

TABLE OF CONTENTS

Welcome.....	2
High School Phone Directory.....	4
Introduction for Parents.....	5
Activities.....	8
Athletics.....	10
Attendance.....	12
Cornell Cyber Program.....	18
Student Conduct.....	19
Student Health Services.....	40
Glossary.....	41

POLICIES

Acceptable Use of the Internet and Email
Bullying/Cyberbullying
Searches
Use of Dogs to Search School Property
Weapon Policy

Dear Student,

I would like to welcome you to a new school year at Cornell High School and extend to you best wishes for a successful 2019-2020 school year. On behalf of the entire Cornell School District, we are excited and extremely proud to begin this school year with you. Whether you are a new or returning student, we look forward to working with you in order to provide you with an enjoyable and educational high school experience.

We hope that you are as excited as we are to begin this journey and that you take advantage of the opportunities provided to you here at Cornell. We believe that this is the time where you not only attend classes, but that you begin to prepare yourself for life beyond Cornell High School.

This handbook should be used as a guide and reference to many of the school district's policies and procedures that apply to the high school. Please read through it thoroughly and share this with your parents so that you fully understand the expectations set forth. The information contained in this handbook is also available on our website at www.cornellsd.org.

Once again, welcome to Cornell High School for the 2019-2020 school year. We look forward to an exciting and successful year!

Sincerely,

Dr. Doug E. Szokoly
Principal

NOTE

This handbook is provided as a general summary of current statutes and district policies, guidelines, rules, regulations and practices applicable to school affairs. It is not intended to be inclusive of all circumstances pertaining to the educational process and is subject to change. If further guidance or reference is desired, consult your school principal.

ALMA MATER

*Gleaming walls of Cornell High
Deep within them dwell
Truth and knowledge everlasting
Hail O Hail Cornell*

*Golden banner proudly waving
O'er our stately bell
We'll be true oh Alma Mater
Hail O Hail Cornell*

The Cornell School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, color, religion, national origin, sex, age, ancestry, physical disability or union membership. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Dr. Aaron Thomas, Superintendent, Cornell School District, 1099 Maple Street, Coraopolis, Pennsylvania 15108.

CORNELL HIGH SCHOOL DIRECTORY

412-264-5010

ADMINISTRATION

Superintendent.....Dr. Aaron Thomas
High School PrincipalDr. Doug Szokoly
Director of Technology.....Mr. Kris Hupp
Director of Special Education.....Mrs. Carla Antoniades

SENIOR HIGH OFFICE

High School Secretary.....Mrs. Paula Hunt, Ext. 121

JUNIOR HIGH OFFICE/GUIDANCE DEPARTMENT

Guidance Counselor.....Mrs. Gina Walter, Ext. 106
Guidance Secretary/Jr. High Secretary.....Mrs. Crystal Smith, Ext. 110

DISCIPLINE DEPARTMENT

Disciplinarian.....Mrs. Kris Reagle, Ext. 124
Disciplinarian Aide.....Mr. Ed Dawson, Ext. 125

SPECIAL EDUCATION DEPARTMENT

Special Education Supervisor.....Mrs. Carla Antoniades, Ext. 113
Secretary.....Mrs. Helen Donaldson, Ext. 111

ATHLETIC DEPARTMENT

Athletic Director.....Mr. William Sacco, Ext. 126

INTRODUCTION FOR PARENTS

Armed Forces Recruitment Policy

On June 27, 1991, the General Assembly of the Commonwealth of Pennsylvania enacted Act 10. This ACT requires school districts to provide armed forces recruiters access to lists of senior students. Students will be notified of the ACT and will be given 21 days to request in writing to be excluded from this list. The ACT further requires the District to supply addresses and telephone numbers of each student. This ACT affects only seniors. Additional information may be obtained from the high school counselor.

Commencement

If a student does not complete all aspects of their requirements at Cornell High School, that student will not be permitted to attend the commencement ceremony with the graduating class. All obligations must be fulfilled prior to commencement. The following situations would exclude one from the commencement exercise:

- Failure to complete all aspects of the senior project.
- Failure to pay a debt owed to the Cornell School District prior to commencement practice (to include, but not limited to, English, Math, Science, extra-curricular, discipline, etc.)
- Failure to complete the class/credit requirement.
- Failure to attend all commencement practices.

Community Awareness / Public Relations Photos

As we participate in school and community activities, we have opportunities to provide photos of our students in newsworthy events. Unless otherwise notified, student's photos may be used in the local community newspapers, website, or brochures. If a student or parent/guardian(s) is opposed to this process, please share your concern in writing with the building principal. All photographs are taken for educational purposes and will be published to promote the positive educational experiences that occur at Cornell High School.

Contacting Teachers - Email and voicemail

Parents are encouraged to contact their child's teachers by email or voice mail in regards to concerns they may have about their child's school performance or if they wish to share information about their child to that teacher. Parents may contact their child's teachers by dialing 412-264-5010 then # to access the school directory or by pressing 5 to be transferred to the high school office.

Definition of "Parent"

Throughout this handbook the term "parent" is used to designate the student's parent(s) or in absence of parents the student's legal guardian(s).

Incidents Not Covered By Guidelines

It is imperative to realize when dealing with students in the various situations that may occur that it is not possible to foresee all types of incidents that might occur. This list of aggravating and mitigating circumstances and infractions may not be complete. If a situation, which is not listed, should occur, the school official will use best judgment in placing the infraction in a specific level and then following through with specific consequences.

Junior High Check System

The Jr. High check system was put into action in order to offer the students an incentive for appropriate behavior in the classroom. This includes, but is not limited to, arriving on time, being prepared with all materials requested by the instructor, and displaying appropriate behaviors while in the classroom. All other classroom rules will apply. Each time there is an infraction of the classroom rules, the teacher will allot a check for that student.

At the end of each 9-week period, the Jr. High Student Council will total the number of checks given per student from all instructors. If the student receives less than the allotted number of checks for the 9-week period, he/she may be eligible to attend the reward trip for that semester. Field trips have included such places as Sports Works, roller-skating, Loews Movie Theater, a Pirate game and more.

Parent Conferences

As necessary, parents may call the high school or guidance office to arrange a conference with a teacher, counselor or principal. Call 412-264-5010 then # to access the school directory.

Parent Involvement

Cornell High School believes that parent involvement is essential to student success. We encourage a team approach and view parents as an important part of the educational process. Please do not hesitate to contact us at any time to discuss and or schedule a meeting regarding your son or daughters educational process.

Parent / Guardian Responsibilities

This handbook is provided so that parents/students may become familiar with all areas of Cornell High School including but not limited to, academics, athletics, and any other extracurricular activity. We encourage families to review this handbook with their children although school personnel will communicate important information to students throughout the school year.

In order to have to most influential impact on your child's education, parents should:

- Read all sections of the parent/student handbook and become familiar with all school rules, policies and procedures to ensure their children understand the rules, policies and procedures and the reasons for them.

- Exemplify an enthusiastic and supportive attitude toward work and education and build a good working relationship between themselves and school personnel.
- Teach their children self-respect, self-control, respect for the law, respect for others and the property of others, and accountability for their actions.
- Insist on prompt and regular attendance and provide a place conducive for study and the completion of homework assignments.
- Motivate their children to develop a keen interest in learning and exploring multiple fields of knowledge.
- Attend parent/teacher conferences, parent/teacher organization meetings, and special events sponsored by the school.

Revision Statement

Revisions in this handbook may be made during the school year as the result of Board policies and/or building procedures implemented after the date of publication. In such cases, students and their parents will be advised of additions and deletions and their impact on students' safety and conduct via verbal or written communication.

School Security / Surveillance Equipment

In various areas of the school campus, security/surveillance equipment is installed. This equipment serves multiple purposes, but more specifically, to assist in the safety and welfare of students and staff. Any attempt to tamper, modify, manipulate, or destroy any parts of the equipment shall be punishable by both school and criminal law.

Student Assistance Program

The Student Assistance Program is designed to help students who have problems that interfere with success at school. Sometimes students need help to cope with these problems. They cannot do it alone. The Student Assistance Team at Cornell High School is made up of a concerned group of teachers, counselors, and the principal who are specially trained to help and are ready to assist with student problems in a positive, direct manner.

Visitors to the School

All visitors are required to sign in at the Junior High/Guidance Office with a valid identification card. Parents should note that students are not permitted to bring visitors to school during the school day.

Working Papers

Working papers are necessary for all students under the age of 18 years to work after school hours, in the work-study program and/or during the summer months. The student must bring a birth certificate or copy to the High School Office. The student will then be given an application, which must be completed by the parent. Upon return of the application to the high school office, the work permit will be issued.

ACTIVITIES

Clubs & Activities

Clubs and activities are very important to a student's success in high school. They provide a meaningful way for students to participate and take part in activities beyond the classroom. Students are encouraged to join and participate in the many clubs and activities Cornell has to offer. A list of the clubs and activities offered can be found on the high school web site. Participation in clubs and activities is a privilege and participation may be denied due to academic, attendance, or behavioral problems and issues.

