

**CONNELLSVILLE AREA  
Junior High West**

**Student & Parent Handbook  
2011-2012**

**Connellsville Area – Junior High West**  
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## **Connellsville Area School District** **Mission Statement**

Through the cooperative efforts of educators, parents, community and students, the Connellsville Area School District will provide a safe, diverse, and challenging educational environment dedicated to helping all students become respectful, responsible, and knowledgeable life-long learners prepared to meet the challenges of an ever-changing global society.

## **Connellsville Area School District** **Vision Statement**

We, the members of the Connellsville Area School District, are committed to seeing our district provides each child with an education appropriate to his/her individual needs and interests. It is our aim to promote and enhance the many strengths and resources within our district, and to identify and address areas where change is needed. We are determined to give full consideration to pertinent demographic and performance information and other factors that impact our educational programs. It is our hope to provide an educational atmosphere of excellence and continuous improvement where the focus of our schools and community is on our students.

# Welcome to Junior High West!

Connellsville Junior High West has a history of fine academics and extra-curricular accomplishments. We are proud of our students and the dedicated staff who work together to achieve the challenging goals we have established.

Our motto is to “strive for excellence.” We support a team approach combining the efforts of the school staff and faculty, parents and students so that your child can have a quality learning experience. Students can expect to receive the best instruction and programs. The faculty and staff expect from the students their best behavior and academic performance and the involvement of their parents. Together, your child’s experience at Junior High West will be positive and rewarding.

## INTRODUCTION

This handbook has been prepared to provide you with important information that you will find useful all year long. It can be regarded as both a reference and organizational tool for students and their parents/guardians. The information contained in this handbook is derived from both district and school policies and procedures.

**SPECIAL NOTE: Every student will be issued a Student and Parent Handbook. Students and their parents are expected to read this handbook and sign the last page of this handbook. Students must turn in this signature page to their homeroom teacher by**

One of our goals is to provide a safe, nurturing, age-appropriate learning environment for our students. The students are encouraged to take responsibility for their actions, to develop self discipline, and to think before they act. **The school principal reserves the right to make decisions regarding the health, safety, well-being, and protection of our students, staff, visitors, and property.**

## ACADEMICS

### **Academic Excellence**

A certificate of academic excellence will be awarded to students who obtain a scholastic average of 93% or higher. Also, an emblem of academic excellence will be given to students who obtain a final scholastic average of 93% or higher.

### **Grading Scale**

There are four grading periods during a school year. Each grading period lasts nine weeks. The grading scale is as follows:

A	93-100
B	85-92
C	75-84
D	70-74
E	69 and below
I	Incomplete
N	No Credit

## Homework

The completion of homework and other school assignments are essential to ensuring the academic success of students. All students are **strongly** encouraged to use their student agenda book for recording and planning the completion of these assignments. Students are responsible for completing all homework and other school assignments according to the deadlines given by their teachers.

**PLEASE NOTE:** Teachers will distribute a class syllabus during the first week of school that will outline their classroom policies and expectations of students. This document should be saved and referred to during the school year.

## Homework Requests/Make-up Work

Students have the right to make up all class work missed due to excused absences or suspensions. If a student will be absent from school for **3 or more days** due to illness, surgery, etc., parents/guardians should call the Junior High West Office at 724-628-4497 to request homework assignments before 8:30 a.m. The student or parent must make arrangements for books and assignments to be picked up **after** 2:00 p.m.

- If a student will be absent from school for field trips, vacations, sporting events, etc., it is the responsibility of the students to find out from their teachers what class work or assignments will be missed.

***PLEASE NOTE:*** To fulfill a request for homework, teachers must be contacted individually and be given sufficient time to prepare several days assignments. **It would be greatly appreciated if you can provide at least 24 hours notice to the Office of when you would like the student's homework to be ready for pick up** by the student's parent/guardian. The School Office is open from 7am to 3pm.

