of excused absence. Each student should get his/her assignments upon returning to school. In the event of extended absences (four school days or more), parents should request homework assignments by calling the Guidance Office. If unlawful absences occur, students will receive a zero for any homework/class work missed that day. School suspensions are considered excused absences; therefore, the student is eligible to make up any work.

iPads

The 1:1 initiative offers all students enrolled in Catasauqua High School courses with equal access to technology for educational purposes every day while in school as well as at home.

Issuance of iPads

All students will be issued an iPad. Students are required to pay the non-refundable iPad insurance fee in order to take the iPad off campus. Students that do not pay the fee are not permitted to remove the iPad from the school building. Parents can request that iPads be kept on campus even if the insurance has been paid.

Insurance Information

The **non-refundable** insurance premium for the 2018-19 school year is **\$15 per student**. Checks are to be made payable to **Catasauqua Area School District**. For families with more than one student in the same school, please use a **separate check for each student to pay the non-refundable insurance premium**. Uninsured iPad computers are not permitted to leave the school.

Each damage repair has a deductible of \$100 unless the repair costs are less. A \$250 deductible is charged for theft or loss of the iPad. The deductible is charged for **each** incident and is in addition to the insurance premium. If parents/students elect not to purchase the insurance, any accidental damage will be charged at the full price of the repair and not the deductible rate. Technical problems with the iPad originating from normal wear and tear and/or device defects will be addressed by the district without imposition of deductible or other fees.

Detailed information pertaining to insurance coverage and exclusions are available on the district's website. Note: The District reserves the right for final determination of insurance claims.

iPad Care & Procedures

1. Students whose parent(s) have paid the insurance coverage on their iPad are allowed to use the iPad both on and off campus. Students are expected to bring their iPads to school fully charged every day. Students are not permitted to charge their iPads in the classrooms.
2. Students whose parent(s) have opted not to purchase the insurance are only permitted to use their iPad on campus. Each school day, the student must retrieve the iPad from the designated area in the library and drop it off and set it up for charging before leaving school. Any student failing to follow this procedure is subject to disciplinary action.
3. Students must use the school-issued iPad sleeve only to carry their iPad. If the student loses the school-issued sleeve, they must pay a fee of \$25 to replace it.
4. Students are permitted to only install software as authorized by the district. Students who attempt to install unauthorized software on their computers are subject to disciplinary actions.
5. If the student's iPad is not functioning correctly or is damaged, the student must bring their iPad to the designated staff member in the library who will contact the district technology coordinator. Depending on the issue, the student will either be issued a loaner iPad or keep their iPad in their possession until the problem is addressed.
6. If an iPad is missing, lost or stolen, the student must notify the school administrators immediately. A formal report must be filed with the local police department. A copy of the police report must be submitted to school administrators as soon as possible.
7. All computer items including the protective sleeve must be returned to the district upon request.

Additional details regarding the 1-1 iPad Initiative can be found in the high school section of the district's website.

LEHIGH CAREER AND TECHNICAL INSTITUTE

All students permitted to enroll in the Lehigh Career and Technical Institute remain under the express jurisdiction of the Catasauqua Area School District and are therefore subject to all policies, rules, regulations, and procedures thereof. This includes traveling to and from the Lehigh Career and Technical Institute. The means of transportation/vehicle and LCTI property, programs, and activities are considered an extension of the Catasauqua Area School District. The total Career-Technical program is an integral part of the Catasauqua Area School District program.

Selection: All students may apply for admission to the Lehigh Career and Technical Institute. The following selection criteria will be used to approve students for attending LCTI: academic achievement, attendance, and application. Students from other school districts within Lehigh County will also be attending LCTI, which offers an opportunity for our Catasauqua students to interact and develop new friendships. Some graduates of the Lehigh Career and Technical Institute go on to college while others immediately seek a place in the job market.

LCTI Career Academy Program

Lehigh Career and Technical Institute has operated a Career Academy Program (CAP) since 1971, successfully serving at-risk and potential dropout students from each of the nine participating Lehigh County districts. The program stresses the following:

1. Full-day program at LCTI with a low teacher-to-student ratio.
2. Integration of academic and vocational skills.
3. Comprehensive and intensive pupil services.
4. Comprehensive and personalized career preparation options.
5. Life skills and attitude development through community service.

The mission of the CAP shall be to provide an alternative educational setting in which students find success, having been unable to do so in traditional settings. Enrollment in the CAP is limited. Check with guidance counselors at Catasauqua High School if you are interested in the CAP.

LCTI Academic Center Program

This program is offered separately from the Academic Center. It is designed to educate at-risk students who require an alternative setting. Students receive both academic and technical education with a focus upon career training. The students and parents must attend an in-take conference to determine entrance eligibility. Academic Center students will still have the opportunity to participate in the sending high school activities such as dances, sports, clubs, prom, and they will graduate on stage with their fellow HS seniors. They can still go on "Co-op" from LCTI in their senior year. Students will follow the sending HS schedule in regards to calendar and snow dates.

Half-day: Students enrolled in the half-day program will receive their academic coursework at the sending high school and technical training at LCTI. Students attend either AM or PM sessions. This option is open to all students in 9-12 grades.

Ninth Grade: This new option became available in September 2006, to all 9th grade students in Lehigh County on a half-day basis. Ninth grade students may not enroll in Cosmetology, Heavy Equipment Operations, or Early Care & Education of Young Children.

Full-Day or Academic Center: This option began in September 2006. Students will take both academic and technical training at LCTI. Course work is designed to prepare the students for college and careers. Students will graduate from their sending high school and may continue to participate in sports and other extracurricular activities at the high school.

A quota for each sending district has been established.

Flex program: The flex program is designed for students who wish to take additional technical training to complement their career choice before attending college. Students usually attend one hour each day.

Students attending the Lehigh Career and Technology Institute (LCTI) for a full or one-half day will receive a numerical grade for their course work. Science and math grades will also be given for related and applied math and science curriculums provided by LCTI. The grading scale used at the Lehigh Career and Technology Institute is different from the one used at Catasauqua High School; therefore please contact the CHS guidance office for the grade conversion scale.

Transportation: The Lehigh Career and Technical Institute bus leaves at 7:50 a.m. from the front entrance of the main office. All day LCTI students are required to report to the bus by 7:50 a.m. and do not report to a CHS homeroom. All drop-offs and pick-ups for CHS students at LCTI are in Lot #3 at LCTI. Students who attend LCTI in the morning or afternoon will be assigned to a homeroom for attendance purposes. All day LCTI students will not be assigned to homeroom and will report directly to the bus by 7:50AM. All LCTI students are expected to ride the school buses between CHS and LCTI unless a driving permit is issued by the Lehigh Career and Technical Institute and/or CHS. Students may not ride as passengers in vehicles with students who have been issued permits without administrative permission. This is granted only when accompanied by a parental note for a legitimate purpose. In order to enforce this policy, Catasauqua High School administration reserves the right to:

1. Remove students from the Lehigh Career and Technical Institute for unauthorized driving or unauthorized carrying of passengers.
2. Remove students from the Lehigh Career and Technical Institute for being a passenger in a vehicle regardless if the driver has permission to drive or not.

3. Appropriate student behavior is expected on the LCTI transportation bus. All school and bus rules will apply. Please see the following consequences if a discipline infraction would occur.
 - a. 1st Infraction: Warning
 - b. 2nd Infraction: Detention
 - c. 3rd Infraction: Extended Detention
 - d. 4th Infraction: Discretion of administration up to and including removal from the Lehigh Career and Technical Institute Program.

Lunch: Students attending CHS in the morning and LCTI in the afternoon will eat at LCTI and not on the bus. Students are not permitted to purchase food or drink items from the CHS café and eat them on the bus or bring them to LCTI. The bus will leave at 11:00 a.m. from the area outside the main office. The bus returning from LCTI to CHS for afternoon students will leave LCTI immediately after dismissal. Students attending LCTI in the morning and CHS in the afternoon will not eat on the bus, but will eat at 11:45 a.m. at CHS upon returning from LCTI. The bus to CHS will leave LCTI at 11:25 a.m. to bring students to CHS. Students are to **report directly to the café** for lunch upon arrival at CHS. Students will have the opportunity to place their school bags, jackets and other personal items in their locker at the end of the lunch period.

Discipline: Any infractions that occur at the home school that lead to detention will have that penalty applied only at the home school. The student will normally be permitted to attend the Career and Technical Institute without interruption. Out of School Suspension (OSS) consequences are by their nature more severe and prohibit attendance at both schools for the duration of the OSS.

Removal: Attending the Career and Technical Institute is a privilege. The privilege can be removed if a student does not maintain a satisfactory academic, attendance, and/or disciplinary record at the home school or LCTI. *After the fifteenth (15th) unlawful/unexcused absence, the student will be dropped from the Vo-Tech and returned to a full-day schedule at the high school.* There is no guarantee that the high school will have classes which the student desires. The revised schedule may contain a number of additional daily study halls and no release periods, since most courses cannot be enrolled in midterm.

ATTENDANCE INFORMATION

Residency Requirements for Students

All students enrolled in Catasauqua High School must maintain residence within the boundaries of the Catasauqua Area School District, except for the following:

1. The student has been approved by the district office for tuition payment.
2. The student was regularly enrolled and attending CHS prior to and during his/her senior year and a change of residence occurred that was not initiated/instigated by the student.

School Attendance and Absence

Regular attendance is essential to school success; chronic absence typically results in decreased academic achievement.

1. Once a student **exceeds five (5) days of absence**, written parental notification **will** be made to remind them of the importance of regular school attendance.
2. When **ten (10) days of absences accumulate**, the student and parents will be notified that **an original** doctor's excuse **will** be required for each absence thereafter or the absence will be coded as unexcused/illegal.

*Special consideration will be given to students who are seriously ill for an extended period of time and are unable to attend school. A student may be placed on homebound instruction if a doctor requests it, and the parent notifies the school principal or designated guidance counselor.

Pennsylvania Compulsory Attendance Law

The compulsory attendance law requires a child of compulsory school age to be in attendance at school, unless absent for an approved reason, and charges the parent of the child with the responsibility for such attendance. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which shall be no later than at the age of eight (8) years, until the age of seventeen (17), or until graduation from a regularly accredited senior high school, whichever occurs first.

The purpose of the Pennsylvania truancy law is to improve school attendance and deter truancy "through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques" in order to:

- Preserve the unity of the family whenever possible as the underlying issues of truancy are addressed
- Avoid possible entry of children into foster care, the loss of housing and other unintended consequences of disruption of an intact family unit

- Confine a parent or guardian for truancy-related offense only as a last resort and for a minimum amount of time.

When a student has been absent for ten (10) consecutive days and is seventeen (17) years of age and older, the student may be deleted from the rolls upon notification. The building principal will decide each case on an individual basis.

Excused Absences

The Department of Education states that an absence shall be excused for the following reasons: illness or quarantine; religious holidays; death in the family; impassable roads; inclement weather; required court attendance; exceptional reasons to be determined by the building administration. The following are excused if approved *in advance* by the principal or designee (verification may be required): school sponsored trips; family educational trips; and college visits. Students will be allowed two (2) excused days in November for hunting season if approved *in advance* by the principal. A student who has been absent-excused will have the same number of days available in which to complete any missed assignments as the number of school days for which he/she was absent. It is the responsibility of the student and his/her parents to inquire from the student's teachers about the work that must be completed and to complete the work within the prescribed period of time. All school work requiring the assistance of a teacher will be made up during the school day as the schedule permits. According to PA School Code, Chapter #2, Section 13-1330, the building principal can excuse any child for matters of attendance during temporary periods.

Unexcused Absences

An unexcused absence is also considered an illegal absence if a student is within the compulsory attendance age. Any student accumulating three (3) illegal absences is considered "truant" according to Pennsylvania law. Once a student accumulates six (6) illegal absences he/she is considered to be "habitually truant." The process CHS will follow regarding chronic truancy is provided on the Truancy Process Chart on page 19.

Written Excuses

Students must either bring to school a written excuse signed by their parent/guardian, or have their parent/guardian complete the online absence excuse note available on the high school website, within three (3) days of the student's return to school from an absence. Students are responsible for any work missed during excused absences. Failure to submit a note within three (3) days will result in the student's absence(s) being recorded as unexcused and/or illegal. The student **will receive no credit or make-up** for assignments completed, submitted or due on the day of an unexcused and/or illegal absence.

Four consecutive days of absence requires verification from a doctor's office with the original signed doctor's note (a copy will be made in the main office and the original will be returned to the student/parent). Regardless of the accumulated number of days absent, the superintendent, or designee, may require a physician's excuse for any absence. Parents/guardians are urged to obtain a doctor's excuse for any absence if such a visit has been made. The School District has the authority to judge the legality of an excuse and request further documentation for any absence.

Appointments: Medical / Dental

Parents are urged to make appointments outside of school hours. If that is impossible, then prior to, or on the morning of an appointment, students are required to submit to the main office for approval before 7:50 a.m. a note from their parents. Telephone requests will be honored in emergencies only. The note must contain the following information: Student's name, Grade, Doctor's name and phone number, Date and time student will be excused from school, Time of appointment, and Parent's signature. Students are requested to bring a note from the doctor/dentist who certifies that the student was treated at the appointed time.

Funerals

Students who are attending a funeral must submit a note from the parent/guardian on the day of the late arrival/early dismissal or the day of return to school. The note must include the name of the funeral home and the date of the funeral. We will also accept an obituary.

Educational Trips

Students may be excused from school attendance to participate in non-school sponsored educational trips. To be eligible under this section, the following procedure should be followed:

1. The student's parent/guardian must make written application for the educational trip to the principal at least three (3) days before the trip.
2. The principal will review the request, the student's attendance record, and teacher recommendations. When appropriate, the principal will give permission for such trips. Approval will be based on the attendance record, the student's previous trips, and the educational value of the trip and teacher recommendations. If a student requires

a doctor's note due to 10 or more absences accumulated, educational trips will be denied and all absences will be coded as unexcused.

3. Failure to get pre-approval for an educational trip may result in the absences for the trip being declared unexcused and, where appropriate, unlawful.
4. The student is expected to make up work missed.
5. The student may also be required to provide the building principal with a written account describing what was learned during the educational trip. The written account must be at least one page in length. Failure to provide the written account within five days of returning to school may result in the absence being declared unexcused or unlawful.

In extraordinary circumstances, the superintendent has final authority to waive these provisions.

Students over the Compulsory Education Age

A student over the compulsory education age will not receive academic credit or make-up for assignments completed, submitted or due on the date of the unexcused absence.

A student who accumulates fifteen (15) days of unexcused/illegal absences, during the course of the academic year, may be considered as failing to meet the requirements for successful participation in classes, promotion, and/or graduation, and as such, may receive no credit for their courses.