Dances/Senior Recognition/Senior Dinner

Throughout the school year, there are a number of dances and activities that occur at various venues including the high school. Students attending the dances must be present within the first hour of the dance. Students should also make necessary arrangements for arrival accordingly. Students that arrive after the first hour of the dance will not be admitted without previous arrangements. Students must be in grade 7 through 8 to attend junior high dances and students must be in grades 9-12 to attend high school dances and no older than 20 years age to attend high school dances. Individual student class councils may sponsor more informal dances and activities throughout the year. Students who do not comply with the rules set forth in this handbook may be asked to leave a dance and may not be permitted to attend future dances.

Prom

The prom is typically held at a venue located off-campus. Only students 20 years of age and younger are permitted to attend the prom.

Students are not permitted to attend Prom if they are suspended (out of school) one month prior to prom. This rule applies to all students that attend Cornell as well as any student in an alternative placement. The suspension is applicable to all disciplinary rules and procedures, but does not include suspension for tardiness.

Sunglasses, canes, and walking sticks are not permitted to be worn or used at the Grand March. Failure to follow these rules will result in disciplinary action and the student may not be permitted to participate in the Grand March ceremony.

Any Cornell student planning to bring a date from a visiting school must complete a Prom Request and Consent Form before the student will be granted permission to attend and tickets are purchased. The final decision will be made by the Cornell Administration.

Principal's Advisory Council

The principal's advisory council is a representative group of students that meets with the principal several times a year to discuss school concerns. Students may apply by writing a one-page letter to the principal indicating the reasons they would like to take an active role.

Publications

The Hilltop publication was created to offer students opportunities for experience in writing, editing, photography and layout. The Hilltop is a school newspaper that is published via online and updated several times a year. To participate in the Hilltop, students must either be enrolled in Journalism class or must see the Hill Top sponsor.

Restriction from School Activities

Participation in school activities, clubs, sports and extra-curricular activities is a privilege. Activities include, but are not limited to, athletic contests, musicals, school clubs, dances and commencement exercises. The activities may be restricted when a student violates a Cornell High School rule(s), procedure(s), school board policy or the law.

Student Council

Student council is made up of elected students as class representatives and meets on a regular basis to plan school-wide activities. The student body elects the officers of the student council each spring.

ATHLETICS

Athletic Office

Located in the High School in Room 324, the telephone number is 412-264-5010 Ext. 126.

Athletic Awards

Certificates of participation and letters are awarded to eligible Cornell athletes at the end of each season of interscholastic competition according to the criteria established for each sport. In May of each school year, an Athletic Recognition Breakfast is offered to all athletes.

Attendance

Students who are tardy (after 8:24am) or absent from school are not permitted to participate in athletic events, including practice, that day with the exception of absence due to school-sanctioned events such as field trips, pre-approved absences, or absences due to an emergency or medical situation with prior administrative approval. Students arriving late for medical reasons must provide a valid medical excuse from a doctor in order to participate.

Class Absences

Exact times for athletic early dismissal are established and communicated by the athletic office. Teachers are informed of the dismissal time and the names of students to be dismissed will be provided as well. These are considered school-sanctioned absences and students are responsible for all work missed during that absence.

Conduct of Spectators at Athletic Events

Students and all other spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all school athletic events, both home and away. All rules for student conduct described in the Student Conduct section of this handbook apply to all Cornell High School athletic events.

Eligibility

Any student who wishes to compete for a position on any athletic team should report to the coach of that team at the beginning of the season. To be eligible for a team, the student must fulfill the requirements of the Cornell School District as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA).

Curriculum and Academic Eligibility

- A student must pursue a curriculum defined and approved by the principal as a full time curriculum and must maintain an acceptable grade in the curriculum, as certified by the principal. Eligibility is cumulative from the beginning of a grading period, and is reported on a weekly basis.

The student cannot have more than two (2) failing grades in full credit subjects to be eligible for the following week.

- Any student who is failing two (2) full credit core subjects will be ineligible to participate the following week. Work may be made up, providing it's in accordance with the regular rules of the school.
- In cases where a students work in any preceding grading period does not meet the standards provided, the said student shall be ineligible to participate for twenty (20) school days of the next grading period.
- Any student that participates in an activity or sport after being told they are ineligible will miss the next sporting event.
- A student on the weekly ineligibility list who has one (1) failing grading in a full credit subject will be notified and the parents will receive a phone call. This is a warning to notify the student that their eligibility is in jeopardy.

Student Conduct Eligibility

A student may, at any time, be withdrawn from competition if his/her citizenship is such as to make him/her an unworthy representative of Cornell High School. Expectations and consequences regarding student conduct are described in the Student Conduct section of the Handbook.

Uniforms/Equipment

It is the obligation of each student to turn in his/her sports uniforms and equipment in a timely manner after the last game in their sport is played. All uniforms and equipment must be returned to the coach or Mr. Sacco, the athletic director, within one week of the last game played. Any student that does not turn in his/her uniform and equipment will not be issued equipment for the next sport they wish to participate in. If the student does not participate in another sport the student will be assigned Saturday detention(s) until their uniforms and equipment have been returned to the District.

This policy is in place to insure that sports equipment can be sent out in a timely matter for reconditioning.

ATTENDANCE

Statement of Policy

The purpose of this policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional and physical development of students in the Cornell School District. The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child's/children's school attendance. The Cornell School District realizes that it will be necessary for students to be absent upon occasion for certain reasons such as illness, health care and religious holidays. It has been proven, however, that students who attend school regularly achieve more than those who do not. Attendance is imperative if students are to gain as much as possible from their school experience. School district personnel and parents should encourage students to establish and maintain good attendance practices. Therefore, it is the policy of the Cornell School District that all students enrolled in the school district be in attendance unless absent for an approved reason. It will be the responsibility of the Superintendent and/or his/her designee to develop and implement guidelines for the implementation of this policy and/or to review any exceptions.

Attendance

"Attendance" is the presence of a student on the day school is in session. "Absence" is the failure of a student to attend school on those days, half days, and hour's school is in session. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session, except when the absence is "excused" as set forth below.

- **Excused Absence** – Outlined on pages 13 and 14.
- **Legal Absence** – A parent/guardian contacts the office and consents that their child is absent from school. The absence is not classified as excused.
- **Illegal Absence** – A parent/guardian does not contact the office. Therefore, the student is absent without parental consent or knowledge.

***As per No Child Left Behind requirements, ten or more legal and/or illegal absences will result in a citation for violation of Compulsory School Attendance Law and the student will be required to appear at a district magistrate hearing.**

Compulsory School Attendance Law

The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school attendance, unless absent for an approved reason, and charges the parents/guardian of the child with the responsibility for the child's school attendance. The federal law, commonly referred to as **No Child Left Behind**, indicates a 94 percent attendance rate as the benchmark for academic success. The attendance rate at the elementary and the attendance/graduation rate at the

secondary level are used to determine Annual Yearly Progress. **In order to be in compliance with NCLB, any student missing 10 or more legal or illegal days (independently or combined) will be subject to a citation. As a result of a magistrate's ruling, fines could be levied and/or driver's license suspended.** Attendance is compulsory from the federal level down to the state level with local districts being held accountable by enforcing attendance policies. It is believed better attendance helps a student increase achievement.

Excused Absence

According to state compulsory attendance laws, absence from school may be excused for the following reasons:

- College visitation (as defined later in this section), court appearance, death in the family, delay or absence of school bus, personal illness, quarantine, educational trip (as defined later in this section), impassable roads, traditionally recognized religious holidays, religious instruction (as defined later in this section), school sanctioned absences, and other urgent reasons approved by the district.

Upon returning from an absence, a medical excuse, which is signed by the doctor, must be presented to the high school office within three (3) days of the appointment in order for the absence to be considered excused. The office must have the original doctor's excuse, not a copy of the doctor's excuse unless the doctor's office sends a direct fax of the excuse to the high school office. If a student is absent from school, but does not seek a doctor's care, the absence will be considered legal (with parental consent), but not excused.

NOTE: The principal may require a written statement signed by the practitioner stating the time of the student's appointment.

College Visitation/Junior-Senior Excusal for Interviews

When students have a written invitation or an appointment for a job interview, college admission, nurses' training, trade or technical school, as well as other post high school plans, they may be excused for a total of **three (3) days** during their Junior/Senior year. A copy of the invitation/appointment is to be handed in to the Attendance Secretary.

Early Dismissal

The reasons for excused early dismissals are the same as for excused absences. Students may not use early dismissals for absences resulting from drivers testing, college testing or family trips. These types of absences must be pre-approved. Any student that has an early dismissal from 12:30 PM until the end of the school day must bring in a medical excuse from the doctor in order for the absence from periods 7 and 8 to be excused. If a medical excuse is not turned in to the senior high office within three (3) days,

those minutes missed will accumulate and result in a day(s) absent against the student. (360 minutes = 1 day) The following documentation is required prior to the dismissal.

1. Students are required to bring a note from the parent or appointment card from the doctor to the school office for written approval by the administrator/support personnel to be excused from class. This should be done before the first period bell on the day of the appointment.