## Honor Roll Status

There are 3 levels of Honor Roll Achievement:

***Highest Honors:*** A student must have a 3.8 average or above without any failures or incompletes.

***High Honors:*** A student must have a 3.5 average or above without any failures or incompletes.

***Honors:*** A student must have a 3.0 average or above without any failures or incompletes.

## **ATTENDANCE**

Regular attendance is necessary if a student is to achieve success in schools. Students who are excessively absent during the school year can not profit from educational programs and activities offered at the school. The Pennsylvania Public School Code addresses compulsory attendance and requires attendance by all children of compulsory age. The state places the responsibility **on parents** for student attendance and assigns enforcement responsibilities to the schools.

In the event of a student being absent from school, a child must bring in a written excuse within **three** days. This excuse should show the date or dates of the absence, the reason, the student's name, and the parent's signature. Excuses should be submitted in advance when an absence is anticipated. In accordance to Pennsylvania Attendance Laws, an absence is lawful or excused for the following reasons: illness of pupil, quarantine, death in the immediate family, impassable roads, religious holidays approved by the Pennsylvania Department of Education, and justifiable extenuating circumstances approved by the building principal.

Absence for enrolled children for any reason other than those outlined above is considered unexcused and constitutes truancy. For children of compulsory attendance age, unexcused absences are also illegal and resulting action will be taken.

**After three unexcused absences students will be assigned a Saturday detention by the building principal.**

### **Arrivals**

Students are not permitted to homeroom until 7:40 am (unless we are using a delay bell schedule in which case the school's start time would be altered – please see bell schedules at the end of this handbook). Adult supervision is not available before that time. Please do not drop your child off or send them to school early as they cannot be supervised which jeopardizes their safety.

### **Before and After-School Regulations**

Students are not permitted to remain in the building beyond the final bell unless under the direct supervision of a staff member. It is the parents/guardians responsibility to promptly pick up the student upon conclusion of the school day or school activity/event.

### **Early Dismissals**

Students who wish to be excused from school early must bring in a written request from their parent/guardian and present the request to the office before the start of the school day. The request should include: (1) the reason for dismissal, (2) the time of dismissal, and (3) the name of the person who will be picking up the student. Early dismissals should be kept to a minimum.

### **Tardiness**

Students should make every possible effort to be on time for school or class. They should be in homeroom by 7:45a.m. If the student is late to school, they must report to the office to have their name removed from the absentee list. If a student is late for class, the classroom teacher will handle it accordingly. **Chronic tardiness will result in Saturday detention and/or suspension at the discretion of the principal.**

## **CAFETERIA**

The full cost of breakfast is \$1.25 and reduced cost is 30 cents. The full cost of lunch is \$2.25 and reduced cost is 40 cents. Students will receive applications during the first week of school for free or reduced meals.

### **Breakfast**

Breakfast will be provided each morning for students who wish to purchase breakfast before the beginning of school. Student ID numbers are required to obtain breakfast. A student eating breakfast should report directly to the school's cafeteria upon arrival to the school. Once a student is finished eating, they are to clean up their area and throw away any trash.

### **Lunch**

All students are to eat their lunch in the cafeteria during their regularly scheduled lunch period, including those students who bring their lunch. Student ID numbers are required to obtain lunches. Students are forbidden to sell free lunches. Students are not permitted to sell candy or any other food item in the cafeteria. Students are expected to be courteous and mannerly. They are also to cooperate with the instructions of the cafeteria supervisors. A student who misbehaves during lunch time for example, by leaving their lunch tray, throwing food, etc., will lose cafeteria privileges. The student will eat in a designated area for a specific amount of time as determined by the principal and lunch duty staff.

## **CHANGE OF PERSONAL INFORMATION**

### **Change of Address or Phone Numbers**

IMPORTANT! Please notify Junior High West's office immediately if your address or phone number changes.