TRUANCY PROCESS	
A student accumulating 3 illegal absences is considered truant.	
First, Second and Third Illegal Absences (Truant)	
<ol style="list-style-type: none">1. Notification letter mailed to parent/guardian. The letter will also include a date and time for an attendance improvement conference to be held at the high school. Parents who cannot attend the date and time on the letter should call CHS to reschedule the conference.2. Attendance Improvement Conference *3. No academic credit or make up for assignments completed, submitted or due on the date(s) of a full day illegal absence, or missed periods (half). <p>*Parent attendance at the conference is not mandatory but parent/guardian input is valuable in creating an attendance improvement plan. The Academic Improvement Conference will go on if the parent/guardian does not attend.</p>	
Fourth, Fifth, Sixth Illegal Absences (Habitually Truant)	
<ol style="list-style-type: none">1. Notification letter mailed to parent/guardian.2. Referral to the District Magistrate for violation of Pennsylvania's Attendance Law, followed by a citation from the District Magistrate.3. No academic credit or make up for assignments completed, submitted or due on the date(s) of a full day illegal absence, or missed periods (half).	
Possible Consequences Issued by the District Magistrate	
<ol style="list-style-type: none">1. A \$300 fine (plus court costs), for the child or parent guardian for each illegal absence.2. First Offense: 90 day suspension of driving privileges.3. Community Service4. Second & Subsequent: 6 month suspension of driving privileges*. <p>* Multiple sentences imposed shall be served consecutively.</p>	

Late / Tardy to School

All the following tardiness policies refer to full days of school: 7:44 a.m. - 2:35 p.m. Late arrivals on days when school starts later than 7:44 due to faculty meetings and weather/emergency closings will only change the start time for each. All other parts of the tardiness policy remain in full force and effect. Only excuses received from a doctor, dentist, a parent/guardian in relation to illness or a religious holiday, or a bus driver for a late school bus will be considered a legal tardiness to school, all other tardiness is unexcused. A parent/guardian note or a phone call followed by a note the next

school day, in relation to being late to school due to illness, will be accepted **only five (5) times per semester**. The 6th and subsequent tardy to school due to illness will require a valid doctor's note. If no note is produced, the student will be credited with an unexcused tardy. In extreme emergencies, a direct phone call, on the day of tardiness, from a parent/guardian to the appropriate administrator is required to explain the tardiness. A building administrator will determine the validity of excuses and whether disciplinary action is required. *Unless you are in your homeroom by the designated starting time, you will be considered late to school.* If you arrive late, report *directly to the main office* and a late pass will be given to you. Students will be allowed three (3) discipline free unexcused tardy occurrences to school **per semester**.

Beginning with the **4th tardy in each semester**, students will receive disciplinary action as follows:

After 7:40AM – Before 8:10AM	
An unexcused late to school includes, however, is not limited to; car trouble (1 st is discipline free) overslept alarm clock failure, no ride to school.	
Occurrence	Consequence
1st - 3rd	Free, no penalty or consequence
4th	Alternate Writing Assignment or 1 hour detention
5th - 9th	1 hour detention
10th & >	3 hour Extended Detention, loss of driving & parking privilege and late arrival & early dismissal waivers
<p>Late Arrival Waiver: Students with a late arrival waiver must report to school before 8:34AM (end of the first period) and sign in at the Main Office.</p> <p>Athletics & Extra-curricular Activities: Students who participate in athletics/extra-curricular activities and report after 8:37AM are not eligible to participate in any games/performances that day. Exceptions include students who provide a doctor's note or have administrative approval.</p>	
After 8:10AM to 10:55AM (Half Day Unexcused/Illegal Absence) After 10:58AM to 2:35PM (Full Day Unexcused/Illegal Absence)	
Occurrence	Consequence
1st & >	No academic credit/make up for any assignments completed, due or submitted during any missed periods. Arrival time After 20 minutes of the start of the period is considered unexcused.

DISCIPLINE INFORMATION

Disciplinary Structure

If a school discipline code is to be effective in reducing discipline problems, it must make clear to students and parents what the school considers to be unacceptable behavior. It should then place these student misbehaviors into categories from minor to major. The code should link these misbehaviors or infractions to appropriate disciplinary consequences. By doing this, the school tries to ensure that its disciplinary practices and procedures are consistent, reasonable, fair, and equitable.

In accordance with the above, disciplinary infractions are categorized into four levels. In each level, a sample group of misbehaviors is listed along with a range of *possible* disciplinary responses. **In most cases, the consequences listed are minimums from which the administrator might choose.** However, because of the nature of certain infractions, particularly in the most serious categories, a specific disciplinary response has been made mandatory. All examples, procedures, and disciplinary responses are applicable in school, on school buses, during school sponsored field trips, and from time of departure for school/home until arrival at home/school, including school activities on weekends and/or evenings.

The following page presents the three-level Disciplinary Structure for the high school designating student misconduct, consequences and administrative responses. **It should be noted that the disciplinary responses to all incidents/infractions are the minimum, and can therefore be increased, and/or changed, at the discretion of the**

administration. Extenuating circumstances and/or repetition of the same or similar infraction impacts on the severity of the consequences.

School Laws

Section 1 1317: Authority of Teachers, Assistant Principals and Principals over pupils

Every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.

Section 1318: Suspension and Expulsion of Pupils

Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the Board of School Directors. The board may, after proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board.

School Administration and Local Law Enforcement

It shall be the policy of Catasauqua High School that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. Law enforcement officers may be requested to assist in controlling disturbances of the school environment which the principal or other school administrator has found to be unmanageable by school personnel, and which have the potential of causing harm to students, staff members, and other persons, or to property. Such potential of harm includes members of the general public who exhibit undesirable or unlawful conduct on school premises or at a school event held on school property, or who have been requested to leave by an administrator, but have refused to do so. In accordance with 24 P.S., 13-1303-A, the Catasauqua Area School District has developed a memorandum of understanding with local law enforcement entities which outlines the procedures to follow when an incident involving an act of violence or possession of a weapon occurs on school property.

Investigation Conducted in the Educational Environment

1. Initiated by School Administrators:

- a. Conducted by Administrators: Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way that does not unduly interfere with school activities.
- b. Conducted by Law Enforcement Officers:
 - i. The principal or assistant principal shall determine when behavior jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior and contact the appropriate law enforcement agency.
 - ii. The principal or assistant principal may request that law enforcement officers conduct an investigation and question students who are potential witnesses of such alleged criminal behavior during school hours.
 - iii. If the investigation has centered on any particular student suspected of such alleged criminal activity, the procedures of taking students into custody by the police set forth below shall be followed.

2. Initiated by Law Enforcement Officers:

Law enforcement officers shall be requested to obtain prior approval of the principal or other designated person before beginning an investigation on school premises during school hours. The circumstances for such an investigation should ordinarily be limited to those in which delay might result in danger to any person, flight from the jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. Alleged criminal behavior related to the school environment brought to the principal's attention by law enforcement officers shall be dealt with under the provisions above.

3. Questioning of Students During Investigation:

- a. Violation of School Rules - In instances where school rules have allegedly been violated, the principal or designee shall contact the suspected rule violator or potential witness to the infraction:

- b. The student should be advised orally or in writing of the nature of the alleged offense and of the evidence, if any, against the student.
 - i. In questioning a potential student witness to alleged disciplinary infraction, the student should be told the nature of the alleged misconduct and the reason to believe they were a witness.
- c. Violation of Criminal Law - During an investigation of a violation of school rules, it may come to the attention of the administrator that the investigated activity may also be a violation of criminal law. Where a suspected violation of criminal law involving the operation of the school has occurred on the school grounds or during a school-sponsored activity, law enforcement officials may be notified and their presence requested for the questioning of suspected students. Reasonable attempts should be made to contact a student's parents, guardian, or representative.

Taking a Student into Police Custody

1. Students may not be released to law enforcement authorities voluntarily by the school unless the student has been placed under arrest. When students are removed from the school by law enforcement authorities for any reason, every reasonable effort will be made to contact the student's parents, guardian, or representative immediately. The superintendent's office shall be notified immediately of any removal of a student from school by local law enforcement.
2. When it is necessary to take a student into custody on school premises, and if time permits, the law enforcement officer shall be requested to contact the school principal and relate the circumstances necessitating such action. When possible, the principal shall summon the student to the office where the student may be taken into custody.
3. If possible, the parents, guardian, or representative of the student shall be notified by the principal or designee when the student is taken into custody by law enforcement officers, or as quickly as possible thereafter.

Students with Disabilities and Local Law Enforcement

1. School administrators and staff members shall not discriminate on the basis of disabilities. When decisions are made with regard to involvement of law enforcement officers at a school or at school events, school administrators and staff members making such decisions shall do so without regard to whether the particular student or students involved have disabilities.
2. When law enforcement officials are contacted by school officials regarding a student with disabilities, or law enforcement officials interview or take a student with disabilities into custody, the school's administration will immediately notify members of the student's individual education program team and recommend that the team meet as soon as possible to consider the student's circumstances in light of his/her special education needs.

Education Records and Law Enforcement

24 P.S., 13-1317.2 states the following: "A student's Parental Registration Statement, disciplinary record, and Individual Incident Records shall be available for inspection to the student and his parent, guardian, or other persons having control or charge of the student, school officials and to state and local law enforcement officials provided by law. Permission of parents or guardians is not required for transfer of the student disciplinary record to another school entity in which a student seeks enrollment or is enrolled. A school must transmit a certified copy of a student's disciplinary record to the school entity to which the student has transferred within ten (10) days from receipt of such a request to supply it.

School District's Right to Search

The Catasauqua High School recognizes the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. The Board of Education reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school and its occupants (CASD Policy No. 226 LOCKER SEARCHES).

School lockers, desks, roadways, and parking areas are the property of the school district. The use of such school property by students is a matter of privilege and not a matter of right. The reasonable expectation of privacy which students enjoy does not extend to lockers, desks, vehicles parked or driven on school property. The school district expressly reserves the right to search lockers, desks, and vehicles on school property at any time when deemed necessary or reasonable for the protection of the health, safety, welfare, and maintenance of discipline in the classroom, school building and on school grounds. This may include random, blanket periodic or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, blanket periodic or sweeping searches of all lockers will be conducted without regard to any individual suspicion.

All Catasauqua Area School District students who are going to participate in any type of school sponsored trip must sign a trip permission/consent form to allow a search of the personal belongings they are taking on the trip.

The parent/guardian of all Catasauqua Area School District students who are going to participate in any type of school sponsored trip must also sign a trip permission/consent form to allow a search of the personal belongings their child is taking on the trip.

Students found in possession of illegal substances, weapons, or other prohibited articles or materials in their desks, lockers, vehicles, and/or on their person shall be subject to discipline in accordance with the policies, rules, and regulations of the school district and shall further be subject to any fines, penalties, and/or legal action as may be provided by state and federal laws or regulations. Such materials may be used as evidence against the student in the disciplinary proceedings.

In the event that there is reasonable suspicion that the safety of the student, other students, faculty, or staff of Catasauqua High School is in jeopardy, or a criminal act is in progress, a search of the student and his/her personal property is permitted by an administrator in the presence of another adult Catasauqua Area School District Employee.

Disciplinary Structure – Levels of Misconduct

Important Note: Disciplinary responses to all incidents/infractions are the minimum, and can therefore be increased, and/or changed, at the discretion of school administration. Extenuating circumstances and/or repetition of the same or similar infraction impacts on the severity of the consequences.

DISCIPLINARY STRUCTURE - LEVELS OF MISCONDUCT	
LEVEL 1	<p>Description: Behavior on the part of the student that impedes ordinary classroom procedures or interferes with the orderly operation of the school.</p> <p>Examples: Dress Code Violations. Misconduct in the: classroom, café, hall. Minor Insubordination. Late to School or Class. Pass Violations. Bus Misconduct. Public Displays of Affection.</p> <p>Procedure: Immediate intervention by staff. Administrative Investigation. Referral to administration for appropriate disciplinary action. Documentation of the offense and disciplinary consequence.</p> <p>Potential Response: Verbal reprimand. Teacher writing assignment. Teacher assigned after school detention. Office Detention. Parent Contact. Parent/Student Conference. Withdrawal of privileges. SAP Referral.</p>
LEVEL 2	<p>Description: Behavior in which the frequency, intensity or seriousness tends to disrupt the learning environment of the school.</p> <p>Examples: Chronic level 1 misconduct. Defiant insubordination. Disrespect. Profanity. Cheating. Cell Phone Violation. Computer Violation. Cutting Detention. Cutting Class. Truancy. Impersonating a parent or forging notes. Leaving a classroom without permission.</p> <p>Procedure: Same as #1 Above, parent notification by phone, email or mail.</p> <p>Potential Response: Writing assignment. 1 hour After School Detention. 3 hour Extended After School Detention. 1 to 3 day OSS. Possible referral to Local Law Enforcement.</p>
DISCIPLINARY STRUCTURE - LEVELS OF MISCONDUCT CONTINUED	
LEVEL 3	<p>Description: Behavior directed against persons or property which may result in the serious endangerment of the health or safety of others in the school. Or, Behavioral acts that result in violence to another's person or property or that poses a direct threat to the safety of others in the school.</p> <p>Examples: Chronic level 1, 2 & 3 misconduct. Verbal Altercations. Minor Altercations. Physical Aggression. Fighting, Disorderly Conduct. Bullying. Harassment. Vandalism. Stealing/Theft. Possession/use of tobacco, drugs, alcohol, prescription medication or related paraphernalia. Distribution of drugs & alcohol. Extortion. Bomb Threat or False Alarm. Possession/use/transfer of dangerous weapons. Assault or Battery. Arson. Major Vandalism.</p> <p>Procedure: Same as #1 Above, parent notification by phone, email or mail.</p> <p>Potential Response: Removal from class. Student/Parent conference. 4 to 10 OSS. Referral to Local Law Enforcement. SAP Referral. Assignment to an Alternative Educational Placement or Possible Expulsion from School.</p>

Weapons / Dangerous Items Policy

Any student found to be in possession of or harboring an item which could be defined or thought to be dangerous or threatening to himself or other students, on school grounds, at school sponsored activities, or on school buses, will immediately be suspended from school for ten days and referred to either the District Magistrate or the Pennsylvania State Police. A detailed report will also be sent to the Superintendent.

Expulsion proceedings shall also be initiated through the Superintendent of Schools. Once the expulsion process is initiated, the student may be excluded from school until the disposition of the hearing.

Those items would include: all knives, firearms, fireworks, smoke or stink bombs, chains, or other devices which are potential items of violence, certain rings, pipes or tubes, look-alike firearms and weapons (toy guns, knives), and any item which could or would be a threat to the students, himself or school community.

Act 26 of the PA School Code, Section 1317.2, "Possession of Weapons" states that, "a school district or AVTS shall expel for a period of not less than one (1) year, any student who is determined to have brought a weapon onto school property, any school sponsored activity, or any conveyance providing transportation to a school or school sponsored activity." Weapons shall include, but are not limited to any knife, cutting instrument, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Drug Awareness

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution, the school strives to prevent drug abuse. The School Board prohibits the use, possession, or distribution of any drug during school hours, on school property, and at any school sponsored event.

School Policy on Tobacco Products

In compliance with ACT 128 of 2000 and pursuant to the authority of the district to develop, post and implement policy (CASD Policy No. 222) to regulate tobacco use, it shall be the policy of the district that:

- 1) Students are not permitted to possess or use tobacco products in any school district building, school bus, other school vehicle, or on any school property owned by, leased by, or under the control of the district and all school sponsored activities, or any activity when students are representing the school district. Electronic cigarettes, "e-cigarettes" "hookah pens" and or battery-operated devices that allow the user to inhale a vapor that is produced from cartridges filled with nicotine, flavor and other chemicals as an alternative to traditional cigarettes and tobacco cessation tools will be strictly prohibited. Additionally, any look-alike tobacco products are also strictly prohibited.
- 2) All persons, including students, employees, and visitors, are prohibited from using tobacco in any form in school buildings, in school vehicles and on all school property.
- 3) Violation of the policy shall be punishable by a civil fine plus costs. Additional student discipline may be administered as defined within each school's student handbook.
- 4) Notification of this policy shall be made to all employees, students, parents and community members by publishing it in the student handbooks of the district, through posted signs and other efficient means.

Drug and Alcohol Policy

The Catasauqua Area School District Board of Education, administration, and staff believe in the individual value and potential of each member of the school community. We recognize that chemical abuse and dependency impair the ability of individuals to develop their full potential. We also recognize 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 goals. Our policy is based on the belief that chemical dependency is a life-threatening illness that affects individuals in all areas of their lives. It is our belief that chemical dependency is a treatable illness.

The Catasauqua Area School District has as its purpose the education of the students within the district according to the standards set down by the Commonwealth of Pennsylvania. Our primary concern is for the well being of the students. However, we also have a responsibility to comply with state law. Therefore, our policy is one of extending student assistance services to students while complying with the state laws for the protection of all students and staff.