STUDENTS/PARENTS ARE ASKED TO SCHEDULE MEDICAL APPOINTMENTS AFTER SCHOOL AS MUCH AS POSSIBLE.

2. For early morning appointments, the request from the parent may be brought the day prior to the appointment. The approved excuse is then taken to the Senior High Office where an early release form is given to the student. The student must request a medical excuse from the doctor. **This form must be returned to the Attendance Secretary upon the student's return to school, or the absence from school will be considered ILLEGAL.** When the student returns from an appointment, he/she will receive an Admittance Slip to enter class from the Attendance Secretary. Students are expected to return to school from an appointment in a reasonable amount of time.

Educational Tour/Trip

Upon receipt of a written request from the parent/guardian of the students involved, students may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian when such tour or trip is so evaluated by the school principal and student participants therein are subject to direction and supervision by an adult personage acceptable to the principal and the parent/guardian of the students concerned.

Family Vacation

Forms are available in the Senior High School office. Two weeks' notice is required. Forms must be filled out by the parent/guardian, signed by the teachers and signed by the Principal. Return the completed form to the Attendance Secretary.

Half-Day Absence

Cornell High School will use 11:00 AM as the cut-off point between the AM and PM sessions.

Homebound Instruction

The parent must secure a medical form from their physician stating the *reason* the student needs to be placed in Homebound Instruction and the *duration* of such instruction. This form must be returned to the school principal. All homebound assignments, books, materials, and return of materials must be coordinated through the Guidance Counselor.

Homework and Assignments

When a student is absent (excused), a homework assignment request must be made by the parent/guardian with the appropriate office secretary. At least one day (24 hours) prior notice should be given for instructors to gather all materials requested.

Students who are absent from school are required to make-up the work missed in each class. It is the students responsibility to make-up work and pursue the successful completion of all class work missed.

Please note the following guidelines:

1. Classroom teachers establish guidelines for making up assignment, quizzes, and tests due to absences. Generally, students are expected to make up work within the number of days equaling the number of days of excused absences.
2. It is the student's responsibility to know each teachers policy for make-up work.
3. For school sanctioned or pre-approved absences, the student is expected to obtain assignments in advance, submit completed work on time and be prepared to take tests/quizzes on the regularly scheduled date unless prior arrangements have been made.
4. Students who miss tests/quizzes during periods of illness should arrange to make up the test/quiz before or after school as soon as possible. For tests/quizzes administered on the day of absence, students should be prepared to take the test/quiz immediately upon their return. An alternate test/quiz may be given.
5. Make-up work is not permitted if the absence is unexcused or unlawful.
6. If a student is suspended out of school, an opportunity for make-up work is given.

Participation in Extra Curricular Activities

Any student not in school by the end of 1st period (8:24 AM) WILL NOT BE PERMITTED to attend and/or participate in any after school activity that day. This rule does not apply to those students who receive pre-approval from the appropriate school Administrator/Support Personnel for the reasons stated above, or other reasons as determined by the administration. Half-day absences require a legal excuse. As always, a medical excuse will supersede this requirement.

Release Time for Religious Instruction

According to Section 1546 of the Pennsylvania School Code, students may be released from school for up to 36 hours per year to attend classes for religious instruction. In advance, the parent or a person acting in loco parentis must identify and describe the instruction and the dates and hours for which the release time is requested. The parent must, following each absence, furnish in writing to the superintendent, a statement attesting that the child did in fact attend the instruction and the dates and hours upon which such attendance took place. Release time for religious instruction is considered an absence. The student is responsible for make up the work, quizzes, or test missed during the release time.

School-Sanctioned Absences (Field Trips, Sports, etc...)

Students may be release from school for approved participation in school sponsored field trips, athletic events or extra-curricular activities. The student is responsible for making up the work, tests/quizzes during the release time.

Tardiness to Class

If a student arrives late to class without an excuse and arrives to class beyond five minutes, an unexcused class absence is recorded. With any unexcused absence, students are not eligible to make up assignments administered during that period but are responsible for the content discussed. Three (3) unexcused tardies to a class results in a discipline referral and could result in a detention, Saturday detention, CLASP, out of school suspension and possible course failure. Please refer to the procedures for a class cut. Repeat offenders may be referred to the Student Assistance Program (SAP) and/or to the District Justice for legal action.

Tardiness to School

A student who enters the school or arrives to their first period class after 7:35am will be considered tardy to school. The student must report directly to the High School Office where a Tardy Form will be completed and given to the student. This form must be presented to the teacher for admittance to class.

The reasons for excused and unexcused tardiness are the same as for excused and unexcused absences, and a written excuse from the parent is required at the time of entry or the tardy will be automatically considered unexcused. However, if a medical excuse is submitted to the High School Office within 3 school days of the tardy will be accepted. Tardiness is considered a disciplinary matter and may result in academic and/or disciplinary consequences. Detention will be assigned following the third unexcused tardy. Subsequent tardiness could result in Saturday detention, out-of-school suspension, and/or referral to the District Magistrate.

Tardy minutes to school accumulate. There are 360 minutes in a school day. Therefore, when a student accumulates 360 minutes tardy to school it will count as one (1) illegal absence.

ANY STUDENT WHO DOES NOT REPORT TO FIRST PERIOD OR THE HIGH SCHOOL OFFICE BUT ATTENDS CLASS WILL BE MARKED ILLEGALLY ABSENT FOR THE DAY. THE STUDENT FAILED TO FOLLOW ATTENDANCE PROCEDURES.

PLEASE NOTE: Attendance reports will be sent to parents/guardians for them to review.

Thirty Days or More of Absences

A student who has fifteen (15) or more days of absence for a semester, whether legal or illegal, or thirty (30) or more days of absence, whether legal or illegal, in a school year shall be ineligible for credit in a course being taken at that time. In addition, such absences shall make the student ineligible for

promotion or graduation. Absence is defined as non-attendance in school, in an individual class or a combination of both which includes tardiness, early dismissals, and out-of-school suspensions.

A student may individually request a waiver of this provision by informing the Superintendent and/or his/her designee. The case shall then be reviewed to determine if the student's absences or tardies were legitimate. If the administration so determines, the student may be granted a waiver. The principal may upon receipt of satisfactory evidence of mental, physical, or other urgent reasons excuse a child for non-attendance during a temporary period.

Unlawful Absences – Truancy

In Pennsylvania, parents of children between the ages of 7 and 17 years are required by the compulsory attendance law to ensure that their children attend school. After a student is unlawfully absent for seven (7) days the administrative staff will notify the parents via written letter identifying the days of absence. Upon the accumulation of ten (10) unlawful absences, truancy charges will be filed with the local magistrate and a referral to the Allegheny Intermediate Unit Truancy Prevention Project may be made if the student is thirteen (13) years of age or younger.

Immediately upon the accumulation of thirty (30) days of absence, whether excused or unexcused, the principal or designee shall notify the student's parent/guardian and the student by certified mail. This notification shall contain a statement to advise the parent/guardian and the student that a student who accumulates thirty (30) or more days of absence, whether excused or unexcused, during the school year, shall not receive credit for the course for that year.

The school district will seek to assist the parent/guardian and students to resolve chronic attendance problems through counselors, social workers, building administrators, and referral to the school district psychologist.

The parent/guardian should direct their children to report to school even when it appears that the child may be late for school. **The parent/guardian is urged to phone the school district's call off line (#623) whenever the student is absent from school.**

Withdrawal from School

A student who is withdrawing from Cornell High School is asked to obtain and complete the withdrawal form located in the guidance office.

CORNELL CYBER PROGRAM

The Cornell School District does have its own cyber program that students are enrolled in for a number of reasons. Some students are enrolled as part time cyber students and some are considered full time cyber students. A student can be placed in the cyber program due to disciplinary reasons.

The length of stay in the program will be based on the progress toward achieving the educational and behavioral goals outlined an individual plan developed by the Administration and staff. **Students who violate their cyber contract will be recommended to the Cornell Board of Education for expulsion.**

Students who are placed in the cyber program and that are reintegrated into the day program will return to the Cornell Cyber School after three (3) disciplinary infractions (this does not include tardiness or dress code violations). In addition, a student who is reintegrating into the day program may be assigned to report to a teacher or administrator who will act as a transition mentor. This teacher/administrator will assist the student with daily procedures, schedules, discipline policies, etc.

REASONS FOR REFERRAL

Students may be referred to any Alternative Education Program and/ or the Cornell Cyber Program for the following reasons:

- Students will be removed from their regular school because of serious disruptive behavior. Serious disruptive behavior is defined as assaultive behavior, behavior in violation of the weapon policy (not to supplant the expulsion policy), or behavior in violation of the terroristic threats/terroristic acts policy.
- Chronic patterns of disruptive behavior, where school interventions have failed, may result in petitioning the administration of the Cornell School District for placement in Alternative Education.
- Violations of the District drug and alcohol policy that specify placement in Alternative Education.
- Students returning from placement by the Juvenile Court System for delinquent behaviors must be reviewed to determine appropriateness of placement.
- Students entering the Cornell School District who fit into any of the above listed categories.