## **CLASS PERIODS/ORGANIZATION OF**

Our district's new student accounting and scheduling computer program has changed. This new program labels class periods numerically. Prior to this change, class periods were labeled alphabetically. Class periods will be designated with a number. Please see the guide below to further explain:

Period A	=	1 <sup>st</sup> Period
Period B	=	2 <sup>nd</sup> Period
Period C	=	3 <sup>rd</sup> Period
Period D	=	4 <sup>th</sup> Period
Period E	=	5 <sup>th</sup> Period
Period F	=	6 <sup>th</sup> Period
Period G	=	7 <sup>th</sup> Period
Period H	=	8 <sup>th</sup> Period
Period I	=	9 <sup>th</sup> Period
Homerom	=	10 <sup>th</sup> Period

We will still function with a 6 day schedule cycle (Days A-F) where each day is assigned a letter which is a way of organizing classes. For example, if a student has Physical Education "Period 2ACE", this would translate to that student having Physical Education class 2<sup>th</sup> period on days A,C,and E.

## **CUSTODY**

If parents do not live together or they are divorced, everyone has the right to share in the education of their children unless there is a court order that states otherwise. In the event your child is affected by a current court order, please provide the principal with a copy of the court order. Students are only permitted to be removed from school by the parent who has physical custody during school hours.

## **DISCIPLINE**

Students who violate school and/or district rules will be issued the disciplinary consequence that is in accordance with the school discipline code/procedure. Such consequences include: removal from class, loss of privilege, and suspension from school, reimbursement and/or repair for cost for damaged equipment and/or expulsions from school.

### **Alcohol/Drugs**

A student who is in possession of, is under the influence of or is selling alcohol or drugs on school property will be suspended for 3 days and may be referred to the civil authorities and/or police for appropriate action. This suspension may be extended to 10 days after a hearing is held.

### **Arson and Other Related Actions**

Any student setting fires on school property or committing other related offenses (false alarms, tampering with extinguishers, bomb scares, etc.) shall be suspended for 10 school days and may be referred to civil authorities for action.

### **Assault on a School Employee or His/Her Property**

If a student assaults a school employee or their property, the child will be suspended for 10 school days. A student who intentionally did this will be referred to the Board of School Directors for possible expulsion.

### **Backpacks/Book Bags**

Book bags and backpacks are permitted in school.

### **Cellular Phones**

Students are **NOT PERMITTED** to use cellular phones in any manner whatsoever during a school day. This includes making a phone call, sending or receiving a text message, using it as a calculator, checking the time, playing games on phones, using photographic phone functions, or using a phone for any other function it may provide.

If a cellular phone is seen and/or heard, it will be confiscated and a parent must come in to pick it up. The principal will assign punishment including in-school suspension and out of school suspension.

**IMPORTANT NOTE: There is a phone in the school office designated for Student Use to call home with a valid reason.** The students must ask permission before using the phone. If parents/guardians need to contact students during the school day, please do so by calling the school and not by calling or sending a text message to the students' cell phones.

## **Cheating**

If cheating is discovered, the student's work will be confiscated. Parents/guardians will be notified and disciplinary action and an alternative assessment will be given.

## **Class Cut**

If a student cuts class, they will be disciplined accordingly. The only acceptable excuse for not reporting to class is illness to which a student must report to the school nurse or the office (do not remain in the restroom).

## **Dress Code**

- All hats and head coverings must be removed upon entering the school building.
- Torn or ripped clothing is not acceptable.
- No pajama pants or sleepwear is permitted.
- Students are required to wear shoes. Thongs and rubber/plastic flip-flops are NOT acceptable as footwear. Shoes which supply both safety and support around the ankles are best. Do NOT wear sandals with only Velcro closures across the toes. Shoes with significant arch support and/or a strap for support at the heel are recommended.
- Students shall not wear tank tops, "muscle" shirts, garments with spaghetti straps, or strapless garments. Shirts, tops, dresses, etc. should have at least a two-inch shoulder strap for female students.
- Students shall not wear clothing items that contain messages that are vulgar, offensive, and/or obscene.
- Skirts and shorts that are excessively short or tight are not permitted.
- Skin-tight pants and pants with holes cut out are not allowed.
- Coats must remain in the lockers during school hours.
- Undergarments must not be exposed. Shirts and tops that expose the midriff area of the body and/or a large area of the back are not acceptable. Tops which limit exposure of cleavage are best for females in the school setting.