- 1) Any student apprehended for selling or transmitting a controlled substance to any student in the Catasauqua Area School District shall be immediately suspended and the parents notified.
- 2) A recommendation to the superintendent to convene a formal hearing with the Board of Education or a committee so designated by the Board members for the purpose of hearing a student disciplinary matter. A result of this formal hearing may be permanent expulsion from the Catasauqua Area School District.
- 3) All incidents will be reported to the appropriate civil authorities and full prosecution by the school district will follow as permitted by law.
- 4) Those students expelled for dealing in the trafficking of a controlled substance will be reconsidered for admission based upon the decision of the Board of Education.

For the purposes of this policy, the following definitions shall apply:

1. Assessment - An evaluation with recommendations made by a professional drug and alcohol counselor from a local agency; assessment may be done at the agency or at the school.

DRUG & ALCOHOL POLICY SHEET

1	<p>Situation: Student is referred to SAP by a student, family member or community member. Immediate Action: SAP review referral for appropriate action. Investigation: As deemed appropriate by SAP Parent Notification: Yes/No Notification of SAP concerns if warranted. Police Involvement: No Disposition of Substance: Not Applicable Student Support Strategy: Available SAP interventions if appropriate. Disciplinary Action: Not Applicable</p>
2	<p>Situation: A student contacts a staff member about personal substance use and asks for help. Immediate Action: Student is informed of available services. SAP referral. Investigation: Search of person, locker & possessions if there is reasonable suspicion. Parent Notification: Yes/No Notification of SAP concerns if warranted. Police Involvement: No Disposition of Substance: Not Applicable Student Support Strategy: Available SAP interventions if appropriate. Disciplinary Action: Not Applicable</p>
3	<p>Situation: Student has a medical emergency that may be related to substance abuse, or the student is suspected of being under the influence of alcohol, other mood altering substance, or health endangering compound. Immediate Action: Confiscation of Substance. All standard health & emergency procedures will be followed and treated as a medical emergency if warranted. Parent expense if transported to a medical facility. Signed release for discovered medical information pertinent to the incident is to be requested. Referral to SAP. Investigation: Search of person, locker & possessions. Parent Notification: Yes Police Involvement: Yes, if there is reasonable suspicion of substance abuse. Disposition of Substance: Confiscated substances will be provided to police for analysis to aid in identification. A signed release for discovered information requested in written form. Disciplinary Action: 1st Offense: 4-10 day OSS, Possible AEP. 2nd Offense: 10 day OSS, Possible AEP. Required D&A assessment by licensed agency before readmission to school. Completion of a treatment program through therapeutic discharge, determined by treatment professional. Failure to comply results in a pre-expulsion hearing.</p>
4	<p>Situation: Student possesses/uses a prescription or patent medication. Immediate Action: Confiscation of substance. Same as #3 above. Investigation: Search of person, locker & possessions. Parent Notification: Yes Police Involvement: No Disposition of Substance: Same as #3 above. Student Support Strategy: Available SAP interventions if appropriate. Disciplinary Action: 1st Offense: Detention, Extended After School Detention, OSS or AEP. 2nd Offense: 4-10 day OSS, possible AEP. If determined to be related to substance abuse, student is subject to OSS &/or AEP.</p>
5	<p>Situation: Student possesses, uses or is under the influence of alcohol, other mood altering substance, health endangering compound, or "look-alike" substance, or in possession of suspected paraphernalia at school or school sponsored activity. Immediate Action: Confiscation of substance. Same as #3 above. Investigation: Search of person, locker & possessions. Parent Notification: Yes Police Involvement: Yes Disposition of Substance: Same as #3 above. Student Support Strategy: Available SAP interventions if appropriate. Disciplinary Action: Informal Hearing. 1st Offense: 4-10 day OSS, Possible AEP. 2nd Offense: 10 day OSS, Possible AEP. Required D&A assessment by licensed agency before readmission to school. Completion of a treatment program through therapeutic discharge, determined by treatment professional. Failure to comply results in a pre-expulsion hearing.</p>
6	<p>Situation: Student distributes alcohol, prescription or patent medication, other mood altering substance, nutritional supplements, vitamins, health endangering compound, or "look-alike" substance in school or school sponsored activity. Immediate Action: Same as #3 Above Investigation: Search of person, locker & possessions. Parent Notification: Yes Police Involvement: Yes Disposition of Substance: Same as #3 above. Student Support Strategy: Available SAP interventions if appropriate. Disciplinary Action: Informal Hearing. 10 day OSS &/or AEP. Required D&A assessment by licensed agency before readmission to school. Completion of a treatment program through therapeutic discharge, determined by treatment professional. Failure to comply results in a pre-expulsion hearing.</p>

1. Confiscation - The seizure of any drug/alcohol or mood-altering substance by school employees.
2. Cooperative Behavior - The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the staff and school personnel.
3. Distributing - Delivering, selling, passing, sharing, or giving any alcohol, drug, or mood-altering substance, as defined by this policy, from one person to another or to aid therein.
4. Drug/Alcohol and Mood-Altering Substance – Any alcohol or malt beverage, and drug listed in the Controlled Substance Drug, Device and Cosmetic Act (1972 P.L. 233, No. 64), or the Comprehensive Drug Abuse Prevention and Control Act (P.L. 91-513), or PA Drug Device and Cosmetic Act (Act 1971), as a controlled substance, chemical abused substance, or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, glue, “look alike” substances, any other health endangering compound, and any capsule or pill not registered with the school nurse, annotated within the student’s health record and then given in accordance with the school district’s policy for the administration of medication to students in school. This includes “over the counter” medication such as Tylenol, Midol, vitamins, cough syrup, etc.
5. Drug Paraphernalia – Any utensil or item which, in the school’s reasonable judgment, is commonly associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
6. Possession – The act of holding on one’s person or among one’s possessions, or under one’s control, without any attempt to distribute alcohol, drug, or mood-altering substance, as defined by this policy.
7. School Property – Includes buildings, facilities, and grounds on the school campus, any facility used for a school function, school bus stop, school parking areas, and routes traveled to and from school by any means.
8. SAP Team – A multi-disciplinary team (MDT) composed of school personnel (teachers, administrators, nurse, and counselors), which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, and pregnancy. The team will be involved in the identification and referral process students, thus providing student assistance services.
9. Uncooperative Behavior – Resistance or refusal, either verbal, physical, or passive, on the part of the student to comply with reasonable requests or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of licensed drug and alcohol facility.

Any staff member who observes students displaying bizarre/unusual behavior patterns or suspecting students of using a controlled substance as defined by the Controlled Substance, Drug, Device, and Cosmetic Act of the Commonwealth of Pennsylvania and/or the Liquor Code of the Commonwealth of Pennsylvania will notify the proper school personnel as designated by the building principal. Subsequent action and services provided by the SAP team shall constitute “helping” services to these students. Student assistance services of the middle school and elementary buildings shall be provided through a process established by the building principal.

Any student involved in illegally selling, passing, or transmitting controlled substances to others are subject to the following procedures and actions:

1. Immediate suspension and parent notification.
2. A recommendation to the superintendent to convene a formal hearing with the Board of Education or a committee so designated by the Board members for the purpose of hearing a student disciplinary matter. A result of this formal hearing may be permanent expulsion from the Catasauqua Area School District.
3. All incidents will be reported to the appropriate civil authorities and full prosecution by the school district will follow as permitted by law.
4. Those students expelled for dealing in the trafficking of a controlled substance will be reconsidered for admission based upon the decision of the Board of Education.

DISCIPLINARY CONSEQUENCES

Afternoon Detention: Students assigned to an afternoon detention by administration will serve detention from 2:40p.m. to 3:40p.m., depending on the length of the assigned detention. Transportation is provided to established bus drop off locations on Tuesdays, Wednesdays and Thursdays at 3:50p.m. All pupils will be given 24 hours notice in order to make any necessary transportation arrangements.

Teacher Detention: Teachers are permitted to assign morning or afternoon detention. The detention will be served in the assigning teacher’s classroom. All pupils will be given 24 hours notice in order to make any necessary transportation arrangements. Failure to attend a teacher detention will result in a discipline referral and is considered a cut detention.

Detention Rules and Regulations: Students are required to bring their coat, books, other classroom materials and report on time to the detention room. Students must bring school work to do while in detention. Students without appropriate work will be dismissed from the detention room which will result in further disciplinary action. Students will not be permitted to go to their locker once they arrive for detention. Students will not be permitted to sleep, eat food, chew gum, talk or listen to or utilize electronic devices. Students are not permitted to loiter within the school building at the conclusion of detention. **Students who are absent on the date of their assigned detention are required to serve the detention on the day they return to school.**

Detention Cuts/Late

Occurrence	Consequence
1 st – 2 nd	Reassigned the missed ASD and 1 additional 1 hour ASD.
3 rd – 6 th	Assigned 3 hour Extended After School Detention.
7 th & >	1 day OSS & student/parent conference.

Extended After School Detention

The purpose of Extended After School Detention is to deter negative behavior within the school environment and to prevent a student from missing valuable class time during the school week. Administration reserves the right to assign Extended After School Detention at any time, depending on the severity of the infraction. Written notification will be provided to the parent/guardian.

Procedures for Extended After School Detention

1. Report to designated classroom by 2:40PM prepared with work to complete during the 3 hours of detention. 2. From 2:45 to 2:50pm attendance will be taken. 3. A bathroom break occurs from 4:15 to 4:20pm. 4. Students are dismissed at 5:40pm.

***Students scheduled for Extended After School Detention are not permitted to take CASD transportation home from school at 2:40pm.**

Expectations: Students are responsible for coming prepared with work to keep them engaged during the entire three hours of Extended After School Detention and will complete any teacher assigned work prior to working on independent assignments brought to keep yourself engaged.

Students will: be on time, bring the required materials: pens, pencils, textbooks, notebooks, folders, class notes and worksheets, complete all required assignments, remain silent, unless addressed by the teacher, communicate appropriately with teachers and peers.

Students will not: **sleep, eat/drink or chew gum, use profanity or obscene gestures, listen to or utilize electronic devices or write/pass or receive notes from other students.**

Consequences – Failure to comply with the above rules and regulations will result in student dismissal from ExtASD and an automatic suspension the next day for which the student will receive **no credit or make-up** for any assignments missed on the date of their suspension.

ExtASD Attendance

→ A student **who attends** school on the date of an assigned Extended After School Detention, however, **fails to attend** their assigned detention will **automatically be suspended from school the next day** and will receive **no credit or make up** for any assignments missed on the date of their suspension.

→ A student absent from school on the date of an assigned Extended After School Detention is required to submit medical documentation immediately upon their return to school. If no medical documentation is provided the student will **automatically be suspended from school** and required to be picked up by a parent or guardian that day. The student will receive **no credit or make up** for any assignments missed on the date of their suspension.

→ A student who attends school on the date of an assigned Extended After School Detention, however, does not attend as the result of an already existing appointment is required to provide appropriate documentation from the office in which the appointment was held. This includes the date and time of the appointment as well as the signature from office staff on the appropriate office letterhead. In this situation the ExtASD will be rescheduled for the next available date.

→ The administration of Catasauqua High School understands and respects student employment, however, a students' work schedule is not considered a valid excuse for failing to attend their Extended After School Detention.

Cut / Dismissal from ExtASD Consequences

Occurrence	Consequence
1st - 3rd	1 day OSS, No credit or make up
4th & 5th	2 days OSS, No credit or make up
6th & >	3 days OSS, No credit or make up

Exclusions from School (Disciplinary)

The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code §§13.62 and 341.91 (relating to the right to education and disciplinary exclusion of certain handicapped students from special education placement).

Types of Offenses that Lead to Possible Exclusion from School:

Personal Conduct: such as, but not limited to, class misconduct, cutting classes, leaving school property without permission, disrupting normal school program, disorderly conduct, etc.

Conduct toward other people: such as, but not limited to, fighting, disrespect, abusive language, insubordination, unauthorized demonstrations, class disruption, threats, etc.

Conduct toward property: such as, but not limited to, arson, vandalism of school, personal property, etc.

Conduct toward public law: such as, but not limited to, arson, bomb scares, improper use of automotive vehicles, possession of a weapon as defined by Act 26 of 1995. etc.

Exclusions in the form of Suspension or Expulsion

1. Suspensions may be issued by the principal or assistant principal in charge of the public school.
2. No student shall be suspended until the student has been informed of the reason for the suspension, given an opportunity to respond, and the parent/guardian has received verbal and/or written notification. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
3. The parents and the superintendent of the district shall be notified immediately in writing when a student is suspended.
4. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing.
5. Suspensions may not be made to run consecutively beyond the 10 school day period.
6. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors. It is the responsibility of the student and his or her parents to inquire from the student's teachers about the work that must be completed and to complete the work within the prescribed period of time. All school work requiring the assistance of a teacher will be made up during the school day as the schedule permits. Students should make every effort to keep up with their class assignments while on suspension. It is not the school's responsibility to send assignments to the home. The student should contact a member of his/her class to obtain assignments.
7. Refer to Student Discipline Structure for disciplinary actions available to deal with unacceptable behavior. Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a formal hearing. During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in the following paragraph. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education that may include home study.

Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's superintendent.
2. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district now has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and pending the parents' or guardian's provision of

such education, the district must make some provision for the student's education, proceed under paragraph 3 or do both.

3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C.S. §§6301-6308), to ensure that the child will receive a proper education.

Disciplinary Hearings

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

Out of School Suspensions of 3 days or less

Unless an emergency situation exists, before a suspension can take place, a student must receive notice of the suspension including the reason for the suspension and be afforded the opportunity to respond. Parents/guardians will receive verbal notification of the suspension prior to the implementation of the suspension. The student and parents must receive written notice of the reason(s) and consequence(s) for the suspension. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors (PDE Regulations – 22 Pa. Code § 12.6(b) (1) (vi)). Students should make every effort to keep up with their class assignments while on suspension. It is not the school's responsibility to send assignments to the home.

It is the responsibility of the suspended student and his/her parent/guardian to inquire from his/her teachers and pick up any assignments that will be given during the dates of suspension.

- Students who **have** requested work during a one, two, or three day suspension are expected to have the assignments complete on the return date from suspension. Requested but incomplete or un-submitted work will be graded accordingly.
- Students who **have not** requested work during a one, two or three day suspension will have **three days** from the re-entry date of suspension to complete all assignments given during the course of his/her suspension. All assignments are expected to be submitted on the fourth day from the return of suspension. Incomplete or un-submitted work will be graded accordingly.
- Any test, quiz, project, report or lab assigned **prior** to the initial day of suspension, with a **due date during** the assigned suspension, are required to be submitted on the date of re-entry from suspension.
- Any test, quiz, project, report or lab assigned **prior** to the initial day of suspension, with a **due date after** the assigned suspension is complete, is expected to be submitted on the original due date.
- It is the student's responsibility to inquire from his/her teacher, of any test, quiz, project, report or lab assigned or completed **during** the suspension. The teacher and student will determine the length of time to be provided for completion of the assignment, not to exceed the number of days the student was on suspension.
- Any test, quiz, project, report, lab, or assignment requiring the use of specific school related technology, software, or programs, while the student is serving a suspension of four or more days is required to make the appropriate arrangements and complete the assignment within three days of returning to school.

Out of School Suspension of 4 to 10 days

Unless an emergency situation exists, before a suspension can take place, a student must receive notice of the suspension including the reason for the suspension and be afforded the opportunity to respond. Parents/guardians will receive verbal notification of the suspension prior to the implementation of the suspension. The student and parents must receive written notice of the reason(s) and consequence(s) for the suspension. School authorities must also offer to hold an *informal hearing* within the first five days of the suspension to discuss the situation and allow the student to show why the suspension should not take place. At the informal hearing the student has:

- **THE RIGHT** to question any witnesses present at the hearing.
- **THE RIGHT** to speak and produce witnesses.