STUDENT CONDUCT

STUDENT RESPONSIBILITIES

It is the policy of Cornell School district that the following acts detailed in the section are punishable by withdraw of privileges including but not limited to extracurricular activities and other disciplinary action and by suspension and/or possible expulsion. In addition, students are prohibited from engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code, the School Code, ordinances of Coraopolis, published policies or regulations of the school district or any other applicable statutes, regulations, policies or rules.

No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the right of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Accept each person as an individual human being and promote intercultural and group relations and understanding.
2. Apply abilities and interests to the improvement of a knowledge base and to the development and application of learning skills.
3. Recognize and function within the policies established by the School Board and school officials.
4. Attend school for the purpose of obtaining a quality and meaningful education.
5. Abide by rules and regulations necessary for the orderly conduct of school activities by the administration and faculty.
6. Implement and abide by rules and regulations developed through the cooperation of student-faculty committees.
7. Contribute cooperatively toward the improvement of the teaching-learning situation and strive for the overall betterment of the total school environment.
8. Maintain respect for school officials and other students and exhibit conduct reflecting self-control, self-regulation, and self-discipline.

CONSEQUENCES FOR STUDENT MISCONDUCT

NOTE: Each student will be subject to progressive discipline. A student's "total" discipline history for the current year will be considered when an appropriate discipline is enforced. This is a change from each student's infraction, in each class, acting as a stand-alone entity.

Categories of **disciplinary action** could include any of the following:

After-School Detention

After School Detention is a first line method of attempting to formally correct inappropriate behaviors in the classroom. The student must report to the assigned room with schoolwork or academic reading materials. A detention notice will be issued to the student 24 hours in advance, notifying parent/guardian of date, time, and reason for detention. Parent/guardian will be responsible for transportation at the conclusion of detention.

Cornell Learning Assistance Support Program (CLASP)

This program addresses the educational and behavioral needs of students, focusing on positive behavioral strategies and multiple academic strategies. It is designed to address individual needs. The student is assigned to the program for a minimum of one (1) to three (3) days. Classroom teachers will provide assignments to be completed during the time there. **The student is excluded from attendance and/or participation in all school-sponsored activities including, but not limited to, sports practices and events, band activities, the prom, field trips, and academic challenges.** Students must follow the guidelines established for the operation of the Cornell Learning Support Assistance Program (CLASP).

Saturday Detention

Student is assigned two (2) hours (8:00 AM – 10:00 AM) of detention on Saturday by the administrator/support personnel. The student must report to the assigned room on time with schoolwork or academic reading materials. The administrator/support personnel will contact the parent. The student will be assigned a date to serve this detention. Parents/students will be given a twenty-four (24) hour notice. Failure to serve this assigned Saturday Detention will result in the student being given a minimum of three (3) days Out-of-School Suspension (OSS). Parents are responsible for student's transportation. Students must follow the guidelines for the operation of Saturday Detention.

Parkway West Career and Technology students who are assigned Saturday Detention at Parkway will serve their Saturday Detention at Cornell.

Out of School Suspension (O.S.S.)

Student is suspended from school for a period of three (3) to ten (10) days pending placement in the Alternative Education Program or other recommendations as per the administration. The student should be in the custody of the parent/guardian from 7:30 AM to 2:30 PM. The Junior High Office will arrange for classroom assignments and parents may pick up assignments at this office. Teachers must be given one day to prepare assignments. **Students are not permitted on school grounds during the suspension and are excluded from attendance and/or participation in all school-sponsored activities including, but not limited to, sports practices and events, band activities, the prom, field trips, and academic challenges.** A conference may be held with the parent, student, and appropriate staff as necessary.

Conduct Improvement Program/Plan (CIP)

Upon returning to school from an out-of-school suspension, noting one (1) day of suspension equals one (1) week of CIP, unless otherwise modified by administration; Upon administrative discretion; Upon change of educational placement.

CIP students will abide by the following:

A limit of two (2) hall passes per day, excluding emergencies; during placement in the program.

Lunch detention during placement in the program. Suspended driving privileges (senior high school grades 11 and 12); during placement in the program. Limitations on extracurricular activities, as per administrative discretion. A meeting with the principal and dean of students prior to transitioning out of the program is required.

Failure to uphold expectations set forth by the CIP will result in disciplinary action, which may include out-of-school suspension.

Peer Mediation/Conflict Resolution

This program is designed to create awareness with students as to how to resolve differences by talking about them and by finding ways to control their anger. This process is used as a method of solving problems, which arise among students, before these problems reach a point where violence is likely.

Restriction from Activities

Activities such as athletic events, musical performances, school clubs and ceremonial events such as dances, prom and commencement may be restricted when a student violates a Cornell High School rule, procedure, school board policy or the law.

Student Assistance Program (SAP)

The Student Assistant Program is a process of working in concert with mental health and drug and alcohol providers that maximizes the possibility that a student's problems are properly identified and that the student receives the appropriate services needed to improve his/her prognosis for educational success. The problems that at-risk students face are not always limited to school problems. Students may require services or support outside the realm of the school environment. SAP has proven to reduce student at-risk problems both in and out of the school environment.

Charges Filed with the Police Department

Any behavior that is in violation of civil or criminal law will be dealt with as the law permits.

School-Based Juvenile Probation Program

School-based probation officer supervises the probation students with the focus on developing and implementing treatment and behavioral goals as designed with the student, parents, and the school. In addition, supervision includes compliance with court-ordered conditions and response to behavioral problems as reported by the school. School based probation officers are regular members of the Student

Assistance Program (SAP). As a member of the SAP team, the school based probation officer works closely with other team members with regard to probation clients.

Expulsion

The consequence of a violent act includes carrying or concealing a weapon on any school property, at any school-sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity. The Cornell Board of School Directors investigates the act. Members of the School Board will conduct a formal hearing to decide on a student's status. **Students who are expelled may not attend or participate in any school activities/events including graduation and prom.** Students who have been expelled may petition the Superintendent (after one year) for return to the District through the Alternative Education Program.

BEHAVIOR GUIDELINES

According to the Cornell High School's Code of Conduct, the following acts on school property or in relation to school property are punishable by withdraw of privileges and other disciplinary action and by suspension and/or possible expulsion. Students are prohibited from engaging in any of the following behaviors:

Assault/Acts of Violence – Zero Tolerance

The deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury. A student who assaults or commits a physical act of violence on another student or any school personnel will be given ten (10) days Out-of-School Suspension (O.S.S.) and will be referred to the Cornell Board of Education for discipline up to and possibly including expulsion. Charges must be filed with the appropriate law enforcement agencies. A conference will be held with the parent/guardian, student, and appropriate staff. **The student who is expelled may not participate in any school events, including prom and graduation.**

Bullying/Intimidation

Bullying/intimidation is when a student makes threats/warnings to scare another student, or when a student threatens/warns a weaker student. Incidents of bullying shall be reported by students, school personnel, and parents to a school official. The principal or designee shall interview students or other involved, undertake an investigation, and then contact parents. If the investigation results in substantial finding of bullying, the principal will administer disciplinary actions which may include but is not limited to: mediation, referral to guidance services, detention, suspension and/or recommendation for expulsion.

Cafeteria Regulations

There will be a separate lunch for senior and junior high students. Senior high lunch will be after fourth period. Students are expected to return to fifth period after a thirty-minute lunch. Junior high lunch is after junior high fifth period. Students are expected to return to sixth period after a thirty-minute lunch. All students are required to eat lunch in the cafeteria. Students may carry a lunch from home or purchase a lunch and/or beverage in the cafeteria.

All students are required to remain in the cafeteria during their lunch period. Students wishing to use the library or another resource area must present a signed pass to the cafeteria supervisor prior to leaving the cafeteria. Students who are outside the cafeteria without authorization will be subject to disciplinary action.

Students are responsible for the cleanliness and behavior exhibited at the cafeteria table at which they sit. Directives from any staff member must be followed by all students in the cafeteria. This includes, but is not limited to, cleaning an area and/or providing information related to behavior. Failure to comply with directives will result in disciplinary action, including extended cleaning in the cafeteria.

Cheating and Plagiarism

Cheat: to deceive, deprive by fraud, pretend, or obtain property by distortion of the truth, swindle, or all the above.

Plagiarize: to steal and pass off one's own ideas or words of another, to present as one's own idea or product derived from an existing source.

1. First Offense – any student observed or found guilty of cheating, that is copying, aiding or abetting another student or plagiarizing another's work will receive a "0" for the test/assignment and one (1) to three (3) detentions will be assigned. The parent/guardian will be notified via mail, telephone or email.
2. Second Offense –The student will receive a "0" for the test/assignment and two (2) Saturday Detentions will be assigned. The parent/guardian will be notified via mail, telephone or email. A conference may be held with the parent/guardian, student, and appropriate staff.
3. Third Offense –the student will receive a "0" on the test/assignment and three (3) days Out of School Suspension (OSS). The parent/guardian will be notified via mail, telephone or email. A conference will be held with the parent/guardian, student, and appropriate staff.

PLEASE NOTE: Any student that cheats and/or plagiarizes a second time in the same class will fail the course for the year.