The building principal will monitor student dress and grooming to effectively carry out this policy. The administration will make the final decision regarding any item of clothing or jewelry considered dangerous or not appropriate.

## **Electronics**

Students are not permitted to bring MP3 players, iPods, CD players, cell phones, cameras, hand-held devices, or other electronic equipment to school. They are not to be worn in the hall or other areas in school. If a student brings these items to school it could be confiscated by a teacher or principal. The school is not responsible for these items if they become lost or stolen.

## **Fighting**

Any student who is fighting will be suspended for 3 days at the discretion of the principal.

## **Gambling/Card Games**

Gambling and card playing will not be permitted unless using in instructional situations under supervision.

## **Harassment**

All students have the right to be educated in a safe, comfortable environment in which people treat one another with respect and dignity. Harassment of any type is prohibited. Any student harassing others for any reason will result in suspension of the student at the discretion of the principal.

For instance it is unfair and wrong for anyone to:

- verbally harass or abuse you
- pressure you for any unwanted reason
- repeatedly make remarks to you with sexual or demeaning implications
- touch you in any way especially in a manner that is unwelcome

Any student who experiences any type of harassment should report it to a guidance counselor, principal, teacher, or nurse immediately.

## **Insubordination**

Connellsville Area School District employees have the responsibility to maintain an orderly educational environment. Any student behavior, including disrespect which undermines the authority of personnel is unacceptable. A student found to be insubordinate of a school employee's reasonable request will face disciplinary consequences.

## **Possession of Weapons and Dangerous Instruments**

Students shall not possess, handle, use, transport, or maintain a weapon in any school building, on any school property, on any school transportation vehicle or off the school grounds at any school function before, during or after school hours.

When a student does the aforementioned:

- 1.) The student will be suspended by the school building administration for a period of up to ten (10) days.
- 2.) The building administration will notify the civil authorities and/or police for appropriate action.
- 3.) The building administration will refer the incident to the Superintendent of Schools and proceedings for expulsion of the student shall be initiated in a timely fashion.
- 4.) The Superintendent will refer the matter to the Board of Education and a formal hearing shall be set up during the ten (10) day suspension period.
- 5.) In accordance with Act 26 of the Pennsylvania School Code, the Connellsville Area School District shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, to any school sponsored activity or onto any school transportation vehicle.
- 6.) The superintendent of schools may recommend disciplinary actions short of expulsion on a case by case basis.

According to Act 26, the term "Weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, firearms, shot gun, rifle and any other tool, instrument or implement capable of inflicting serious bodily harm.

### **Search and Seizure**

If there is “reasonable suspicion” to believe that a student is in possession of narcotics, contraband and/or illegal or prohibited items, the principal or his designee may authorize a search of the student’s person, including a search of the student’s clothing, handbag, backpack, wallet, locker, etc., for the purpose of removing such items, in order to maintain a positive healthy school environment.

### **Smoking**

The use or possession of all tobacco products by students on any part of school grounds is prohibited. Any offense or violation concerning smoking on school grounds or on the bus will result in suspension of the student at the discretion of the principal.

### **Stealing**

A student who steals will be suspended at the discretion of the principal.

## **EMERGENCY SITUATIONS**

### **Crisis Management/Safety and Security**

Connellsville Area School District has adopted a Crisis Management Plan. This plan is adapted and revised for the students, staff, and faculty of Junior High West. Every teacher, principal, and secretary will have a copy of the plan. Detailed copies of the plan are available in each building for your review.

### **Emergency Information**

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

### **Fire Drills and Alarms**

Fire drills are necessary for the safety of the students and staff. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. The proper exiting procedures are in the students planners and posted in the teacher’s rooms. We practice safe and appropriate evacuation procedures to ensure the absolute safety of our students and staff.

## **EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

Junior High West provides our students with a variety of organizations and athletic teams. Students are encouraged to participate in them. Each student interested in a specific organization or team needs to become familiar with all aspects of the organization rules and regulations.