IMPORTANT – Unless school authorities offer to hold the informal hearing within the first five days of the suspension, the student has the right to return to school on the sixth day.

Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors (PDE Regulations – 22 Pa. Code § 12.6(b) (1) (vi)). Students should make every effort to keep up with their class assignments while on suspension. It is not the school's responsibility to send assignments to the home.

- It is the responsibility of the assistant principal to request work from each of the student's teachers and have the assignments available for parent/guardian pick-up by the end of the second school day of the suspension.

- Teacher requested work unavailable at the time of parent/guardian pick-up due to teacher absence will be collected upon the absent teacher's return to school and be available by the end of the second day of the teacher's return. The parent/guardian will be notified by the Main Office when the work is available.
- Teacher requested work unavailable at the time of parent/guardian pick-up for reasons other than teacher absence will be provided by that teacher and made available to the parent/guardian as soon as possible by that teacher. Parent/Guardian notification will be completed by that teacher.
- All assignments **made available and picked-up** are due on the return date of the suspension. Incomplete work will be graded accordingly; no future work requests will be made.
- Suspended students of four or more days whose assignments are **made available, however, not picked-up** by a parent/guardian are responsible for acquiring the assignments from the Main Office on the date of re-entry and will have three school days, regardless of the length of suspension, to complete all work assignments. All assignments are expected to be submitted on the fourth day from the return of suspension. Incomplete or unsubmitted work will be graded accordingly. **No work requests will be made for future suspensions.**
- Any test, quiz, project, report or lab assigned **prior** to the initial day of suspension, with a **due date during** the assigned suspension, are required to be submitted on the date of re-entry from suspension.
- Any test, quiz, project, report or lab assigned **prior** to the initial day of suspension, with a **due date after** the assigned suspension is complete, is expected to be submitted on the original due date.
- It is the student's responsibility to inquire from his/her teacher, of any test, quiz, project, report or lab assigned or completed **during** the suspension. The teacher and student will determine the length of time to be provided for completion of the assignment, not to exceed the number of days the student was on suspension.
- Any test, quiz, project, report, lab, or assignment requiring the use of specific school related technology, software, or programs, while the student is serving a suspension of four or more days is required to make the appropriate arrangements and complete the assignment within three days of returning to school.

Expulsion (Exclusion from school of more than 10 days)

An exclusion from school in excess of ten days is considered an "expulsion". Prior to an expulsion, parents must receive, by certified mail, written notification of the proposed expulsion and the reasons for it. Unless it is determined at the *informal hearing* that an emergency exists, the student has a right to return to his or her normal class until a *formal hearing* is held, usually within the first ten days of the exclusion. Regarding the *formal hearing*, the student and the parents have the following rights:

- **THE RIGHT** to have the case heard by the School Board or a Board Committee and to have the decision made by a majority vote of the entire Board.
- **THE RIGHT** to have sufficient notice of the time and place of the hearing.
- **THE RIGHT** to have the hearing held in private or in public. (The hearing will be private unless the parent requests that it be public.)
- **THE RIGHT** to be represented by counsel.
- **THE RIGHT** to be presented with the names of any witnesses and to copies of the witnesses statements or affidavits.
- **THE RIGHT** to request the attendance of witnesses who have made formal statements against the student and to question such witnesses.
- **THE RIGHT** to testify and to present witnesses.
- **THE RIGHT** to have a record of the hearing kept, to obtain, at the student's or parents' own expense, copy of the record.
- **THE RIGHT** to appeal an adverse decision to court within a certain time period. If the student is under the age of 17, he or she must be provided an education, even if expelled from school. Parents have the duty to make reasonable efforts to find another educational placement for the student. If they cannot do so within 30 days, school authorities must be notified in writing. School authorities then have the duty to make arrangements to insure the student's education continues.

Use of Reasonable Force

Reasonable force may be used by teachers and school authorities under any of the following circumstances:

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

DISCIPLINE OFFENSES / INFRACTIONS

Fighting / Physical Aggression

Physical aggression will at all times be prohibited in all Catasauqua Area School District buildings, school vehicles and on school property. School authorities have the right to file a citation for summary offenses and a responsibility to notify Local Law Enforcement for criminal offenses when the nature of the physical aggression has the potential to result in a charge of; Assault (18 Pa.C.S. § Section 2701), Disorderly Conduct (18 Pa.C.S. § Section 5503), Harassment (18 Pa.C.S. § Section 2709), or other appropriate charge or charges with the local magistrate's office (Up to a \$300.00 fine), in addition to the imposed school consequences. All students, no matter what the circumstances, shall make every effort to avoid physical aggression. Verbal harassment is not an excuse to initiate physical contact. Instead, students should seek help from school faculty.

Assault

A student is guilty of assault when during the attack of one person on another an offender uses a weapon or displays it in a threatening manner, or the incident results in obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

Disorderly Conduct

A student is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she: 1) Engages in fighting or threatening, or in violent or tumultuous behavior; 2) Makes unreasonable noise; 3) Uses obscene language, or makes an obscene gesture; or 4) Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

Harassment

A student is guilty of harassment when, with the intent to harass, annoy or alarm another, the person:

- Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
- Follows the other person in or about a public place or places;
- Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose;
- Communicates to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
- Communicates repeatedly in an anonymous manner;
- Communicates repeatedly at extremely inconvenient hours.

Bullying / Cyber bullying

The Catasauqua Area School District Board of Education is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, Board policy #251 adopted, December 4, 2008, prohibits all forms of bullying by district students.

The Board encourages students who have been bullied, and students who have witnessed another student being bullied or have reason to believe that another student has been bullied, to promptly report such incidents to the building principal. All district employees who have witnessed a student being bullied or have reason to believe that a student has been bullied shall promptly report such incidents to the building principal. In the absence of the building principal, the reports shall be made to the assistant principal or other person in charge of the building, who shall then forward the reports to the principal as soon as possible and take any actions necessary in the meantime.

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

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

By law (SC § 1303.1-A), "Bullying" shall mean an intentional electronic, written, verbal or physical act, or series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting or outside the school setting; Is severe, persistent or pervasive; and
3. Has the effect of doing any of the following;
 - i) Substantially interfering with a student's education;
 - ii) Creating a threatening environment; or
 - iii) Substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include: Counseling within the school, parental conference, loss of school privileges, transfer to another school building, classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, counseling/therapy outside of school, referral to law enforcement officials.

Minor Altercation

A minor altercation is an incident which involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault (e.g., "Student A" strikes "Student B" resulting in little injury and the "Student B" does not retaliate.)

Verbal Altercation

A verbal altercation is an incident which involves one or several offenders who engage in verbal communication in which abusive, profane, obscene or threatening comments are made toward one or more than one.

Misconduct / Inappropriate Behavior

Student behavior which is wrongful, improper, or violates school rules with an intentional purpose or by obstinate indifference to the consequences of one's acts.

Profanity / Obscene Language or Gestures

Students are prohibited from using obscene language. Obscene language which is directed towards school employees and students is unacceptable and will result in disciplinary action. Students are prohibited from being defiant and/or disruptive which causes a concern for the well-being of the school employees and/or students. Such behavior is unacceptable and will result in disciplinary action. Students who use obscene language and are defiant/disruptive may be subject to charges of Disorderly Conduct (18 Pa.C.S. § Section 5503), or other appropriate charge or charges with the local magistrate's office (Up to a \$300.00 fine).

Insubordination

Disobedient or argumentative regarding reasonable requests from an adult in authority (administrators, teachers, and all staff: teaching assistants, bus drivers, food service workers, custodians, office workers, etc.)

Disrespect

Unjustifiable and knowing refusal to comply with reasonable school rules or with reasonable instructions of school authorities. This could include, but is not limited to, any act that intentionally disrupts the orderly conduct of a school function or any behavior that substantially disrupts the orderly learning environment. Socially unacceptable words or actions directed toward another individual(s) (to include mumbling remarks under a student's breath).

Cell Phone Violations

Students are prohibited, during the school day, from using or displaying cell phones, portable speakers, smart watches, or any other electronic communication device while on school property. Said devices should be kept in student's locker at all times during the school day. At the conclusion of the school day, 2:35 p.m., cell phones are permitted. Portable speakers are prohibited from being used on school grounds or buses. Portable speakers will follow the same consequences as cell phone violations. Additionally, headphones/earbuds or any such devices are prohibited from being used in the hallways, bathrooms, locker rooms, and during lunch. These devices need to be secured and may not be visible in the said areas. Students wearing headphones/earbuds within those areas will have them confiscated.

Students who violate this policy will be subject to the following disciplinary action:

- 1st Offense: 1 Extended After School Detention assignment, confiscation of the device, and cell phone returned to the parent/guardian.
- 2nd Offense: 1 Extended After School Detention, confiscation of the device, and cell phone returned to the parent/guardian.
- 3rd Offense: 1 day of OSS and parent conference before readmission to school; confiscation of the device, and cell phone returned to the parent/guardian.
- 4th & Subsequent Offenses: 3 days OSS and parent conference before readmission to school; confiscation of the device, and cell phone returned to the parent/guardian.
- Refusal to hand over a prohibited device when asked by staff will result in one to three days of out of school suspension for defiant insubordination.

Important: Parents or guardians will not be permitted to return the cell phone to their child during the school day.

Theft/Stealing

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property. Students caught stealing or attempting to steal will be subject to disciplinary action. Restitution for items stolen will be administrative discretion.

Unauthorized Video and Audio Recording

In an effort to protect both students and CASD employees and provide a safe environment for the exchange of thoughts and ideas:

The Catasauqua Area School District prohibits unauthorized videotaping/recording of any kind.

Any person found in violation of the above will receive the most severe consequence.

Video Surveillance

In order to keep the students of CHS safe and secure and to protect individuals and their property from harm the school and school buses have been equipped with video camera surveillance system.

Late to Class

Unless the student is in class by the time the bell rings, he/she is considered late to class. Students who are late to class without a valid pass will be subject to the following disciplinary action:

Occurrence	Consequence
1 st – 4 th	Teacher assigned AM/PM detention and/or alternate assignment and/or loss of classroom pass privileges. At least once during the first four occurrences, the classroom teacher will make contact with the parent/guardian by phone or email.
5 th – 10 th	Referral to administration. 3 hour Extended Detention. Parent Notification.
11 th & >	3 hour Extended Detention or OSS. Parent Conference.

Pass Privileges and Restroom Use

- Students will be issued lavatory and pass privileges at the discretion of the classroom teacher. Each teacher will monitor student use and deny a student restroom and/or pass privileges for 5 days for the first pass violation and 10 days for the second prior to referring the student to the assistant principal.
- Special/medical needs can be taken care of through the nurse's office, or if the nurse is not available through the office.
- Students who abuse the use of their lavatory and/or pass privileges may have those privileges revoked for a specified period of time and may be assigned detentions and/or suspensions.

Cheating/Plagiarism

Cheating and plagiarism will result in failure of the evaluation or paper/project of the person cheating and of the person voluntarily providing the information. A student who is found cheating on a test will receive a grade of "0" for that test and will not be permitted to retake the test. The first offense will result in the student being assigned an Extended After School Detention. Subsequent offenses will result in a minimum three day out of school suspension.

Cutting Class

A student will be considered in violation of a class cut once they have missed 20 minutes of the period. There are two types of class cuts: unsupervised and supervised.

Unsupervised includes: cutting class, lunch, study hall, assemblies and any other school sponsored activities during the school day.

Supervised class cuts result when the student is in the presence of a faculty or staff member, however, has manipulated the circumstances in order to do so. For example, spending the period in the nurse's office during a class in which you have a test, quiz or presentation in order to avoid the assignments. Getting a pass from a teacher, guidance or the athletic office with the intention of missing class.

Under both circumstances the student will be denied academic credit or make-up for any assignments completed, submitted or due for that period. The first offense is one Extended After School Detention, the second offense is two

Extended After School Detentions, the third is 1 to 3 days of OSS or AEP, subsequent offenses may result in 4 to 10 days of OSS or AEP, a citation for truancy or decision to terminate class credit.

Leaving the School Building/Grounds without Permission

Students may not leave school grounds for illness or any other reason without proper permission. The student will be denied academic credit or make-up for any assignments completed, submitted or due during periods missed. Violators will receive Out of School Suspension for leaving the campus without permission. Student driving privileges and early dismissal waivers may be suspended temporarily or permanently on the first offense. Referral to the District Justice for truancy or unlawful absence may also result.

Public Displays of Affection

Regardless of age, caring for others and showing affection are important parts of life. However, overt public displays of affection between two people that may cause discomfort or embarrassment to others are better expressed in private. Public displays of affection are not appropriate in a high school setting. While there is nothing wrong with a simple show of affection, deep kissing and close physical contact in a public school is not acceptable behavior. Violators are subject to disciplinary actions.

Vandalism / Destruction of School Property

Students should attempt to keep the campus; buildings and furnishings clean at all times. Students who are apprehended for defacing the building, grounds, or equipment or willfully destroying school property or the property of school district employees in any way shall be immediately suspended from school for a period of up to (10) days. At the end of the suspension period, the student, parents and/or guardians will receive a bill for all damages. The student may be required to clean up and/or help repair all damages caused by their action. In extreme cases or a repetitious offender, a request for a hearing before the school board for expulsion and/or referral to law enforcement authorities may be initiated.

Unauthorized Consumption

Eating candy, food and chewing gum, and drinking beverages within the school building is allowed only in the cafeteria. Students are prohibited from eating candy, food and chewing gum, as well as drinking beverages in the classroom or other areas of the school building.

Gang Activity

Gang activity is prohibited on or about school grounds, on school buses, or off school grounds at any school activity. Students are prohibited from engaging in gang activity. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts.

Students shall not engage in any gang activity on or about school grounds, on school buses, or off school grounds at any school activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or handshakes) showing membership or affiliation in a gang and;
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. Soliciting others for membership in any gangs
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person
 - c. Committing any other illegal act or other violation of School District policies
 - d. Inciting other students to act with physical violence upon any other person.

Hair Policy

Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some type(s) of restraining device should be considered.

Teachers dealing with moving machinery may request that a student either male or female tie back his/her hair if his/her hair is so long that it may create an obvious danger to the students' health and safety.

Dress Code Policy

The Catasauqua Area School District believes the manner in which a student dresses is one of many factors for establishing a learning environment conducive to student learning and behavior. Our objective is for students to develop an understanding of the importance of appropriate attire for school and the professional environment. The school has an obligation to establish proper standards for appropriate attire among students. Under State guidelines, schools have the right and responsibility to take action against improper dress which is a: disruption to the educational environment, health

or safety hazard, obviously and blatantly indecent, displays students in a socially unacceptable manner or is damaging to the school. Ultimately the school established standards for appropriate student attire and personal grooming are the responsibility of each student and his or her parents/guardians. We require compliance with the following expectations for student appropriate school attire.

Teachers may also request that a student not wear baggy clothing around moving machinery and laboratory setups for obvious reasons of health and safety. Students may be required to wear certain types of clothing while participating in wellness fitness classes, shops, laboratory classes, extracurricular activities, or other situations where special attire may be required to insure the health or safety of the student.

- Teachers dealing with the movement of heavy material or equipment may request that students wear leather footwear that covers the top of the foot for obvious reasons of health and safety of students.
- Students will wear safety glasses as per state regulations while in any shop/lab of the school district for obvious reasons of health and safety of students.
- Students will wear safety glasses while engaged in any classroom activity deemed hazardous by the teacher in charge. Such classes shall include but not limited to chemistry, physics, biology, general science, shop or tech-ed, art classes, and other classes as the need arises.