Class Cut

Class cut is defined as an absence from class without the knowledge and prior written permission of the teacher whose class will be missed. The teacher who requests the presence of the student should write the note and give it to the student to get the required approval and signature. A class cut will count as an illegal absence for that period. The student will not receive any credit for that class period. A class cut may also result in disciplinary action which may include but is not limited to: mediation, referral to guidance services, referral to district magistrate, detention, suspension and/or recommendation for expulsion.

Classroom/Laboratory Safety

Violation of classroom/laboratory safety practice shall include any actions that endanger oneself or others. If a violation is very severe, the student may be removed from the class/lab. A conference will be held with the parent/guardian, student, and appropriate staff. This behavior may also result in disciplinary action which may include but is not limited to: detention, suspension and/or recommendation for expulsion.

Computer Misuse

A student's use of the District's computers and Internet resources is a privilege, not a right. In addition to the following requirements, students are required to abide by the rules and regulations set forth in the District's "Computer/Internet Acceptable Use Policy." Students, and their parents/guardians, are notified of the contents of the "Computer/Internet Acceptable Use Policy" at the start of each school year and its contents are hereby incorporated by reference in this Discipline Policy. The disciplinary consequences for **Violations of the Computer/Internet Acceptable Use Policy are as follows:**

NOTE: Students are not permitted to customize their desktops on district computers.

Students/Parents/Guardian will be notified of each alleged violation of the Computer/Internet Acceptable Use Policy and will be given an opportunity to respond to the allegation.

Suspicion of a student's illegal use of the Internet or district computers, such as copyright violations, theft of services, or using the system to publish defamatory statements may be reported to the appropriate legal authorities for possible prosecution.

Students are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Depending on the **SEVERITY** of the violation of the Computer/Internet Acceptable Use Policy, students face disciplinary consequences ranging from warning to loss of the Internet/District computers usage, parent conference, detention, suspension and/or recommendation for expulsion.

Defiance/Insubordination

Defiant behavior is defined as open resistance shown by a student to the authority or position of a District Official or employee. Students are prohibited from insubordination or defiance relating to directions from faculty, staff or other school district employee, guest of the school district, or other persons designated to be in a position of authority for school related events.

Detention: Failure to Report

Failure to serve after-school detention will result in one (1) additional detention. Failure to serve the additional detention will result in a Saturday detention. Failure to serve additional detentions will result in suspension. The parent/guardian will be notified via mail, telephone, or email. A conference may be held with parent/guardian, student, and staff.

All Saturday detentions assigned for Cornell Parkway students by Parkway administrators will be served in the Cornell CLASP room.

Disorderly Conduct

Fighting, threatening, and engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive condition for no legitimate reason, for the purpose of creating public inconvenience, annoyance, or alarm. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Disrespect/Insolence

A lack of respect (rude/discourteous) shown by a student to the authority or position of a District official or employee. Students are prohibited from showing insolence or callous disrespect, including indecent or obscene language to a member of the faculty, staff or other school district employee, guest of the school district, or other persons with whom the student has contact in connection with a school related event. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Disruptive Behavior/Classroom Disruption

To interrupt: to cause disorder on the behalf of a student. Students are prohibited from interfering with the education of fellow students. Students are also prohibited from engaging in disruptive behavior. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Dress Code

The following regulations regarding student dress apply to all students:

Note: All dress code regulations apply to Phys. Ed and team uniforms.

- Although an individual's dress and appearance is a matter of personal preference and choice, certain styles of dress/appearance are not appropriate for school for the health, safety, welfare, morals and rights of students and staff. Students will be required to change inappropriate clothing or appearance or be sent home to do so and return to school. For this reason, the following guidelines are established:
- Wear clothes that are not revealing, suggestive, or too tightly fitted, such as see-through blouses, sleeveless tops, halter tops, tank tops, bare midriffs (sitting or standing), bare shoulders, and cutoffs.
- Wear clothing, jewelry, and other accessories, which do not promote, encourage, or depict any form of drugs (including alcohol), obscene, suggestive or vulgar language or action.
- Wear clothing, jewelry, and accessories, which do not signal membership in a gang.
- Wear pants, which are SECURE AROUND THE WAIST. Undergarments should not be visible (male or female). Also, no baggy pants with outside pockets.
- Wear clothing, which will not cause harm to another person, damage to property, or create an unsafe environment (which would include, but not limited to, chains, pins, spikes, hooks).
- Wear shorts and skirts of reasonable length (2 inches above knee) and style. The top of a slit in any skirt also must be fingertip length.
- Students must wear shoes in school. However, tennis shoes with wheels are not permitted.
- Do not wear any form of outerwear in school. This includes, but is not limited to, thin jackets, leather jackets, windbreakers, winter jackets, letterman jackets and winter vests. Sweatshirts are permitted.
- All hats, hoods, headsets, and other miscellaneous headwear must be removed when students enter the building. Also, no headwear will be permitted in the cafeteria during breakfast and lunch. Headwear will be confiscated and parent/guardian must come to school to retrieve it.
- Students are not permitted to wear sunglasses in school (on the head or face).
- Students are not permitted to wear jeans or other clothing items with holes, rips, tears, etc. above finger-tip length. Clothing cannot be worn if they fail to meet the fingertip length standard or if the chest, shoulders, torso, back or midriff are exposed.

Failure to follow these guidelines may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Electronic and Communication Devices

The possession and use of electronic devices by students in school or school grounds during school hours is subject to High School and School Board policy. Electronic devices are strictly prohibited in locker rooms. Electronic devices shall include, but not limited to cameras, cell phones, video recording devices, and tablets. Electronic devices may be confiscated if they are found in use during school hours. Failure to turn over an electronic device will result in increased disciplinary action. Parents will be notified to pick up the device in the high school office.

Students MAY listen to music using personal devices during study halls, at lunch and *during select classes by teacher permission only*. When listening to music, students must use the assistance of headphone so as not to disturb those students around them. **The Cornell School District is NOT responsible for any lost, damaged, or stolen devices**. Any student who does not abide by these guidelines will receive appropriate disciplinary action.

Without prior administrative approval, the use of above devices shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.
4. In all cases, devices must be placed in a silent/vibrate mode so devices do not interfere with the educational process.

Students should be aware that if a cell phone is used to take photographs or record audio or video while on school property, or at school events, the student may be subject to a violation of state wiretapping laws. In addition, the Board prohibits possession and use by students, of any device that provides for a wireless, unfiltered connection to the Internet. The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

Failure to follow the guidelines set above may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Endangerment (Arson, Bomb Threat, Riot and Other Related Actions)

Deliberate conduct that recklessly causes another person to be placed at risk of death or serious injury.

Arson

The deliberate starting of a fire or explosion, or helping, asking, or telling another person, to start a fire or explosion, which could or does place property in danger of being damaged or a person (including a fire fighter) in danger of injury.

Disciplinary consequence: Any student found guilty of setting a fire or assisting in setting a fire on school property will receive ten (10) days of Out-of-School Suspension and arson charges will be filed with the appropriate law enforcement agencies against her/him by the Cornell School District. The student will be recommended for an Alternative Education Program or will be referred to the Board of Education of the Cornell School District for discipline up to and including expulsion. The parent/guardian will be notified via mail, telephone, or email. A conference will be held with the parent/guardian, student, and appropriate staff. Restitution must be made.

Bomb Threat

A threat to detonate an explosive device or a statement that such a device is located in a place where explosion may cause injury to people or damage to property, made to public or school authorities, regardless of whether such an explosive device exists. (NOTE: This does not include informing public or school authorities of such threats or statements made by another person for the purpose of allowing such authorities to take appropriate safety precautions.)

Disciplinary consequence

Any student found guilty of making a bomb threat or other serious related activities will have charges filed with the appropriate law enforcement agencies against him/her by the Cornell School District. The student will be referred to the Board of Directors of the Cornell School District for discipline up to and including expulsion. The parent/guardian will be notified via mail, telephone, or email. A conference will be held with the parent/guardian, student, and appropriate staff.

Riot

Disorderly conduct by three or more persons for the purpose of committing or facilitating the commission of a crime, for the purpose of preventing or coercing official actions, or when the actor knows a firearm or deadly weapon will be used.

Disciplinary consequence: Any student found guilty of inciting or participating in a riot will be given ten (10) days Out-of-School Suspension (OSS) with a recommendation for an Alternative Education Program or referral to the Cornell Board of Education for discipline up to and possibly including expulsion. Charges will be filed with the appropriate law enforcement agencies. The parent/guardian will be notified via mail, telephone, or email. A conference will be held with the parent/guardian, student, and appropriate staff.

Setting off False Alarms

Disciplinary consequence: Any student found guilty of setting off a false fire alarm will receive ten (10) days of Out-of-School Suspension (O.S.S.) and charges will be filed with the appropriate law enforcement agencies against her/him. The student will be recommended for an Alternative Education Program or will be referred to the Board of Education of the Cornell School District for discipline up to and possibly including expulsion. The parent/guardian will be notified via mail, telephone, or email. A conference will be held with the Parent/Guardian, student, and appropriate staff. Restitution must be made.