### **Extracurricular Activities:**

Band/Jazz Band  
Bible Club  
Chorus  
Library Aides  
Office Aides  
Newspaper Staff  
PJAS  
Reading Competition  
Saturday Club (Volunteering)  
Student Council  
National Junior Honor Society  
Yearbook Staff

### **Athletics:**

Baseball (Boys)  
Basketball (Girls and Boys)  
Cheerleading (Girls)  
Cross Country (Girls and Boys)  
Football (Boys)  
Golf (Boys) (9<sup>th</sup> grade only)  
Soccer (Girls and Boys)  
Softball (Girls) (9<sup>th</sup> grade only)  
Swimming (Girls and Boys) (9<sup>th</sup> grade only)  
Tennis (Girls and Boys) (9<sup>th</sup> grade only)  
Track (Girls and Boys)  
Volleyball (Girls)  
Wrestling (Boys)

## **GUIDANCE COUNSELING SERVICES**

The primary goal of the Junior High West Guidance Counselor is to assist students in reaching their academic goals. While they strive to help students fulfill their academic obligations and responsibilities, they also help students develop the necessary skills that will help *them grow to their fullest potential as individuals*.

**Guidance Counselor:**                      **Jamie Bielecki-Quinn**      EMAIL: [jbielecki@casdfalcons.org](mailto:jbielecki@casdfalcons.org)

A Guidance Counselor is someone who is trained to assist students find solutions to problems, achieve academic and personal goals, and to help students understand and appreciate themselves. Guidance counselors help students not only with personal problems, but also assist in issues related to academics, and help plan for their future. Guidance services are available for every student in the school. They are:

- 1) Individual, group and crisis counseling in the areas of academic, career and personal/social development.
- 2) Mediate problems between students
- 3) Communicate and collaborate with administrators, parents, teachers and various community agencies regarding student concerns
- 4) Make referrals to other internal/external programs
- 5) Maintain student schedules (scheduling for the upcoming school year, adjust schedules as needed, create schedules for new students)
- 6) Meet with new students and their parents/guardians to discuss scheduling and credits
- 7) Individual Student Planning (at all grade levels) – focusing on goal setting, academic plans, and career plans (including development of an on-going Career Portfolio)
- 8) Classroom presentations/lessons for all grades in the areas of academic, career and personal/social development. Topics include (but are not limited to):
  - o Building academic skills (organizational, study and test-taking skills)
  - o Understanding self and others
  - o Coping strategies
  - o Peer relationships
  - o Effective social skills
  - o Communication, problem-solving, decision-making, and conflict resolution
  - o Career awareness and the world of work
  - o Substance abuse education (provided by Fayette Co. Drug and Alcohol Commission)

The guidance counselors' doors are always open to students; however, students must follow school procedures of first reporting to their regularly scheduled class and receive permission from the teacher. If guidance counselors are conducting programs in the classroom, students should seek assistance from the office staff to locate a guidance counselor. Students **MUST** sign in the white binder upon entering the Guidance Department waiting area.

**NOTE TO PARENTS:** It is very much appreciated if you would please email or call [724-628-4497] to schedule an appointment with a guidance counselor as they may not always be available if you visit unannounced.

## HALLWAY PASSAGE

For the safety of our students and for accurate attendance record keeping, it is important that students always report to their scheduled classes. If students need to see a Guidance Counselor, School Nurse, Librarian, or the Office, they must first report to their class and then ask permission from their teacher. Sometimes teachers may ask students if they can wait until later in the period so as not to miss an important assignment, instruction, test or other program that might be scheduled.

### **Hallway Pass**

Every student will be issued a **Hallway Pass** on the first day of school. It is a card that lists the date and time in and out and location of where the student needs to go. The Hallway Pass replaces the Hallway Passport that used to be found in the back of the agenda book. The Hallway Pass should be brought to school each day and is required in order to move throughout the building during class time.