Consequences for Dress Code Policy Violations

1st Offense and Subsequent Offenses: Student will not be admitted to class until a parent or guardian has reported to the high school and has provided their child with clothing that meets the established policy.

2nd Offense: 1st Offense consequence plus 1 after school detention.

3rd Offense: 1st Offense consequence plus 2 after school detentions.

4th Offense: 1st Offense consequence plus 1 Extended After School Detention from 2:40 to 5:40pm.

5th & Subsequent Offenses: 1st Offense consequence plus 1 day of out of school suspension.

BOTTOMS	
YES	NO
<ul style="list-style-type: none"> • Jeans, Khakis, Capris, Athletic Pants, Sweat Pants. • Shorts, Dresses or Skirts. (Length must come to the top of the knee). • All Pants, Capris, Shorts, and Skirts must be worn on or just below the natural waist line. • No undergarments, shorts or bare skin may be exposed or visible. • Athletic style shorts may be worn during Wellness Fitness class. 	<ul style="list-style-type: none"> • Any tight fitting clothing, that although may cover the skin, draws attention to certain parts of the body. (Unless worn under shorts, dresses or skirts of the appropriate length), • Shorts, Dresses or Skirts above the knee. • Sagging Pants (exposes underwear, shorts or bare skin). • Pajamas/Sleepwear • Any: Holes, Cuts, Rips, Tears, or any of the said located above the knee. No skin should be shown above the knee. • Clothing with Studs or Gaudy Accessories.
TOPS	
YES	NO
<ul style="list-style-type: none"> • Long/Short Sleeve Crewneck • Long /Short Sleeve V-Neck (A crewneck T-Shirt is required if the V-Neck shirt exposes cleavage). • Long or Short Sleeve Polo Style or Button Down with all but the top button fastened. (A crewneck t-shirt is required if you choose to have more than one button unfastened). • Long or Short Sleeve Sweater. • Long or Short Sleeve Sweatshirt. • Hooded Sweatshirts (hood must remain down) Important Note: Upon the 3rd student violation for having the hood up on the head that student will no longer be permitted to wear a hooded sweatshirt for the duration of the school year. • Athletic style tops may be worn during Wellness Fitness class. 	<ul style="list-style-type: none"> • Necklines lower than a straight line from the top of the underarm across to the opposite underarm. (Unless a t-shirt is worn underneath). <i>No exposure of the breast or cleavage area is permitted.</i> • Shirts that do not extend past the top of the pants. (If you raise your arms to shoulder level and the stomach area shows, the top is unacceptable). • Sleeveless, Halter, Strapless, Sheer, Mesh, Spaghetti Straps, Modified Sleeve Shirts, Cold Shoulder Tops, and Tank Tops of the Tailored or Cut Off Variety. (All tops must cover the entire shoulder area) • Winter Jackets, Heavy Material Coats, Gloves or Hats. (When worn to school these items must be put in the students' locker upon arrival). • Pajama's/Sleepwear • Clothing that advertises: Alcohol, Drugs, Obscene, Immoral, and/or Sexually Suggestive Messages.
FOOTWEAR	
YES	NO
<ul style="list-style-type: none"> • Sneakers, Shoes, Clogs, Sandals 	<ul style="list-style-type: none"> • Bare feet, Bedroom Slippers, Cleats
HEAD / Accessories	
YES	NO
<ul style="list-style-type: none"> • Pony tail holders, Headbands (that pull hair away from the face). 	<ul style="list-style-type: none"> • Sweatbands, Bandanas, Hats, Hoods, or other Head Coverings not dictated by religious beliefs or directed by a doctor for medical purposes. • Wrist/ankle/neck bands with spikes, heavy or thick neck chains, waist or wallet chains, accessories with inappropriate messages. • Headphones/earbuds or any such devices are prohibited from being used or visible in the hallways, bathrooms, locker rooms, and the cafeteria.

Freedom of Expression

1. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourage unlawful activity, or interferes with another individual's rights. (Assemblies, group meetings and announcements to be held or to take place during school hours or on school property must have proper clearance through the school authorities.)
2. Students who are authorized to use school communications facilities shall do so in accordance with regulations as determined by the building principal.
 - a. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
3. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
 - a. All materials to be posted must have the name of the student or students group, including the name of at least one person of the group that can be contacted immediately.
 - b. All material to be posted must be signed by the proper school authority, namely the principal or his designated official.
5. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
6. Bulletin boards shall conform with the following:
 - a. School authorities may restrict the use of certain bulletin boards.
 - b. Bulletin board space shall be provided for the use of students and student organizations.
 - c. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
7. School newspapers and publications shall conform with the following:
 - a. Students have a right and are free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs d and e.
 - b. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material, and edit other material that would cause a substantial disruption or interference with the educational process.
 - c. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - d. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted.
 - e. Students who are not members of the newspaper staff shall have access to its pages. Students that are not staff members of newspapers or other publication have the right to turn in material to sponsors, advisors, or other school authorities. This does not guarantee the publication of any material.
8. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in section #1 above.
9. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school. Any material to be handed out or distributed must be cleared through the proper authority of that school. Material must be turned in for approval at least three (3) school days prior to anticipated distribution. The material must bear the name of the sponsoring organization and at least one individual that can be contacted immediately. Students will not be permitted to miss any classes to distribute materials. Persons given permission to distribute material in a school building or on school grounds will be accorded the same protection accorded any student in the Catasauqua Area School District.
 - a. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students. The School Board authorizes the Superintendent to set forth requirements for distribution of materials in the various schools. This shall include time of distribution and place of distribution. Any printed matter or petitions to be circulated or distributed in any school of the Catasauqua Area school district must bear the name of the sponsoring organization and the name, address, and phone number of one individual that can be contacted concerning the authenticity of the material.
 - b. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

10. School officials should adopt and publish guidelines for student use of school facilities and equipment. Student organizations or groups fall under the Class A Section of the adopted school policy concerning the use of facilities.
11. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
 - a. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
 - b. The students themselves have sole responsibility for any statements published.
 - c. Approval procedures must be followed prior to distribution or display of materials on school property.

Flag Salute and Pledge of Allegiance

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

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation will not cause a distraction to classmates who do wish to participate and will respectfully stand and remain silent while the pledge is spoken.

Student Lockers

Each student will be assigned a locker. Lockers are to be used for storage of coats, hats, and school and personal items. School lockers are the property of the school district and as such are subject to search by school officials. The use of school lockers by students is a privilege and not a right.

The reasonable expectation of privacy which students enjoy does not extend to student school lockers. Built in combination locks are provided with each locker, and no personal locks are permitted on any locker without obtaining permission from the office. Each student must develop a sense of responsibility toward the property of others. No student shall enter any locker except the one to which he/she is assigned. Do not give your combination to anyone, and do not share lockers with friends. The student assigned to the locker is responsible for anything in his/her locker. Each student shall keep his/her locker neat and clean.

Students shall report immediately to the main office, the loss of any item from their locker. The school is not responsible for the loss or theft of items which are placed in lockers. Students should not bring large amounts of money or valuables to school. If a student brings large amounts of money or a valuable item to school for a school activity or school project, it should be deposited at the main office in the morning and picked up when needed for class or at dismissal time.

Students are permitted to go to lockers before school, between classes, before and after their lunch period and after dismissal. All lockers are to be kept locked at all times.

All students are provided with locks to secure their gym locker during physical education class. Gym lockers follow the same policy as hall lockers.

Backpacks and Purses

Backpacks are allowed at Catasauqua High School. They can be used for transporting text books, P.E. clothes, and iPads. Backpacks should not be used for storing a cell phone. Cell phones should be turned off and placed in an assigned locker. All backpacks must be free from enhancements or writing that advertise, glorify, or support offensive, lewd, vulgar, obscene or profane language, images or gestures, gangs, illegal activities, tobacco, sex, alcohol, illegal drugs, or violence. Tote bags, oversized purses, duffel bags, and other bags are not permitted throughout the school day. Catasauqua Area School District assumes no liability for the theft, loss, or damage of personal property kept in a student's backpack.

Identification Cards

Student ID cards will be issued to all students at the beginning of the school year and are to be carried at all times while in school. Upon teacher request, they must be shown for proper identification. Failure to do this is a serious act of insubordination. ID cards will provide identification for closed school functions. Lost or damaged cards may be replaced at the student's cost. Attempts to transfer or use another's card are prohibited. ID cards may be used for identification purposes to be admitted to an SAT Test. ID cards will also function as the student's library card.

Textbooks and Equipment

Textbooks are the property of Catasauqua High School. The student is totally responsible for the same numbered book which was issued to him/her and must pay for its loss or damage. A lost book is to be reported to the teacher, so a replacement can be issued immediately. No student will be allowed to participate in commencement practice until all obligations are met. Students with outstanding obligations will not be permitted to participate in any school activity or sport until their obligation is settled. No diplomas will be granted and all other high school records will be withheld for those who do not make complete settlement. The same rule applies to all other school property including band equipment, library books, athletic equipment, etc.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, lost calculators or classroom materials, lost or unreturned sports equipment, damage to property, etc. Please be aware that failure to account for financial obligations will result in your child being unable to participate in athletic or extracurricular activities, school related functions (dances, prom), denied access to PowerParent, a printout of your child's progress report and report card. All obligations can be handled by contacting the Catasauqua High School Main Office.

Head Injuries/Concussions

After the school has received an official diagnosis of a concussion, the school nurse, counselor or administrator will provide the concussion protocol information to the parent/guardian of the injured student. The school counselor or administrator will also contact the student's teachers notifying them of the injury.

The following items must be obtained from the parent/guardian:

- Written doctor's documentation with a diagnosis and completed physician's checklist
- Consent to share information with the treating doctor if education accommodations are being requested
- Head Injury Accommodation Waiver

If no physician orders are received and the Head Injury Accommodation Waiver was not obtained the initial accommodations will end after 14 calendar days. Once the physician orders are received, the school counselor will communicate additional accommodations to the student's teachers. Catasauqua High School will honor the physician recommended accommodations for up to 45 calendar days from the receiving of the documentation. At the end of the 45 calendar days CHS will need the physician to review the Head Injury Accommodation Waiver and submit documentation the student's accommodations need to continue beyond a period of 45 days.

Transportation/Bus Rules and Regulations

The CASD bus drivers have been assigned the responsibility of ensuring the safe transportation of our students. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips. In an effort to assist and support the bus driver, students, coaches and chaperones must:

1. Ride only on assigned bus.
2. Remain in their seats until destination has been reached and the bus is stopped.
3. Sit in assigned seats, if the driver finds such procedure necessary.
4. Face forward at all times while bus is in motion.
5. Avoid all unnecessary conversation with the driver.
6. Talk only in low conversational voice with seat partner; loud talking or calling to persons in other portions of the bus is absolutely forbidden.
7. Use civil language at all times—obscene and vulgar language is absolutely forbidden.
8. Refrain from the use of tobacco products on the bus.
9. Keep the bus clean and free from litter at all times.
10. Refrain from marring the bus in any way. Any person willfully damaging a bus will be held responsible for the vandalism.
11. Keep hands, head, and feet inside the bus at all times.
12. Leave the bus only at their assigned stop.
13. Obey and respect the orders of the bus driver.
14. Respect the rights and property of other bus students.
15. Eating or drinking of beverages on the bus is generally prohibited, but on longer trips, may be allowed with the permission of the bus driver.
16. Not throw any object from the bus.

Infractions involving school bus regulations may lead to removal of bus transportation privileges and disciplinary action by school administration.

Transportation/Bus Accidents Parent Notice

The purpose of this notice is to inform you of insurance regulations and procedures in the event that your child or children are involved in a school bus accident. In the Commonwealth of Pennsylvania insurance regulations are established under no-fault provisions. Therefore, in the event of an accident you will be required to contact your individual automobile insurance agent or carrier and submit a claim. This will include accidents in which the school bus and another vehicle are involved, or just the school bus itself is involved. There are no options to file a claim directly with the Catasauqua Area School District. Your insurance agent or carrier is required to file a claim against the correct individuals on the basis of the claim which you submit. If you have questions concerning the no-fault provisions of the law as it pertains to school bus accidents, please contact your insurance carrier.

Study Hall Procedures

Study halls are to be utilized by students for academic reasons and are an integral part of our educational process. Talking, sleeping, listening to or utilizing electronic devices is prohibited. Students should do homework, class assignments and any other work that is related to their classes. Students who violate study hall rules will be subject to disciplinary action.

The following regulations apply to all study halls:

1. Students who wish to go to the guidance office must have a pass from the guidance office indicating the date and time of appointment. These appointments must be secured PRIOR to the student's study hall period. The student must report to their designated study hall for attendance purposes prior to utilizing their pre-signed pass.
2. In order for a student to report to a teacher's classroom, the student must have a pre-signed pass from the expecting teacher. If the student does not have a pre-signed pass they will not be permitted to leave study hall. The student must report to their designated study hall for attendance purposes prior to utilizing their pre-signed pass.
3. Students are permitted to utilize the library during study hall periods on an as needed basis. The study hall teacher has the prerogative to determine which and how many students will be permitted to use the library during study hall.
4. Study hall students requesting to go to the lavatory will be excused *no more than two at a time*, one male, and one female.
5. Study hall periods provide valuable time for students to do assignments without interruptions. Each student will be assigned a seat and is expected to report to study hall with work to complete and to work quietly.

Cafeteria Procedures

1. Lunch will be served during periods 5L, 7L, and 9L, and have a time duration of 30 minutes.
2. Students are to report to the cafeteria at the beginning of their scheduled lunch period.
3. Students will line up inside the cafeteria in single file for the food service lines for all lunch periods.
4. Students observed "cutting the line" will be sent immediately to the rear of the line. Under no circumstances will any student or group of students be given preferential treatment in this regard unless an emergency situation exists and it is permitted by the building administration.
5. Each student is issued a "Pin Number" allowing them to access their account. Pre-payments can be placed on the computerized cash register. Students should not share their pin number or enter the pin number of another student.
6. During lunch, quiet conversation will be permitted. Boisterousness, loudness or throwing things will not be tolerated and appropriate disciplinary action will be taken.
7. Students will not be excused from the cafeteria in mass. The permission for an excuse from the cafeteria shall be at the discretion of a staff member in charge.
8. The staff member in charge will insure that dismissal at the correct time is made only after papers and refuse have been removed from the floor and placed in the proper receptacles.
9. Students returning to class from the cafeteria are expected to be on time to class.
10. Students are *not* allowed to deliver lunches to the teachers, *nor* have food delivered to the school.
11. Students are not allowed to bring glass bottles into the school building before, during, or after school hours.
12. In all matters regarding the conduct during the cafeteria lunch hours, the assistant principal may be consulted. Specific seating may be assigned to all students, and students may be assigned to SAC lunch.

Assembly Etiquette

Assembly is an important part of our school life. Our assemblies provide entertainment, guidance instruction, and an opportunity to develop poise and confidence through participation in programs. There will be no regularly scheduled assembly periods. Students and teachers are assigned sections in the auditorium for assemblies. Enter in a quiet and orderly manner and keep conversation to a minimum. Immediate attention must be given to the person(s) in charge.

Assembly is a place for students to practice courtesy. Hand clapping is a way of showing appreciation. Crude forms of noisemaking, such as whistling or shouting will not be tolerated. Students should conduct themselves in such a manner so that they cast a positive reflection on their own reputations and that of the school.

All students must attend assemblies unless excused by the principal or assistant principal. Upon being called to an assembly program via the intercom, the students should proceed to the auditorium/gymnasium directly without stopping at their lockers or the lavatory. Upon entering the auditorium, the students should proceed to their designated homeroom area. They will be assisted by faculty monitors.

Dances Sponsored by the School

Dances, including the Winter Formal and the Junior/Senior Prom are held as social activities for high school students and should therefore, be reserved for high school aged students attending Catasauqua High School. With permission, guests may also attend these events. However, guests twenty-one (21) years of age or older, may not attend any school-sponsored dances including the Winter Formal and the Junior/Senior Prom. The presence of persons of this age may increase the risk of alcohol use and is not, in our view, socially appropriate.