Tampering with Fire Extinguishers/Automated External Defibrillator (AEDs)

Disciplinary consequence: Any student found guilty of tampering with a fire extinguisher/automated external defibrillator (AEDs) will receive a minimum of ten (10) days of Out-of-School Suspension (OSS) and will be required to pay the cost of repair or replacement. The student will be recommended for an Alternative Education Program or will be referred to the Cornell Board of Education for discipline up to

and possibly including expulsion. The parent/guardian will be notified via mail, telephone, or email. A conference will be held with the parent/guardian, student, and appropriate staff. Charges will be filed with the appropriate law enforcement agencies.

Fighting

Any physical conflict between two or more persons. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Interference – Any student who interferes with a staff member trying to stop a fight will be treated as if fighting. Charges may be filed. A parent/guardian conference will be held during these days of suspension.

Agitate, Instigate, Intimidate, Rumor, Threaten – Any student provoking a fight – that is, agitating, instigating, intimidating, or spreading rumors so as to cause a fight, or threatening another student or any school personnel – will be dealt with in a similar manner as if fighting. CHARGES may be filed with the appropriate law enforcement agencies.

Fundraising Theft

If a student has been found to steal either money or fundraising items, or if a student fundraises, collects money, but does not distribute the fundraising item to the customer, the student will not be permitted to continue to fundraise or participate in any activity/sport related to the fundraising project. The parent/guardian will be notified and the student and/or parent/guardian will be required to make restitution in the amount owed. Disciplinary action would include, but is not limited to, out-of-school suspension. The number of days will be determined by the administration and will be based on the severity of the incident.

Gambling

The making of any bet or wager and/or the organization of or participation in any lottery, numbers game, pool, or bookmaking for money or property. No card playing or gambling of any type is permitted. The only use of cards is when they are used in conjunction with a lesson plan. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Harassment

Harassment is a form of discrimination prohibited by federal and state law. Harassment includes, but is not limited to, unwelcome and offensive slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin, age, sexual orientation or handicap/disability which are so severe or pervasive in nature that they create, or pose a realistic threat of creating an intimidating, hostile, disruptive or offensive educational environment. Harassment of and by

students is not tolerated within the Cornell School District. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

PLEASE NOTE: Depending on severity of the offense, charges may be filed at any time.

Hazing

Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, school-sponsored club, activity, or athletic team. "Hazing" is defined as any activity or conduct, whether physical, verbal or electronically communicated, that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any district organization. Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates. Students are required to report any known or suspected form of hazing to a principal or dean of students immediately. Disciplinary action including, but not limited to, permanent removal from the class, club, activity, or athletic team, may be taken against any students who organize, participate in, and/or fail to report a hazing rite. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Horseplay

Any form of rough play between two or more students.

Leaving Class/Cafeteria without Permission/Pass

Students are prohibited from leaving the classroom and/or cafeteria without permission. Leaving class/cafeeteria without permission will result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion.

Leaving School without Permission

Unless the student has a note signed by the parent, he/she is not to leave the building for any reason. If the student forgot to bring the permission note, Administrator/Support Personnel may call the parent, documenting permission received by phone. The high school office must approve the permission note. The high school office will verify the permission note with the parent and issue an Early Dismissal Slip. This slip should be retained by the student and be presented to and signed by all teachers whose classes are missed to verify the absence as excused.

Under no circumstances should a student call home and ask her/his parents to come and take him/her home. When necessary, such calls should be made by the school nurse or the appropriate administrator/support personnel. A student found to have left school property without written permission would be considered illegally absent as defined for the time not in attendance. This behavior may also

result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Lockers

Students are given the privilege of being assigned a specific locker in which to store school materials and personal property during school hours. Students are to keep their assigned lockers secure and locked to safeguard their belongings from other students. However, students must understand it is not the intent of the Cornell School District to relinquish its exclusive control over the locker.

All lockers are and shall remain property of the Cornell School District. Accordingly, students shall have no expectation of privacy in their school lockers. Students are hereby notified that all authorized Cornell School District employees and officials may inspect students' lockers at any time, for any reason.

Students are not allowed to share lockers or use lockers not assigned by the office. Most locker thefts are the result of carelessness on the students' part. Remember to lock the locker. Do not give locker combinations to other students.

Loitering

To hang around, to lag behind, to aimlessly stop or pause without legitimate purposes, or to remain on school property after repeated requests to vacate premises by school personnel. This behavior may also result in disciplinary action which may include but is not limited to: parent contact, detention, suspension and/or recommendation for expulsion and police contact.

Sexual Harassment

Any words, gestures, or conduct of a sexual nature, including sexual advances and requests for sexual favors, which the actor knows or should know, are unwelcome by the person to whom they are directed.

- a. Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy: Unwelcome sexual advances, or requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, where submission to such conduct is explicitly or implicitly required of the recipient; or submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance; or of creating an intimidating, hostile, or offensive working or learning environment.
- b. Consequences of Violation of Policy: Any student in the Cornell School District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline ranging from a minimum of five (5) days Out-of-School Suspension (OSS) to possible expulsion. Charges may be filed. The parent/guardian will be notified via mail, telephone, or email. In addition, any

student found to have violated this policy might be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, after considering the following factors among others:

- Severity of the misconduct
- Pervasiveness or persistence of the misconduct.
- Effect on the victim or victims.
- Intent of the perpetrator.

Tobacco/E-Cigarette/Vape: Use and Possession

The use or possession of tobacco or tobacco products, on any part of school property, including school buses. Tobacco is defined as a lighted or unlighted smoking or vape product, smokeless tobacco and non-tobacco cigarettes, including electronic cigarettes, in any form. The use or possession of tobacco and non-tobacco (clove, herbal) products is prohibited in a school building, a school bus, or on school property owned by, leased by, or under the control of the school district. (Smoking on school property is also prohibited under Section 28.3 of the Fire Code.) Pursuant to 18 Pa. C.S.A. 6306.1 of the Pennsylvania Crime Code, a pupil convicted of the summary offense of using or possessing tobacco in a school building, a school bus, or on school property owned by, leased by, or under the control of the school district, shall be sentenced to pay a fine up to \$50.00 plus court costs.

This will result in disciplinary action which may include but is not limited to: parent contact, suspension and/or recommendation for expulsion and police contact and referral to district magistrate. Consequences will increase if subsequent offenses occur.

Theft

Depending on the SEVERITY of the incident, the penalty shall range from a minimum of one (1) to five (5) days Out-of-School Suspension (OSS). Students may be referred to the Cornell Board of Education for possible expulsion. "Stealing" is defined as follows:

1. Taking the property of another without the intent of returning the property to the owner.
2. Obtaining possession of the property of another by deception, extortion, or blackmail without the intent of returning the property to the owner.
3. Failing to return or make reasonable efforts to return property to its owner, or to turn found property in at an appropriate "lost and found".
4. Taking possession of property one knows or has reason to know is stolen, without the intent of returning it to the owner.

Charges may be filed with the appropriate law enforcement agencies. The student shall make restitution for article(s) stolen. The parent/guardian will be notified via mail, telephone, or email. A conference may be held with parent/guardian, student, and appropriate staff.

Student Behavior

All provisions regarding student behavior are applicable to students while on school property, at any school-sponsored activity (including graduation, dances, field trips, etc.), on any public conveyance providing transportation to a school or school-sponsored activity, and to students going to and returning from school. Depending on the severity of a student's behavior, any student behavior offense may be treated as a second or third offense.

Student Behavioral Expectations

- Arrive to school and classes on time. **First period is very important.** It is in first period where information is shared with students and staff and attendance accounting is initiated.
- Listen to all announcements and respect the rights of others to listen.
- Follow the rules of conduct posted in each classroom.
- Report to class with necessary books, materials, supplies, and assignments. Sit in seat immediately and prepare for the course work.
- Refrain from sleeping in class. This is unacceptable.
- Refrain from putting feet on the desks and chairs.
- Stay on academic tasks until the end of the class period. **NO ONE SHOULD BE IN THE DOORWAY WAITING FOR THE BELL TO RING.**
- If there is a fire drill or disaster of any kind, follow directions and move silently.
- Use the hall pass appropriately. A hall pass is for **only one** student at a time and must be signed by the teacher.
- Use appropriate language.
- Respect the staff and visitors. **NOTE:** *Students should realize the implications of comments directed towards teachers, students and school staff. Hostile actions, verbal, non-verbal, and written threats relating to any acts of violence will not be tolerated and will be treated as serious infractions.*
- Respect yourself.
- At the end of the school day all students must leave the building by 2:25 PM unless supervised by a member of the staff.

Student Parking

Students must obtain a parking form from the Discipline Office. The parking form must be filled out completely and signed by a parent. Upon completion, the student will receive a parking pass from the Disciplinarian. The pass must be displayed in the car at all times while parked on district property.

Student parking is permitted only in areas designated "student parking." Students are prohibited from parking in spaces designated for teacher parking. Student driving permits may be revoked for repeat offenders.