- If a student is caught in the hall without his/her Hallway Pass or is found using another student's Hallway Pass, disciplinary action will result.
- If a student loses his/her Hallway Pass, another one may be purchased for a \$1.00 in the school office.
- If a student fills up the Hallway Pass with entries, he/she may receive a replacement for free by providing the completed card to the office. In addition, if a student's Hallway Pass gets soiled or is not useable, the student only needs to show what remains to the office and he/she will receive another one for free.
- Hallway passes will be assigned as follows:

White = 7<sup>th</sup> grade

Yellow = 8<sup>th</sup> grade

Green = 9<sup>th</sup> grade

## HEALTH

### **Accidents**

Every accident in the school building, on school grounds, at practices sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

### **Emergency Information**

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

## **Medication**

The Connellsville Area School District is opposed to and discourages the use of medications during school hours. Every attempt should be made to schedule medications at other times than school hours. If a student needs to take medicine they must do the following:

**Prescribed and non-prescribed medication of any sort (including pain relievers) will not be administered except under the direct order of a physician.** The direct order must be in written form from the child's physician. It should include: date, full name of school administrator involved, full name of student, name of medication, prescribed strength and dosage, reason for administration, possible side effects, signature of the physician, and signature of the parent(s) or guardian(s). It is the responsibility of the parent or guardian to provide this written order to the school. Under no circumstances will any teachers from the Connellsville Area School District dispense medication. Forms for **Authorization for Medication During School Hours** are available in the school office. A student is **NOT** permitted to carry any medication (prescription and/or nonprescription) during school hours.

## **INTERNET POLICY**

The Connellsville Area School District is proud to announce the establishment of the Internet services for its students. Uses of the Internet for educational projects will assist in preparing your child for success in life and work in the future. Acceptable use policy will be sent home during the first few days of school. Please read and sign the appropriate forms.

## **LIBRARY**

We encourage the students to use the library. Student may check out books for a 3-week period.

### **How can students access the library?**

- Sign up in the library from study hall
- With a scheduled class
- In the morning during homeroom, pass only

### **Students in the library are expected to:**

1. Make sure you have something productive to do.
2. Work quietly, being considerate of others in the library.
3. Treat all library property and other people's property with respect.
4. Follow the District Policies regarding computer/network usage (No Games).

## **PARENT INVOLVEMENT**

Connellsville Junior High West recognizes that both school and family share in the responsibility for each child's education. In order for children to succeed academically, the school and the parents must work together as involved partners.

The following components are crucial to successful parent involvement:

- Communication between home and school – this can occur in a variety of ways, but should always be meaningful and centered on the success of the child.
- Responsible parenting – parents and school staff are both role models!
- Parents will play an integral role in assisting student learning.
- Parents will be welcomed into the school, and their support and assistance will be actively encouraged.
- Community resources will be made available to strengthen school programs, family practices, and student learning.

### **What Parents Can Do to Help Prepare for Junior High School**

Your child will need your support and attention. He or she will need information, guidance, love and understanding. You can help your child deal with any concerns and feel excited about new challenges in many ways.

- Encourage your child on a daily basis to use their assignment books and to write down homework assignments.
- Help your child get organized. The required materials for each class may vary but each student should have a folder and a notebook designated for each class. They also should come to school every day prepared with the following materials: *agenda book, folders, notebooks, pencils, and pens.*
- Each teacher will give a syllabus during the first week of school that lists their expectations from students, classroom rules and policies, and materials required for that class. Refer to the syllabus as often as necessary. This document is key to understanding what it takes to be successful in a particular class.
- Encourage your child to keep his/her book bag and locker neat.
- Help your child incorporate homework time into his/her daily schedule. He or she will have homework each day. Homework should be completed in a quiet, well-lit space with a hard surface to write on along with all necessary materials and supplies to complete the assignments.
- Get your child in the habit of preparing for school the night before. It will save a lot of time each morning if students would pack book bags, get school clothes ready and check the agenda book for what to expect the next day.
- Talk to your child each day. As children get older and more independent, it is still important to stay involved in their lives.
- Get to know your child's friends. The kids that your child spends time both in and out of school can influence your child in lots of ways.