Regulations pertaining to the conduct of school dances are the same as the regulations of any school activity with the following additions:

1. Students absent from school may not attend a dance scheduled on the same day of their absence unless permission is granted by the principal, assistant principal, or designee.
2. At all times, there must be adequate lighting during the course of the dance.
3. There must be an adequate number of chaperones, two of which must be faculty members and at least two parents.
4. Catasauqua High School dances are open to Catasauqua High School students and their guests who are **under the age of 21**. Prior to the dance, students who plan to bring a guest, must complete a "Guest Pass" form. The form must be approved by administration.
5. Organizations which sponsor dances must clean the area of all decorations and materials before leaving the building or they will be charged for school employees to do the cleaning.
6. For all school sponsored dances (on or off the school premises), once students and guests have entered the building for the dance, they may not be allowed to leave and return.
7. No student or guest will be permitted to enter a dance after one-half of the time has elapsed. For example, a dance scheduled from 8:00 p.m. to 11:00 p.m. will close its doors at 9:30 p.m.
8. Students attending the dance are not permitted to wander around the building.
9. Dances are usually scheduled from 8:00 to 11:00 p.m. Exceptions to these times are made for the Junior/Senior Prom.
10. Dances will not be scheduled during week nights when school will be in session on the following day.
11. Any exceptions to the above rules must receive administrative approval.

School Sponsored Field Trips

Trips are designed to enrich student understanding of their culture. Students may decline to attend a trip if it involves an expenditure of money on the student's part or if parents object to their attendance. If you decline, you will report to school and report to the office at class time. Written permission slips by parents or guardian must be submitted by the student to the teacher in charge prior to the trip date. Restricted students are those who are forbidden to attend a trip either because of previous poor behavior on such trips or because of current academic or discipline problems. Students who attend such trips despite such notice will be subject to severe discipline. Student absences from class due to attendance on such trips are excused. However, the student is responsible to makeup all missed work from their classes.

All Catasauqua Area School District students who are going to participate in any type of school sponsored trip must sign a trip permission/consent form to allow a search of the personal belongings they are taking on the trip. The parent/guardian of all Catasauqua Area School District students who are going to participate in any type of school sponsored trip must also sign a trip permission/consent form to allow a search of the personal belongings their child is taking on the trip. In the spirit of protection of our students in accordance with state regulations and school district policy #139, all volunteers are required to submit two clearances, namely a Pennsylvania State Criminal History Record Report and a Pennsylvania Department of Public Welfare Report. While each of these clearances does require a \$10.00 fee, the Catasauqua Area School District will reimburse your costs upon submittal of the clearances to the district office. A packet containing all necessary forms and information can be picked up in the high school's main office.

Volunteer Clearance Guidelines

- In accordance with Policy #139, Volunteer Clearances, all persons volunteering to assist any School District curricular or extracurricular program is required to obtain and submit two clearances to the School District Administration. Reimbursement of the costs associated with the application for these clearances will be provided by the Catasauqua Area School District.
- Clearances remain active as long as the individual volunteers at least once within each 1 year period, designated by the original clearance date.
- Each school building shall develop a list of chaperones/volunteers on a yearly basis.
- All field trips or events shall include **identified chaperones** that are responsible for the supervision of children. All of these individuals will be required to have valid clearances.
- Guest Presenters who have no direct supervision of children and are not alone with children are not required to have valid clearances.
- The District "Request for a Field Trip" form shall be submitted for all field trips and include a list of all chaperones.
- "Volunteer Clearance" informational packets will be available in all school buildings and the District Office.
- The costs associated with each of the two clearances (ACT 34/ACT151) will be reimbursed to the individual by the Catasauqua Area School District upon completion and submission of the reimbursement form.

School Building Hours

Students are not allowed in the school building until 7:36AM. Exceptions to this are students who will be using the library, meeting with a teacher or have prior written administrative permission to enter the building early, or needing to enter early due to inclement weather. Students are required to immediately exit the building after school. Only students involved in after school activities/functions, utilizing the library or meeting with a teacher are allowed in the building beyond the normal school day. Students are prohibited from loitering before, during and after school. Students are required to be in their designated areas before, during and after school. Students who loiter will be subject to disciplinary action.

Visitation Policy

A visit by a friend or relative of a CHS student (other than a parent/guardian) or a student from another school is not permitted.

Senior Waivers: Late Arrival & Early Dismissal

Permission to waive part of the 7-hour student school day is a *privilege*, not a right. The privilege of a student waiver will be considered for *seniors only* and must have the written permission of building administration and a parent/guardian. No underclassmen applications will be considered. The waiver is considered for those seniors who seek involvement in approved work-study, part-time "Early-Bird" college experiences, work release (at-will employment), and other special early release as determined appropriate by the building administration.

All seniors who wish to be considered for a waiver approval that requires reducing the standard 7-hour student day must submit their application, on the approved form to the building administration. The application for early dismissal/late arrival is available in the main office.

The senior waiver could be suspended, revoked, or denied at administration discretion. Some reasons would include, but would not be limited to: continued behavioral violations, a violation of a Level 3 Offense, attendance issues, or if a student owes an obligation.

Permission to Drive to School & Park on School Property

Permission to drive to school and park on school property is a *privilege*, not a right. The privilege of student driving will be extended on a first come basis to all Seniors then Juniors. Sophomores involved in an approved work-study program or extracurricular/athletic activity (in season) will have the opportunity to apply after the senior and junior applications have been processed, depending on the availability of parking spaces, as determined by the building administration. Applications for permission to drive to school and park on school property are available in the main office.

Parking Permits

All students are required to register their motor vehicle with the main office within the first two weeks of school. Students are prohibited from parking in handicapped parking zones and in the faculty parking lot. Students must park their vehicle in the student parking lot. Students who violate the parking regulations will be subject to disciplinary action including loss of parking privileges. For all students parking their vehicles on school property, other than visitors on school business, the following disciplinary actions will be assigned if a parking sticker is not adhered to the vehicle:

- 1st violation – Administrative Warning
- 2nd violation – 1 Hour After School Detention
- 3rd violation – 1 Extended After School Detention
- 4th and Subsequent – Vehicle is towed at the owner's expense, 1 Extended After School Detention and loss of parking and driving privileges.

Important Note: Students who park on campus should be aware that the administration has the right to search any vehicle without the permission or presence of the owner if reasonable suspicion exists that there may be contraband or dangerous materials in the vehicle.

The school considers the granting of a waiver, driving and parking privileges to be a major responsibility provided to a student. Therefore, all rules are expected to be obeyed and will be strictly enforced for the benefit of all concerned. Failure to maintain passing grades, chronic violations of school rules, or outstanding financial obligations will result in the suspension of one or all of these privileges for a marking-period, semester or remainder of the school year.

Student parking permits could be suspended, revoked, or denied at administration discretion. Some reasons would include, but would not be limited to: continued behavioral violations, a violation of a Level 3 Offense, attendance issues, or if a student owes an obligation.

STUDENT COMPUTER ACCEPTABLE USE POLICY **Responsibilities and Privileges**

A. Purpose and Goals of District Provision of Internet Access

The Catasauqua Area School District (CASD) will provide access to the district network and Internet for students with their parent's or guardian's consent to locate material to meet their educational and personal information needs. School library media specialists and teachers will work together to help students develop the critical thinking skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the school district's strategic plan and standards.

CASD will also provide access to the district network and Internet for employees in order to fulfill the requirements of their position(s) as well as an information resource.

Access to the district network and Internet through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities.

B. Inappropriate Materials Warning

Due to the nature of the Internet as a global network connecting millions of computers around the world, inappropriate materials, including pornography and obscenity, may be accessed through the Internet connected district network. While appropriate technological filtering mechanisms have been put in place to control access to content classified as obscene, pornographic or harmful to minors, CASD cannot completely block access to these resources because of the nature of the technology that allows the Internet to operate. Accessing these and similar types of resources through the school district network or transmitting such resources to school district networks from another site will be considered an unacceptable use of school district resources and will result in suspension of network, Internet, and computer privileges and other disciplinary action as outlined in appropriate district policies, included in building handbooks and on the CASD website, up to and including suspension and expulsion of students and termination of employees.

C. Education

The school district will ensure that all grade levels will receive age appropriate instruction on matters of safe Internet conduct, including cyber-bullying awareness and response and proper interacting on social networking sites and chat rooms. The school district will further inform all users regarding their individual responsibility to refrain from engaging in unacceptable uses of the network and as to the consequences of their actions if they do so.

D. Monitoring

In an effort to maintain a safe computing environment, district staff will monitor the online activities of students to the extent feasible. Such monitoring may include both direct examination of computers by teachers and other employees as well as remote technological monitoring tools. District staff may also monitor the online activities of employees through direct and remote means.

E. Technology Protection Measures

District Administration shall implement and maintain a technology protection measure that blocks or filters Internet access from any school computer or the school district network to protect against access to visual depictions that are obscene, child pornography, or harmful to minors, and any other inappropriate matter or materials harmful to minors. Adult employees shall be afforded a means to access appropriate Internet sites which are otherwise blocked or filtered by the technology protection measure, upon request to the Technology Department. Instructional employees and District administrators are authorized to permit student users to view appropriate Internet sites which are otherwise blocked or filtered by the technology protection measure, upon request to the Technology Department, so long as the employee or administrator personally and directly monitors the student's use of otherwise blocked or filtered sites to protect against access to visual depictions that are obscene, child pornography, or harmful to minors, and so long as the employee or administrator insures that the blocking/filtering technology protection measure is reactivated before the end of the direct monitoring.

F. Definitions

When used in this policy—

1. the term "user" includes both students and employees who are provided access to the district network and Internet through school resources;
2. the term "obscene" shall have the same meaning as defined for that term in 18 U.S.C. § 1460;
3. the term "child pornography" shall have the same meaning as defined for that term in 18 U.S.C. § 2256;
4. the terms "sexual act" and "sexual contact" shall have the same meanings as defined for such terms in 18 U.S.C. §2246;
5. the term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—
 - a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Authority

The Catasauqua Area School District reserves the right to determine which computer and network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the network, to log Internet use by users, review e-mail, and to monitor file server space utilization by users, and the information contained therein shall remain the property of the District and may be used as the District sees fit, including serving as the basis for disciplinary action and referral to outside authorities. Users acknowledge NO expectation of privacy in their use of the district network and computers. The school district reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when violations of this and any other applicable district policies, including those governing network use, e-mail, copyright, security, and vandalism of district resources and equipment occurs. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages a user suffers. This includes, without limitation, loss of, damage to, or unavailability of data or other information, whether caused by the District's own negligence, a user's errors or omissions, or otherwise. Use of any information obtained via the Internet or the District network is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet's services. E-mail may only be made available to students or other minors if the District provides for the safety and security of minors when using e-mail, such as by the use of the Gaggle system to filter potentially inappropriate e-mails to or from student accounts and to notify District administrators of such filtered e-mails. The District will not be held liable for the receipt and/or transmission of inappropriate content.

Procedures

Network accounts may be used only by the authorized user of the account for its authorized purpose. Accounts will be made available according to a schedule developed by appropriate district authorities given the capability of district hardware. Accounts will be given out to only those individuals who meet the following requirements, and individuals without a network account (e.g., certain elementary school students) may be given access to school computers, the district network, or the Internet only if such persons meet the following requirements:

1. Have read the District Acceptable Computer Use/Internet Safety Policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority. Student users must also have their parent or guardian sign this signature page indicating the parent or guardian's agreement with the policy and their consent to allow the student to access and use the network.
2. Have participated in a district orientation which will include but not be limited to network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.

Prohibitions

The use of the District Network, Internet, or any school computers for illegal, inappropriate, unacceptable, or unethical purposes is prohibited. The activities listed below are strictly prohibited by all users of the district network and school computers. The Catasauqua Area School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time school district resources are accessed in any way, whether in school or at another location, and whether connected directly to the school district network or computers or indirectly through another Internet service provider.

- Allowing another person to use an assigned account or password.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to participate in inappropriate and/or objectionable news groups.
- Use of the network to transmit hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
- Use of the network to order or purchase in the name of the school district or in the name of any individual any type of merchandise or service, unless expressly authorized to do so as part of the user's employment duties. All costs to the district or any individual incurred because of this type of violation will be the responsibility of the user.
- Use of the network to subscribe to any fee-based on-line/Internet service, unless expressly authorized to do so as part of the user's employment duties. All costs to the district or any individual incurred because of this type of violation or any other unauthorized charges or fees resulting from access to the network or the Internet will be the responsibility of the user.
- Use of the network or school computers which results in any copyright violation.

- The unauthorized installation, distribution, reproduction or use of software on district computers or servers. Software may only be installed on district servers by the Technology Department. Software may only be installed on district computers when expressly authorized by the Technology Department.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users, or to misrepresent other users on the network.
- Use of school technology or the network for fraudulent copying, communications, or modification of materials in violation of local, state, or federal laws.
- Destruction, modification, abuse, or unauthorized access to district computer hardware, software, or files including: loading, downloading, or use of unauthorized games, programs, files or other electronic media. Destruction of district computer hardware or software.
- Use of the network to participate in unauthorized Internet Relay chats or web based chat rooms (on-line real-time conversations).
- Use of the network to facilitate unauthorized access, including all forms of “hacking”, or any other illegal or unlawful activity.
- Use of the network for the unauthorized disclosure, use, or dissemination of personal identification information or other personal or confidential information of others.
- Use of the network by any employee for instant messaging unless expressly authorized as part of the user’s employment duties.
- Use of the network by any student for instant messaging unless such use is either (1) expressly authorized by an administrator and directly monitored by an administrator or instructional employee, or (2) provided for under a student’s Individualized Education Program or Rehabilitation Act Section 504 Plan and directly or indirectly monitored by an instructional employee. The term “indirect monitoring” includes intermittent direct monitoring coupled with periodic review of usage logs to insure appropriate usage.
- Use of the network by a student for accessing non-school e-mail accounts.
- Use of the network for commercial or for-profit purposes.
- Use of equipment in any manner that would disrupt network use by others.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Use of the network to access or process pornographic or similar material.
- Use of the network by a minor to access visual depictions that are obscene, child pornography, or harmful to minors.
- Use of the network by an adult to access visual depictions that are obscene, child pornography, or harmful to minors unless necessary as part of the user’s employment duties and no minors have access to the room in which the visual depictions are viewed.
- Use of a computer that has been logged in under another user’s name, except where expressly authorized by the Technology Department for young students without network accounts, or other use of the network account or password of another user.

Connection of personal electronic devices to the district data network is strictly prohibited, unless explicit authorization has been granted.

Consequences for Abuse of Responsibilities and Privileges

Any user of the network, who violates the prohibitions listed in Section IV of this policy, engages in any other act determined to be an unacceptable use of the network by school authorities, or violates any other district policy governing use of school resources or copyright law, will have his or her user privileges revoked and may face other disciplinary procedures, up to and including suspension and expulsion of students and termination of employees. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

EXTRACURRICULAR ACTIVITIES

Class and Student Council Officers

All officers (except for the incoming 9th grade) are elected in the spring. Ninth Grade officers are elected at the beginning of the school year. Students interested in being a candidate for an office must sign up with their advisor and submit a petition signed by 25 fellow classmates and two teacher written references. Eligible students’ names will be placed on a paper ballot for all grade level students to vote on in homeroom. All officers must maintain at least a 77 (C) average at the end of each marking period to remain in office. Failure to maintain this average will cause removal from office and a new election for the position within 2 weeks of the report cards being issued.

Each Class has the following officers: President, Vice-President, Secretary, Treasurer and Historian.