Student Transportation

Riding the school bus is a *privilege*. Improper conduct on the buses will result in this privilege being suspended or denied. The building administration will determine the suspension or denial for transportation on a case-by-case incident and handle each accordingly. All rules, regulations, school district policies and procedures within the Student Code of Conduct/Student Handbook apply to all district-provided transportation. Please Note that for the safety of all students, all school buses used to transport students to and from the Cornell School District are equipped with audio and video recording equipment.

The following subsection outlines what is expected of students who ride any school bus.

Behavior at the bus stop.

- Students will remain in designated area, arriving no earlier than ten (10) minutes before pick up time.
- The rights of property owners in the vicinity must be respected.
- Stay off of the road.

Behavior on the bus/van.

- Because the driver must keep his attention upon the street/highway and the operation of the bus, it is necessary for students to be well behaved. Therefore, the following regulations will be strictly enforced:
 - No student will throw any objects or substances in or around the bus.
 - No student will use loud or profane language in or around the bus.
 - No student will indulge in pushing, fighting, or other unruly behavior in or around the bus.
 - The students must obey the bus/van driver at all times.
 - All students will remain seated at all times while on the bus. Aisles must be kept clear.
 - No student will deliberately mar, deface, or tamper with any part of the vehicle. The individual will pay damage. Charges may be filed.
 - There will be no smoking in or around the vehicle at any time. Lighting of matches or a lighter in or around the bus is prohibited.
 - There will be no drinking of pop or any other beverage on the bus unless permitted by the driver.
 - There will be no littering from the bus.
 - Students will be courteous to fellow pupils.

All bus incident reports will be filed with the Principal/Support Personnel. Repeat offenders will be denied bus privileges. Charges may be filed against the student.

Terroristic Threats/Terroristic Acts

The definitions of the following terms will apply throughout this document:

“Terroristic threats” are threats to commit any crime of violence to another, to cause evacuation of a building, place of assembly, or facility, to cause serious public inconvenience, or in reckless disregard to the risk of causing terror or inconvenience.

“Terroristic acts” are offenses against property or involve danger to another person. Any student who communicates a terroristic threat or commits a terroristic act directed at any student, teacher, administrator, any other employee of the district, board member, community member, or toward the school building will be given Out-of-School Suspension (O.S.S.) and will be referred to the Cornell Board of Education for discipline up to and possibly including expulsion from the district. The student’s violation of this terroristic threat/terroristic act policy will immediately be reported to the student’s parents/guardian. A conference will be held. Charges will be filed with the appropriate law enforcement agencies.

NOTE: Any parent or guardian of a district student who communicates a terroristic threat or commits a terroristic act directed at any student, teacher, administrator, any other employee of the district, board member, community member, or toward any school building shall be immediately directed off school district property and local law officials will be notified. The parent or guardian or individuals will be notified that he or she has lost the privilege of entering school property and of attending any school-related functions to which parents or guardians are invited.

Trespassing

Entering or remaining in or on school property knowing that or having reason to know that, one is not permitted to enter or remain.

A student found trespassing will be given a minimum of three (3) to five (5) days Out-of-School Suspension (OSS). Charges may be filed with the appropriate law enforcement agencies. A conference will be held with the parent/guardian, student, and appropriate staff.

Unauthorized Substances (Policy on Illegal Drugs/Alcohol)

- Definitions
 - Illegal Alcohol
 - Any malt, brewed, or distilled beverage; the purchase or possession of alcohol by a person less than twenty-one years of age.
 - Illegal Drug
 - Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the Pennsylvania and/or Federal Law prohibit possession, delivery, or use of these drugs, unless prescribed by a physician or licensed by the state or federal government to possess, deliver, or use such substances.

- Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or Federal Law (such as solvents).
- “Look-alike” drugs/substances are any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance, including electronic cigarettes.
- Misrepresentation is any attempt to distribute a substance that has been inaccurately described or implied to the receiver as an unauthorized substance.
- Paraphernalia are tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, alcohol, or any other unauthorized substance.
- Possession
 - A student is in possession of unauthorized substances when these substances are found on the person of the student, in the student’s locker, under the student’s control while he/she is on school Property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on her/his way to or from school.
- Use of an unauthorized substance
 - Either the actual use during school or being under the influence during school hours, at school-sponsored activities after school hours, or use prior to arrival at school which is made evident by strong odor or any unusual behavior.
- Unauthorized substances
 - Include but are not limited to alcohol, illegal drugs, controlled substances, non-prescription drugs, and prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, such as, anabolic steroids, look-alike drugs/substances and any substance which is intended to alter mood.

Disciplinary consequences for violating Unauthorized Substances provisions:

- **Possession and/or Use of an Unauthorized Substance**
 - First Offense requires notification of parent/guardian and an informal hearing is held. In case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten (10) days Out-of-School Suspension (OSS) is imposed. The student must have a Drug/Alcohol assessment and follow recommendations. A required referral to the Student Assistance Team and a possible referral for alternative education will complete the procedure.

- Second and Subsequent Offenses require notification of parent/guardian. In the case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten days Out-of-School Suspension (OSS) is imposed. A referral to alternative education and a possible referral to the Cornell Board of Educations for discipline up to and possibly including expulsion will complete the procedure.
- **Possession of an Unauthorized Substance with the Intent to Deliver**
 - Any Offense requires notification of parent/guardian. In the case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten days Out-of-School Suspension (OSS) is imposed. A referral for alternative education and possible referral to the Cornell Board of Education for discipline up to and including expulsion will complete the procedure.
- **Misrepresentation of an Unauthorized Substance**
 - First Offense requires notification of parent/guardian and an informal hearing is held. Up to ten (10) days Out-of-School Suspension (OSS) is imposed. A required referral to the Student Assistance Program (SAP) will complete the procedure.
 - Second Offense and Subsequent Offenses require notification of parent/guardian. Ten days Out-of-School Suspension (OSS) is imposed. A referral for alternative education and a possible referral to the Cornell Board of Education for discipline up to and including expulsion will complete the procedure.
- **Possession of Paraphernalia**
 - First Offense – requires notification of parent/guardian and an informal hearing is held. In the case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten (10) days Out-of-School Suspension (OSS) is imposed. A required referral to the Student Assistance Program (SAP) and possible referral for alternative education will complete the procedure.
 - Second Offence and Subsequent Offense - requires notification of parent/guardian. In the case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten days Out-of-School Suspension (OSS) is imposed. A referral to alternative education and a possible referral to the Cornell Board of Education for discipline up to and including expulsion will complete the procedure.

PLEASE NOTE: Nothing in this provision relating to the prohibition of using, possessing, delivering or misrepresenting unauthorized substances is intended to nullify the procedures followed by the district regarding student use of prescribed medication.

The Cornell Board of Education and/or the administration retain the discretion to waive or amend the penalties associated with violating the Unauthorized Substance provisions of this policy on a case-by-case basis.

Vandalism

A deliberate or reckless destruction of or damage to property.

Institutional Vandalism

Is vandalism of any school, educational facility, community center, church, synagogue, or other place used for religious worship or purposes; it includes any cemetery, mortuary, or any other place used for the burial or memorializing of the dead; it also includes the grounds adjacent to and owned by such places; and any other property located within such place.

Depending on the severity of the incident, any student found defacing or destroying school or personal property shall be given a minimum of three (3) to a maximum of ten (10) days in Out-of-School Suspension (OSS). During this time, arrangement must be made for the student to make restitution or repair all damages. A conference will be held with the parents/guardian, student, and appropriate staff members. Charges may be filed with the appropriate law enforcement agencies. The administration has the discretion, based on the SEVERITY and nature of the offense, to refer the student to Alternative Education or refer the student to the Cornell Board of Education for discipline up to and possibly including expulsion.

Minor vandalism, which would require minor clean-up (with student assistance), which does not require restitution for damages, and which does not cause unsafe conditions for other students, will be handled through the CLASP room. The student will be assigned a minimum of one (1) to a maximum of five (5) days to the Cornell Learning Assistance Support Program (CLASP). The number of days assigned will depend on the severity of the incident.

Weapons

Weapons include, but are not limited to, any of the following or any replica or look-alike of the following: guns; firearms; knives; metal knuckles; straight razors and razor blades; noxious, irritating or poisonous gases, including mace and pepper spray; poisons; explosive materials; bombs; missiles; chains; metal objects or any other object designed for protection or designed to harm others; or any object intended by the student to do bodily injury or threat of bodily injury to another.

Students are strictly prohibited from bringing, carrying, using, concealing, or possessing weapons, or any replica or look-alike object thereof, on school property, at any school-sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity. **Any student found in possession of or bringing, carrying, using or concealing a weapon or any replica or look-alike thereof, on school property, at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity will be given ten (10) days Out-of-School Suspension (OSS) and will be referred to the Cornell Board of Education for immediate expulsion for a period of not less than**

one (1) year. THIS IS ZERO TOLERANCE. However, the Superintendent may recommend modifications of this expulsion requirement for a student on a case-by-case basis.

The Superintendent will, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400 *et seq.* Charges will be filed with the appropriate law enforcement agencies. A conference will be held with the parent/guardian, student, and appropriate staff. The Superintendent will report the discovery or possession of any weapon on school property, school-sponsored activities, or on public conveyances providing transportation to a school or school-sponsored activity to the Department of Education and the Cornell Board of Education.