## **Parent/Teacher Conferences**

The following Parent-Teacher Conferences are currently scheduled for the 2011-2012 school year:

- Wednesday, November 16, 2011 from 4-6pm

In addition, a parent/teacher conference can be arranged at any time during the school year. If you desire a conference, please feel free to call the school to arrange an appointment. Please note teacher's schedules are very limited due to their individual teaching schedule. You can always email your child's teacher. Email addresses can be found by visiting [www.casdfalcons.org](http://www.casdfalcons.org) and then locate the Junior High West website. From there, click on the link for Staff.

## **Parent Portal (Parent Access to Grades)**

Connellsville Area School District is currently updating the way parents will access their child's grades and attendance. **Please look for your user name and password to be sent home with your child the first week of school.**

## **SCHOOL PROPERTY**

### **Care of School Property**

Students need to take care of all books, supplies, and furniture supplied by the school. Students, who lose property, disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or to replace them.

### **Lockers**

Each student is assigned a locker and is responsible for keeping it neat and orderly. Inspections will be made by the homeroom teacher and the principal. Use only the locker assigned to you and it is recommended that you put a lock on it. Do not use tape, stickers, decals, markers, etc. on the outside or inside of the lockers.

### **Student Agenda Books**

At the beginning of the year each students will be given an agenda book also sometimes referred to as a student planner to organize their time and homework assignments. A portion of the agenda book is designated for hallway passage. In the event that a student loses their agenda book they may purchase another one in the school's office for \$3.00.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) is comprised of teachers, counselors, and administrators to respond to the students' problems in or out of school. If you are in need of support or assistance due to physical, academic, emotional, social, legal, medical, family, alcohol, or chemical use problems or you need someone to listen or talk to, please notify an administrator, counselor, or teacher. All records and discussions of personal problems are kept confidential.

## **STUDENT RESPONSIBILITIES**

- Each student should be aware of the rules and conduct themselves accordingly.
- Dress and groom themselves so as to meet fair standards of safety and health and to not cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled.
- Exercise proper care when using facilities and equipment.
- Attend school daily; arrive on time to school and classes.
- Make arrangements for make-up work.
- Students are responsible for any work missed.

### **Recommended School Materials**

Each teacher will hand out a syllabus during the first week of school but each child should have for their classes:

- Notebook
- Folder
- Pencils
- Student Planner (one will be provided)

### **Student Valuables**

The school is not responsible for students' personal property. Do not bring large amounts of money, radios or other electronic devices, cameras, cellular phones, gaming devices or other valuables to school. The school highly recommends putting locks on their personal lockers and not to share lockers.

## **TRANSPORTATION**

The transportation director is Mr. James Lembo. If you have any questions regarding bus transportation call 724- 628-3300 ext. 326.

### **Bus Rules**

- Good behavior is expected on the school bus at all times.
- Students are not permitted to ride a bus other than their assigned bus unless a written request is received in the office from the parent or guardian stating their permission to do so. They will then be issued a bus pass allowing them to get on or off at a different stop or ride a different bus.
- Violations occurring on school buses are subject to the same policies as if they happened on school grounds.
- For any offense the students shall be warned and may be suspended from riding any school bus for 3 days at the discretion of the principal.
- If a student has previously been suspended from riding a school bus during the current school year, they shall receive a mandatory 5 school days suspension from riding any school bus and the suspension will continue until a conference with the student, parent or guardian, the bus driver, the principal and/or the director of transportation has been completed.

# CONNELLSVILLE AREA JUNIOR HIGH – WEST

## Student and Parent Handbook 2011-2012

### Signature Page

Student Name (please print): \_\_\_\_\_

I have read and understand the student and parent handbook. I understand my responsibilities as a student and will try my best to be the best student I can be at Junior High West.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the student and parent handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We would appreciate any constructive feedback you have to improve the Student & Parent Handbook. Please provide your comments below.

Please return by Friday, September 9th