Student Council and Class Officer elections will take place in September of the 2017-2018 School year. The Student Council has the following officers: President, Vice-President, Secretary, Treasurer and Student Representative to the Board of Education.

Student Council

Student Council is open to students in grades 9 through 12. One representative per homeroom is appointed to keep the homeroom up-to-date on all Council activities. The requirements for membership are a passing scholastic average, good school conduct, and active participation in committee work. Student Council is responsible for initiation and completion of functions and projects that are beneficial to the student body, faculty, administration, and the community. This is accomplished mainly through committee work. Each Student Council member is required to join a committee and attend all committee meetings after school and general meetings which are held either during or after school.

Activities Committee - Plans social and money-making events.

Community Interest Committee - concerned with involving students in community activities.

Policy Committee - Evaluates and makes recommendations on school policies.

Communications Committee - Responsible for improving student-faculty relations, publicizing Student Council events, and publishing a newsletter.

Activities and Clubs

Band

The Band Program at Catasauqua High School is multi-faceted. The fall season involves Marching Band. The Marching Band prepares a field show that is performed at the football games and marching band competitions/cavalcades. During the fall season the band usually practices twice per week (6 hours total). The marching season ends Thanksgiving Day if no special festival trips are planned. At the beginning of school, the Concert Band begins to prepare for a Christmas Concert and a Spring Concert. The Concert Band rehearses during the school day. The performing groups are open to any instrumentalist or anyone interested in playing an instrument. The percussion section is always in need of players. Lehigh County Band is an extra activity open to select players and is made up of players from all the schools in Lehigh County. Also District, Regional, and State Bands are possibilities for top musicians who audition and are selected.

Bandfront

The Catasauqua High School Bandfront performs as a part of the Catasauqua Rough Rider Marching Unit. The front is made up of three main squads: Flags, rifles, and majorettes. Student captains are selected for each squad. No special skills are required, but all participants must learn how to use a piece of equipment and march. The Bandfront rehearses the same amount of time that the band rehearses during the fall. In the spring the Bandfront begins light rehearsals after school, and any new members are prepared for the selection process that takes place before the end of the school year for the following fall.

Chorus

Chorus is open to all students who wish to participate. Voice selection is done by audition. The chorus meets 2 periods per week on school time. Anyone not able to schedule may participate by coming to 2 rehearsals per week before or after school. Choral activities include performance in Winter and Spring Concerts. Select members also participate in Lehigh County Chorus that is made up of members from all schools in Lehigh County. Other activities include participation in District, Regional, and State Chorus for those who audition and are selected.

Debate

The Debate Club meets from September through March as a member of the Lehigh Valley Interscholastic Debate Association. Any member of the student body who has the desire for public speaking is invited to join the club. A debate consists of a constructive argument supported by research and evidence. Each team consists of two to four people filling the roles of first speaker, second speaker, cross examiner and rebuttalist. The number of teams entered for competition depends on the size of the club. Recently, four teams have been entered in competition.

The schedule for the year consists of four tournaments, two before Christmas on one topic and two after Christmas on another topic. The tournaments are held at local high schools, and the debates take place in front of classes at the host school with teachers acting as judges. Following the four tournaments, each school chooses its best team to participate in a semifinal tournament, leading to the final debate that is held in conjunction with a dinner that all debaters are invited to attend in early March. Club members prepare for debates by researching the topic and preparing a speech. Points are awarded at the tournament to determine a winner and participants can earn awards that include certificates, letters, club pins and trophies.

Drama Club

The club is open to all students grades 9-12 who wish to participate. Students may participate in improvisational acting classes in the fall and are encouraged to join in backstage and technical areas of the theater. There is usually a fall/spring

production, and a major musical in the spring. Field trips to Bucks County Playhouse and other local theaters are often scheduled.

National Honor Society

National Honor Society is a branch of the national organization that recognizes students for their accomplishments in the areas of scholarship, character, leadership and service. Membership in the National Honor Society is both an honor and a responsibility. Honor society students live up to their motto, "Much is expected from those to whom much has been given." They give volunteer service to others in the school and community at large. An induction ceremony for new members, parent and friends is held every year.

Membership is open to qualified juniors and seniors. Only those students who have attended CHS the equivalent of one semester may be considered for membership. While the academic criterion is important and considered first, membership is not considered on the basis of grades alone. To be invited for membership consideration in the National Honor Society, a student must have a cumulative grade point average (GPA) of 90.0 or above and be carrying a minimum of six academic courses. The NHS advisor will notify eligible students at the beginning of each semester. Those students interested in membership should request a Student Activity Information Form from the advisor and provide two letters of recommendation to define the candidate's leadership, service and character. Specifics regarding the criteria for leadership, service and character will accompany the Student Activity Information Form. All information collected by the NHS advisor will be reviewed by the Faculty Council appointed by the high school principal. Acceptance of each candidate will be by a majority vote of the Faculty Council.

Once inducted, all members are to maintain the standards by which they were selected. Members are expected to attend meetings and complete a minimum of 36 service hours per academic year, with a minimum of 18 hours verified by the end of each semester. If a member falls below the 90.0 GPA or does not serve the required number of service hours, a warning letter will be sent and the member placed on probationary status. If the deficit in grades or service is not corrected by the end of the next marking period, the member will be removed from the Society. During the senior year, if the 36 service hours are not verified before June 1, the member will be removed from the Society before graduation.

Each National Honor Society member is loaned an honorary white stole to be worn at graduation to denote their membership in the organization. The National Honor Society also sponsors scholarships based on need and academic achievement.

Scholastic Scrimmage

The Scholastic Scrimmage Team competes in a single elimination tournament televised by WLVT-TV Channel 39. The contest requires quick responses to questions in science, math, history, English, and fine arts. All CHS students are invited to try out, however the ability to answer questions quickly and confidently is a definite plus. In addition to the televised contests, the team competes in the National Knowledge Master Open contest in December and April. The Knowledge Master is a computer contest testing basic knowledge in all curriculum areas.

The Brown and White School Newspaper

Four times per year the newspaper staff produces *The Brown and White*, a pictorial and text presentation of the students' concerns, opinions, events and activities. All students in grades nine through twelve are invited to become a member of the newspaper staff. Needed are photographers, copy writers, proofreaders, artists, and layout workers. Newspaper staff members work during and after school to make *The Brown and White* a true reflection of Catasauqua High School and its students.

Varsity "C" Club

Varsity "C" Club is an athletic organization in which athletes with 3 or more varsity letters are eligible to join. Members must adhere to all PIAA rules and regulations and must maintain good school conduct. Some of the functions of the club include collecting ads for the Thanksgiving Day football program, parking cars at football games, and promoting sports at Catasauqua High School. The club meets regularly after school: Jackets are presented to all senior members.

Yearbook – Brunalaba

Each year the yearbook staff produces the *Brunalaba*, a pictorial essay of that year's events and activities. All students in grades nine through twelve are invited to help in this major undertaking. Needed are photographers, copy writers, proofreaders, artists, and layout workers. Yearbook staff members work year round to make the Brunalaba a record that really captures the spirit of Catasauqua High School and its students.

Athletics

Baseball (Spring)

The baseball program is composed of two teams, a varsity team and a junior varsity team. The teams compete in the spring season. Practice officially starts in the beginning of March and the season continues into May. Both teams play non-league and Colonial League games. Playoff games in the league, district and states could add to the length of the

varsity season. The purpose of the junior varsity team is to gain baseball knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in baseball are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Basketball Boys and Girls (Winter)

The boys basketball program is composed of three teams, a varsity team, a junior varsity team and a junior high team. The teams compete in the winter season. Practice officially begins in the middle of November, and the season continues into February. All of the teams play non-league and Colonial League games. Playoff games in the league, district and states could add to the length of the varsity season. The purpose of the junior varsity and junior high teams is to gain knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in basketball are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Cheerleading (Football, Basketball & Wrestling)

The cheerleading program is composed of teams for three different sports- football (fall), basketball (winter) and wrestling (winter). The purpose of the cheerleading teams is to show enthusiasm, pep and school spirit for the teams they cheer for. The football cheerleading practice officially begins in the summer and continues into late November. The basketball and wrestling cheerleading practices officially begin in the middle of November and the season continues into February. The cheerleaders may also be able to attend a voluntary cheering camp during the summer months. The cheerleaders may also enter a minimal number of competitions during the fall sports season.

Cross County Boys and Girls (Fall)

The cross country program is composed of a separate varsity team for both boys and girls. The teams compete in the fall season. Practice officially starts in the middle of August and the season continues into October. League, District and PIAA State Meets could add to the length of the season. All male and female students with an interest in cross country are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Field Hockey (Fall)

The field hockey program is composed of three teams, a varsity team, a junior varsity team and a middle school team. The teams compete in the fall season. Practice officially starts in the middle of August and the season continues into late October. All three teams play non-league and Colonial League games. Playoff games in the league, district and states could add to the length of the varsity season. The purpose of the junior varsity and middle school teams is to gain knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in field hockey are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Football (Fall)

The football program is composed of three teams, a varsity team, a junior varsity team and a middle school team. The teams compete in the fall season. Practice officially starts in the middle of August and the season continues into November. All three teams play non-league and Colonial League games. Playoff games in the league, district and states could add to the length of the varsity season. The purpose of the junior varsity and middle school teams is to gain knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in football are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Soccer Boys and Girls (Fall)

The soccer program is composed of two teams, a varsity team and a junior varsity team. The teams compete in the fall season. Practice officially starts in the middle of August and the season continues into late October. Both teams play non-league and Colonial League games. Playoff games in the league, district and states could add to the length of the varsity season. The purpose of the junior varsity team is to gain knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in soccer are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Softball (Spring)

The softball program is composed of two teams, a varsity team and a junior varsity team. The teams compete in the spring season. Practice officially starts in the beginning of March and the season continues into May. Both teams play non-league and Colonial League games. Playoff games in the league, district and states could add to the length of the varsity season. The purpose of the junior varsity is to gain baseball knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in softball are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Track and Field Boys and Girls (Spring)

The track and field program is composed of a separate varsity team for both boys and girls. The teams compete in the spring season. Practice officially starts in the beginning of March and the season continues into May. League, District

and PIAA State Meets could add to the length of the season. All male and female students with an interest in track and field are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Volleyball Girls (Fall)

The girls volleyball program is composed of two teams, a varsity team and a junior varsity team. The teams compete in the fall season. Practice officially starts in the middle of August and continues into late October.

Both teams play all non-league matches. (The Colonial League does not recognize girls volleyball as a league sport.) District and PIAA playoff matches could add to the length of the varsity season. The purpose of the junior varsity is to gain knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in girls volleyball are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Wrestling (Winter)

The wrestling program is composed of three teams, a varsity team, a junior varsity team and a middle school team. The teams compete in the winter season. Practice officially begins in the middle of November, and the season continues into February. All the teams wrestle non-league and Colonial League opponents, and compete in various tournaments throughout the season. District and PIAA playoff tournaments could add to the length of the varsity, junior varsity and middle school season. The purpose of the junior varsity and middle school teams is to gain knowledge and experience, and to learn the fundamentals of the sport. All students with an interest in wrestling are welcome to participate. A voluntary off-season conditioning and intramural program may be available.

Athletic / Extracurricular Code of Conduct

All students and their parents are required to sign a Code of Conduct prior to the being allowed to practice and participate in extra-curricular activities. It is the responsibility of the head coach/advisor to assure that all participants sign the required Code of Conduct. For more information, contact the high school athletic office.

Athletic Conduct

Students will not be allowed to practice or participate in any activity during a period of out-of-school suspension. Students will not be allowed to practice or play during a day of an Extended After School Detention assignment, but are allowed to attend practice, attend games and travel with the team. The student is not allowed to wear his/her uniform in school or at the game. Normal eligibility guidelines remain in effect for rescheduled game/activities on the day of an assigned Extended After School Detention and/or rescheduled Extended After School Detention.

Hazing Policy

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any group.

1. **Physical Hazing** 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 health or safety of the individual.
2. **Mental Hazing** 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.

All students and employees shall be prohibited from participating in activities which recklessly or intentionally endanger mental or physical health or involve the forced consumption of illegal substances or other items for the purpose of initiation into or association with any school approved organization. Any violation of this anti-hazing policy will subject the individual to disciplinary action. Building administration shall be responsible for disciplining students involved in acts of hazing. Discipline guidelines are as follows:

Students:

- May be placed on OSS for a minimum of three and up to a maximum of ten days;
- Will be suspended from participation in the related activity extracurricular/co-curricular/interscholastic for one calendar year;
- Will be suspended from any other school sponsored extracurricular/co-curricular/interscholastic activity for one semester;
- May be referred to the SAP team for appropriate discussion and, if warranted, recommendation for involvement in counseling;
- In the event of a serious hazing incident, may be recommended by building administration to the superintendent for expulsion; and in addition, to appropriate law enforcement authorities for proper investigation to determine if there has been a violation of any applicable Pennsylvania statutes.

Athletic Courtesy

Athletics should foster sportsmanship. It is the privilege and duty of every person connected with athletics to exemplify these principles in his/her own actions and earnestly advocate them before others.

1. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would breach. The stealing of advantage in sport is theft.
2. No advantages are to be sought over others except those in which the game is understood to show superiority.
3. Unsportsmanlike or unfair means are not to be used, even when they are used by opponents.
4. Visiting teams are to be honored guests of the home team, and should be treated as such.
5. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
6. Remember that a student spectator represents his/her school the same as does the athlete.
7. Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests. The high school administration reserves the right to exclude students from attending athletic and/or other events on Catasauqua Area School District property due to misconduct as a spectator. This may include, but not be limited to league, district, and state interscholastic events.
8. Decisions of officials are to be abided by, even when they seem unfair.
9. Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationship with them should be avoided.
10. Good points in others should be appreciated and suitable recognition given.
11. The practice of "booing" is regarded as discourteous and unsportsmanlike.

Return of Athletic Equipment

Equipment and uniforms issued for practice and competition should be cared for properly.

Uniforms should not be given to classmates to wear in the stands during contests. Students are responsible for returning the uniform/equipment that had been issued to them at the start of the season. Loss or failure to return equipment and uniforms at the end of the season will result in an obligation to the CHS Athletic Department. Either returning the outstanding equipment, or payment for the equipment/uniform can meet the obligation. Students will not be provided another school uniform until all outstanding obligations have been met.

Parents should be aware that they are responsible for any financial obligations incurred by their child in school. This includes lost books, lost calculators or classroom materials, lost or unreturned sports equipment, damage to property, etc. Please be aware that failure to account for financial obligations will result in your child being unable to participate in athletic or extracurricular activities, school related functions (dances, prom), denied access to PowerParent, a printout of your child's progress report and report card. All obligations can be handled by contacting the Catasauqua High School Main Office.

Athletic Eligibility

Rules of the PIAA must be followed. Athletic eligibility is dependent upon academic standing, conduct, and physical well-being. Also a student must meet age, amateur status, and residence/attendance requirements.

The following procedure for PIAA required weekly academic eligibility checks for all athletes and cheerleaders will be in effect. Also included is the definition of a "full-time curriculum" at Catasauqua High School.

1. Academic eligibility for all extra curricular activities will be determined and verified by the Catasauqua High School Athletic Department on the last day of scheduled attendance in any given week, and done so on a weekly basis. Any student found to be academically ineligible will be notified by letter from the CHS Athletic Department.
2. For the first half of the marking period, students must be passing at least four subjects or the equivalent, as of the last day of scheduled attendance in any given week. If a student fails to meet this requirement, he/she will lose their eligibility from the following Sunday through the following Saturday (total of seven days).

From the midpoint of the marking period until the end of the marking period, a student must maintain the standard of passing four subjects or the equivalent, and not failing more than one subject, as of the last day of scheduled attendance in any given week. If a student fails to meet this requirement, he/she will lose their eligibility from the following Sunday through the following Saturday (total of seven days).

At the end of the marking period, a student must have maintained the standard of passing four subjects or the equivalent, and not failing more than one subject. If a student fails to meet this requirement, he/she will lose their eligibility for the first 15 school days of the next grading period, beginning on the day report cards are issued. Eligibility for the first grading period is based on the final grades for the preceding school year. In this case, the student will be ineligible for the first 15 school days of the new school year.

When a student is academically ineligible, they are allowed to practice and travel with the team/activity. Guidelines and rules will be determined by the coach/advisor. While ineligible, the student is not allowed to wear his/her uniform in school or at the game.

Athletic Residency and Attendance

A student must meet the residency requirements as set forth in school district policy. In order to be eligible to participate in any interscholastic athletic contest, a pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter. A pupil who has been absent from school during a semester for a total of twenty or more school days, shall not be eligible to participate in any athletic contest. He/She shall not be eligible to participate until he/she has been in attendance for a total of sixty school days following his/her twentieth day of absence, except that where there is a consecutive absence of five or more school days, due to confining injury, death in the immediate family as defined in the Pennsylvania Public School Code, as amended, court subpoena, quarantine, or to attend a religious activity/ function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness. The application of this rule may be waived by the PIAA District Committee. Attendance at summer school does not count toward the sixty days required.

Athletic Full Time Curriculum

"To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum...."

At Catasauqua High School, a *"full-time curriculum"* is defined as a student being enrolled in at least six (6) full credit subjects, or their equivalent, as described in the latest editions of both the *Career Planning Guide* and the *"Student-Parent Handbook"*. If a student is not enrolled at any time during the school year in at least six (6) full credit subjects, or their equivalent, he/she will be prohibited from participating in any school approved/authorized practices, performances, and/or competitions. (The only exception to the six [6] credit minimum is the inability of the school to schedule at least six [6] credits of any available courses for a specific student.)

Athletic Academic Requirements

To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must be passing at least four (4) full-credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of an Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which his/her cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the principal may, at his election, determine whether the student as of that day meets the standards provided for in this section.

In order to be eligible for interscholastic athletics, a pupil must have passed at least four (4) full-credit subjects, or the equivalent, during the previous grading period. Back work may be made up, provided it is in accordance with the regular rules of the school.

In cases where a student's work in any preceding grading period does not meet the standards provided for in the previous paragraphs, said student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the next grading period where the school has four (4) grading periods per school year, or for fifteen (15) school days of the next grading period where the school has six (6) grading periods per school year, beginning on the first day report cards are issued.

Pupils who are enrolled for the first time, must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

At the end of the school year, the student's final credits in his/her subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

Accident Insurance for Student Athletes

The Catasauqua Area School District does not carry medical insurance on students, but does provide parents the opportunity to obtain a group Student Accident Insurance Policy. Applications are given to each student to give to his/her parent/guardian at the beginning of each year. Applications are also available in the office of each school throughout the school year.

The Catasauqua School District Board of Education shall provide student accident coverage to all students participating in interscholastic sports, band and cheerleading from grades 7 to 12. This insurance provides coverage for tryouts, preseason, regular season and post-season play. All student athletes who participate in interscholastic sports, marching band, cheerleading, or any school sponsored activity are automatically covered for injuries sustained through an accident medical insurance program paid by the school district. Benefits are payable for the first \$100 of eligible expenses. Thereafter, benefits are payable that are not recoverable from another health care plan up to policy limits.

Athletic Health and Injury Status

Students who are injured when participating in athletics and/or extracurricular activities are required to obtain permission from a certified physician (written permission with signature) and/or the school trainer (verbal and/or written permission) before the student will be allowed to return to practice or participate in an athletic event or extracurricular activity. Coaches, students and/or parents will not be allowed to unilaterally determine when a student should be able to return to practice or participate in an athletic event or extracurricular activity.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic contest unless he/she has been examined by a licensed practitioner of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant before his/her first sports season of that academic year. The physician, certified school nurse practitioner, or the physician assistant must sign the PIAA Physician's Certificate. Before each subsequent sports season of the same academic year, he/she shall be reexamined or certified by a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician assistant that his/her condition is satisfactory before he/she begins to train or practice the intended sport, and the physician, certified school nurse practitioner, or physician assistant shall sign the PIAA Physician Certificate.

The examination, reexamination, or certification for all other sports shall not be given earlier than six weeks prior to the beginning of practice for each applicable sport.

Amateur Status

In order to be eligible to participate in an interscholastic athletic contest, a pupil must be an amateur in the sport involved. An amateur athlete is one who engages in athletic competition solely for the educational, physical, mental, social, and pleasure benefits derived there from.

Athletic Age and Time Requirements

A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of nineteen years, with the following exception: If the age of 19 is attained on or after July 1, the pupil shall be eligible to compete through that school year, if all other eligibility criteria are met/maintained.

A pupil shall not represent his school in interscholastic athletics if he/she has:

1. Been in attendance more than 8 semesters beyond the 8th grade;
2. Played six seasons beyond the sixth grade in any sport.
3. Played four seasons beyond the eighth grade in any sport.
4. Completed the work of grades nine, ten, eleven and twelve, inclusive; and/or
5. Attained the age of nineteen (19) before July 1 of the year in which he/she wishes to participate in athletics.

Athletic Participation During the School Day

Students who arrive at school after 8:37am are not eligible to participate in any games/performances during that day. The only exceptions would be students who have a doctor excuse or an excuse that is approved by the building administration

Athletic Preseason Requirements

Students are eligible to participate in interscholastic sports only if they have completed a pre-participation physical evaluation performed by an authorized medical examiner. The physical examination and all necessary paperwork must be returned to the CHS Athletic Department prior to the first practice of the first sport played during a school year. Students may be required to be re-evaluated or re-certified prior to each subsequent sport played during that school year.

Athletic Awards

The standard awards for each year of qualified "letter" participation are listed below. Only one letter shall be given to a student regardless of the number of sports.

1. The first year in which a student meets the requirements as set up by the Athletic Council, he/she shall receive an 8" chenille letter, a metal pin to indicate the sport and a first-year certificate.
2. The second year that a student meets the requirements, he/she shall receive a metal pin to indicate the sport and a second-year certificate.
3. The third year that a student meets the requirements, he/she shall receive a metal pin to indicate the sport and a third-year certificate.

4. The fourth year that a student meets the requirements, he/she shall receive a metal pin to indicate the sport, a fourth-year certificate and an individual award (trophy, plaque, photo, etc.)

Baseball and Softball

1. Pitchers must pitch 20% of total innings played to be eligible for a varsity letter.
2. Other players must play in 40% of the total innings played.
3. Managers and scorekeepers receive ½ letter for each completed season of faithful service.
4. Final decisions for all letters are made by the head coach.

Basketball (Boys & Girls), Field Hockey and Soccer (Boys & Girls)

1. Players must play in at least 1/3 of the total quarters played to be eligible for a varsity letter.
2. Managers and scorekeepers receive ½ letter for each completed season of faithful service.
3. Final decisions for all letters are made by the head coach.

Football Cheerleaders

1. All cheerleaders must tryout yearly for a position on the team.
2. Any cheerleader who successfully completes a season will be awarded a varsity letter.
3. Final decisions for all letters are made by the head coach.

Football

1. A player must play in twenty (20) or more quarters per season to be eligible for a varsity letter.
2. Managers and scorekeepers receive ½ letter for each completed season of faithful service.
3. Final decisions for all letters are made by the head coach.

Track and Field (Boys & Girls) and Cross Country (Boys & Girls)

1. Players must earn a total of ten (10) points in all meets or an individual place in the league or district meet to be eligible for a varsity letter.
2. Managers and scorekeepers receive ½ letter for each completed season of faithful service.
3. Final decisions for all letters are made by the head coach.

Volleyball (Girls)

1. Players must participate in 75% of the scheduled matches to be eligible for a varsity award.
2. Managers and scorekeepers receive ½ letter for each completed season of faithful service.
3. Final decisions for all awards are made by the head coach.

Wrestling

1. A player must score at least ten (10) team points or participate in 70% of the total number of matches in order to be eligible for a varsity letter.
2. Managers and scorekeepers receive ½ letter for each completed season of faithful service.
3. Final decisions for all letters are made by the head coach.

Special Athletic Awards

The Athletic Department will purchase plaques for all athletic teams and individuals who win league, district or state championships.

When a team wins a championship, varsity letter winners, coaches and managers will receive **both** medals and plaques. Medals and a team photo (or similar award) will be provided to any individual who was a part of the end-of-the year roster but was not a varsity letter winner.

EMERGENCY PROCEDURES

Evacuation Plan

The Catasauqua Area School District maintains an Emergency Evacuation Plan for all three school buildings. This plan provides for evacuation of buildings to a place of safety for all students and staff.

Fire Drill Plan

Regulations covering fire drills have been posted in all classrooms. Students should be aware of these instructions:

1. All doors and windows are closed and the room is vacated.
2. There is no talking during the drill.
3. During a fire drill there must be quiet and order. The object of the drill is not necessarily to see how quickly the building can be evacuated, but rather how orderly, completely and efficiently. Teachers and pupils should at all

times be alert for exits which have been blocked. In such an event, another prescribed exit for a group should be selected.

Severe Weather Alert

1. The signal and instructions, depending on the circumstances and conditions, may be given in the following manner:
 - a. Intercom system;
 - b. Written notices to all teachers; and/or
 - c. Orally to all teachers and students by office staff
2. Doors and windows are to remain open.
3. Absolute silence is required so that verbal instructions may be given.
4. Gym classes should report to the locker rooms.
5. The all-clear signal will be given on the intercom system or by the office staff.

Cancellation of School Due to Severe Weather

The Catasauqua Area School District will operate on the regularly scheduled basis, as indicated on the official school calendar, unless unforeseen conditions prevent the safe transportation of students to and from school. This is a commitment to the education of the district's students and a demonstration of the importance of the learning that takes place in classes and other school activities every day. If severe weather or other dangerous conditions exist and threaten the safety of students, regularly scheduled classes and other school activities may be cancelled or started on a delayed basis. The following are the guidelines for the alterations of the school schedule:

1. If severe or other dangerous weather or other dangerous conditions exist, reports will be gathered by the district administration from Penn DOT, State and Borough officials (including police departments), in addition to the district transportation staff.
2. If information indicates the need for alteration of the schedule, notification of the parents and students will be made through the CASD PowerAnnouncement system, and the local media, including radio and television stations. Including:
 - a. **Radio Stations** = 790AM - 1320AM - 95FM - 96.1FM -100.7FM - 99.9FM - 104.1FM
 - b. **Television Channels** = WNEP-16 and WFMZ-69
3. The options that the administration may utilize are:
 - a. One or two hour delayed start
 - b. Cancellation of school (This option may result in the scheduling of a make-up day at a later time, to comply with state requirements.
 - c. Early dismissal from school. (This option will be used in only the most extreme circumstances.)
4. Each school will have procedures in effect for each of these options. These will include the rotation of class periods to make up for those deleted.
5. The district will attempt to utilize a delayed start before a cancellation announcement is made.
6. The announcement will be made by 6:45 a.m., if a delay or cancellation is in effect.

Parents and students should "stay tuned" to radio and television for the announcements. Do not call the schools. Parents should have plans to adjust the family schedule, or childcare arrangements to handle these potential changes in the school schedule. Non-public schools that utilize Catasauqua Area School District buses will follow Catasauqua Area School District schedule for transportation purposes.

All athletic and extracurricular practices, rehearsals, events and contests are also cancelled if school is closed due to inclement weather or other emergency conditions. For prolonged closings, or unusual circumstances, the coach/advisor/athletic director may petition the building administrator to permit a special event or practice to be held. The administrator's response is final.

APPENDIX A

Catasauqua Area School District Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students (Revised July, 2018)

Annual Notice to Parents

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

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

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help.

Signs of developmental delays or risk factors that might indicate a disability could include, but are not limited to, poor prenatal care, birth trauma, febrile or other seizure activity, severe reaction to early medication or inoculation requiring extended medical care, or severe trauma to the head, followed by failure to attain developmental milestones for communication, motor development, socialization, emotional development, self-help skills, or cognition; unexplained failure to attain developmental milestones in these areas; failure to use toys and other objects in a developmentally appropriate manner; persistent inability to sustain attention at levels sufficient to complete age-appropriate tasks; easy frustration with developmentally-appropriate tasks or activities; difficulty with coloring, letter formation, or drawing lines and shapes within age-appropriate parameters; difficulty building or sustaining age-appropriate relationships or conversations; persistent difficulty tolerating the presence of or interactions with peers or adults; persistent and severe disciplinary actions in preschool or school settings; failure to develop age or grade-level appropriate reading, writing, mathematical, listening, or speaking skills after exposure to sound instruction in these areas by qualified teachers; and failure to pass routine vision or hearing screenings. Other information regarding potential signs of developmental delays and other risk factors that could indicate disabilities can be found on the Catasauqua Area School District and the Carbon-Lehigh Intermediate Unit websites: <http://www.cattysd.org> and <http://www.cliu21.org>.

Evaluation Process

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

Consent

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

Program Development

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

Confidentiality of Information

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

Records are maintained as long as they remain educationally relevant. The purposes of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation, and fiscal and program audits; and (5) to inform future programming for and evaluations of the child. When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must so notify the parents in writing and *may* destroy the records or, at the request of the parents, *must* destroy them. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recordings for the PASA three years from the date on which the assessment is completed.

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

The addresses of these schools are as follows:

Catasauqua High School
2500 W. Bullshead Rd.
Northampton, PA 18067
(610) 697-0111

Catasauqua Middle School
850 Pine Street
Catasauqua, PA 18032
(610) 264-4341

Sheckler Elementary School
201 N. 14th Street
Catasauqua, PA 18032
(610) 264- 5601

Carbon-Lehigh Intermediate Unit
4210 Independence Drive
Schnecksville, PA 18078

APPENDIX B

VOLUNTARY STUDENT ACCIDENT INSURANCE COVERAGE

For

Catasauqua Area School District

We are once again offering Voluntary Student Accident Insurance to our students for the 2018-2019 school year through A-G Administrators, Inc.

For the sake of our environment the brochure and enrollment form will be available on our School District Website:

www.cattysd.org

If you would like to enroll your child in this program, please download and complete the application and return it with the required premium in the form of a check of money order to:

A-G Administrators, Inc
PO Box 979
Valley Forge, PA 19482

Please contact the building principal or Thomas Moll (Director of Student Activities) should you require a paper copy of the enrollment form.



APPENDIX C

SINGLE DAY CHANGE IN BUS ASSIGNMENT POLICY AND PROCEDURE

AM changes must be received by no later than 2:00 PM the prior school day
PM changes must be received by no later than 12:00 noon the day of the change
Early dismissal days must be received by 10:00 AM the day of change
AM Kindergarten dismissal changes must be received by 10:00 AM the day of change

Changes to bus or bus stop can **only** be made for changes in childcare or family emergency.

If a student is not to go on the bus in the PM and to go out as a walker, below procedure must be followed by 12:00 noon the day of the change. Your student is going to be transported on the Bus/Van they are scheduled for that day if we do not receive notification to the transportation department by guidelines below/deadlines above.

Transportation changes can **only** be made through the Transportation Department:

Fax to 610-403-1061
Emailed to transportation@cattysd.org
Phone: 610-264-3192, option 2
Electronic Form: Website: cattysd.org – Departments – Transportation
Additional transportation info found on the web page above

In your request include the following information:

Child's Name:
School:
Grade:
Teacher:
Reason for request:
Phone number you can be reached during day:
Email you check during the day:
Requestor's Name and Relationship:
When/Where new stop/pick up is to be:

Recommendations:

Do not send a note with your child
Be sure your child is aware of the change and knows the new bus stop
Be sure your child knows not to get on bus