Zero Tolerance

Any violation of the district's policy concerning assault/physical acts of violence, weapons, or terroristic threats/terroristic acts will result in the student's immediate suspension from the school. The student will be referred to the Cornell Board of Education for discipline up to and/or expulsion for a period of not less than one (1) year. Charges must be filed with the appropriate law enforcement agencies.

STUDENT HEALTH SERVICES

The following are a few simple regulations, which are requested of students in order that we may help to maintain safety and health for all of the students here at Cornell.

1. The school nurse is available for any student who feels ill or is injured during the school day. Unless the situation is an emergency, students should report to their classroom and then be dismissed to the nurse's office with a pass.
2. Students who need to go home because of illness or injury must see the nurse and have her call their parents. In the event that the nurse is unavailable, students should report to the office. Students may not leave the building without permission from the nurse and/or principal.
3. All medications must be taken to the nurse's office.

EMERGENCY CARDS

Emergency cards must be completed for each student and returned to the nurse's office for use in case of emergency.

MEDICATIONS

Students that need to take medication during school hours must bring a written order from their physician and a note from their parents to the nurse's office on arrival to school. *The medication must be in a properly labeled prescription container and kept in the nurse's office.*

COMMUNICABLE DISEASES

Parents should report all communicable disease to the school nurse. Communicable diseases include: head lice, impetigo, measles, German measles, mumps, hepatitis, meningitis, pink eye, or MRSA.

PHYSICAL EDUCATION

In the circumstance where a student cannot participate in physical education due to a medical condition, a **doctor's excuse** must be presented to the Physical Education teacher as soon as possible. The note must state the **condition** and the **duration** of the excuse. Whenever possible, alternative or adaptive activities will be assigned to the student so that a grade can be given to the student for Physical Education.

GLOSSARY

Adjudication – The School Board hears and decides the disciplinary consequence for a student’s violation of school rules.

Absence – The failure of a student to attend school on those days, half days, and hour’s school is in session.

Agitate – Excite, disturb, stir up, or arouse.

Arson – The deliberate starting of a fire or setting of an explosion, or helping, asking, or telling another person to start a fire or set an explosion, which could or does place property in danger of being damaged or a person (including a fire fighter) in danger of injury.

Assault – The deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another, or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury.

Attendance – The presence of a student on day’s school is in session.

Bomb Threat – A threat made to public or school authorities, to detonate an explosive device or a statement that such a device is located in a place where an explosion may cause injury to people or damage to property, regardless of whether such an explosive device exists.

Cheat – Deceive, deprive by fraud, pretend, or obtain property by distortion of the truth, swindle, or aiding the above.

Chronic Behavior – Frequent recurrence of negative behavior.

CLASP – (Cornell Learning Assistance Support Program) is an In-school program to address educational and behavioral needs of students.

Class Cut – Absence from class without the knowledge and written permission of the teacher.

Computer Misuse – Failure to follow the rules and regulations of the District’s “Computer/Internet Acceptable Use Policy,” including the unauthorized entry into or use of files of another.

Detention – (After-School) – A form of discipline assigned by an administrator/support personnel; it is thirty (30) minutes in length. A student must use this time to work or read quietly.

Saturday Detention – A form of discipline assigned by an administrator/support personnel two hours in length, running from 8:00 a.m. until 10:00 am. A student must use this time to work or do academic reading quietly.

Disorderly Conduct – Fighting, threatening, engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive condition for no legitimate reason, other than the purpose of creating public inconvenience, annoyance, or alarm.

Disrespect – A lack of respect or deference shown by a student to the authority or position of a district official or employee.

Drug Paraphernalia – Tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, alcohol, or any other unauthorized substance.

Electronic Devices – Cell phones, headphones, ipods, MP3 Players, CD players or similar devices.

Endangerment – Deliberate conduct, which recklessly causes another person to be placed at risk of death or serious injury.

Excused Absence – Excused absence includes the absence of a student for any of the following reasons: College visitation, Court appearance, Death in the family, Delay or absence of school bus, Dental and Medical appointments with a medical excuse, Educational tour/trip, Emergency, Family vacation, Home-tutored instruction, Illness with a medical excuse, Impassible roads, Junior/Senior excused for college interviews, Quarantine, Religious holidays and religious instruction (with religious instruction limited to a total of not more than 36 hours per school year).

Extortion – Obtaining money, property, or articles by threat or force.

False Identification – Intending to deceive by giving wrong identification

Fighting – Any physical conflict between two or more persons.

Forgery – Falsely and fraudulently making or altering a writing, or signature; anything forged.

Gambling – The making of any bet or wager and/or the organization of or participation in any lottery, numbers game, pool, or bookmaking for money or property.

Harassment – A form of discrimination prohibited by federal and state law. Harassment includes, but is not limited to, unwelcome and offensive slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, national origin, age, sexual orientation or handicap/disability which are so severe or pervasive in nature that they create, or pose a realistic threat of creating, an intimidating, hostile, disruptive, or offensive educational environment.

Illegal Absence – An absence from school for reasons other than those defined as "excused."

Illegal Alcohol – Any malt, brewed, or distilled beverage; Pennsylvania State Law prohibits the purchase or possession of which by a person less than twenty-one years of age.

Illegal Drug - Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery, or use of these drugs is prohibited by Pennsylvania and/or Federal Law, unless prescribed by a physician or licensed by the state or federal government to possess, deliver, or use such substances. Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or Federal Law (such as solvents).

Infraction – Breaking of a law.

Instigate – To provoke, incite.

Institutional Vandalism – Vandalism of any school, educational facility, community center, church, synagogue, or any other place used for religious worship or purposes; it includes any cemetery, mortuary, or any other place used for the burial or memorializing of the dead; it also includes the grounds adjacent to and owned by such places; and any other property located within any such place.

Insubordination – Outright refusal to obey a directive from any staff member after repeated attempts have been made to encourage the student to comply without disciplinary action being initiated.

Intimidate – Frighten or compel by words or gestures.

Legal Absence – An absence from school for reasons other than those defined as “excused”.

Loitering – Hang around, to lag behind, to aimlessly stop or pause without legitimate purposes.

“Look-alike” drugs/substances – Any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.

Misrepresentation – Any attempt to distribute a substance, which has been inaccurately described or implied to the receiver as an unauthorized substance.

Plagiarize – Steal and pass off as one’s own the ideas or words of another; to present as one’s own idea or product an article derived from an existing source.

Possession – A student will be deemed to be in “possession” of any object if it is found on the person of the student, in the student’s locker, under the student’s control while the student is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on her/his way to or from school. **PLEASE NOTE:** Possession includes ownership, but is not limited to ownership.

Riot – Disorderly conduct by three or more persons for the purposes of committing or facilitating the commission of a crime, for the purpose of preventing or coercing official actions, or when the actor knows a firearm or deadly weapon will be used.

School Entity – The school district legally responsible for keeping students’ academic and discipline records.

Sexual Harassment – Any words, gestures, or conduct of a sexual nature, including sexual advances and requests for sexual favors, which the actor knows or should know are unwelcome by the person to whom they are directed.

Smoking – The use or possession of tobacco or tobacco products, including electronic cigarettes on any part of school property, including school buses. **Tobacco** is defined as “a lighted or unlighted smoking product and smokeless tobacco in any form.” (Senate Bill 1315)

Stealing - Taking the property of another without the intent of returning the property to the owner. Obtaining possession of the property of another by deception, extortion, or blackmail without the intent of returning the property to the owner.

Failing to return or make reasonable efforts to return property to its owner, or to turn found property in at an appropriate “lost and found”. Taking possession of property one knows or has reason to know is stolen, without the intent of returning it to the owner.

Tardy to school – Tardiness is the absence of a student at the time first period begins, provided the student is in attendance.

Tardy to Class – The absence of a student at the tardy bell for a class or an assembly.

Terroristic Act – An offense against property or involving danger to another person.

Terroristic Threat – A threat to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

Trespassing – Entering or remaining in or on property, knowing or having reason to know that one is not permitted to enter or remain.

Truancy – Leaving school during school hours without school authorization or absence from school for reasons other than those defined as legally excused. “Truancy” is the failure of compulsory education aged students to comply with the compulsory education/truancy provisions of the Pennsylvania Public School Code

Unauthorized substance – shall include, but are not limited to alcohol, illegal drugs, controlled substances, non-prescription drugs and prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances and any substance which is intended to alter mood.

Use (of an unauthorized substance) – Either the actual use during school or being under the influence during school hours or at school-sponsored activities after school hours or use prior to arrival at school which evidences itself by strong odor or any unusual behavior.

Vandalism – Deliberate or reckless destruction or damage to property.

Weapon – Shall include, but not be limited to, any of the following or any replica or look-alike of the following: guns; firearms; knives; metal knuckles; straight razors and razor blades; noxious, irritating or poisonous gases, including mace and pepper spray; poisons, explosive materials; bombs; missiles; chains; metal objects or any other object designed for protection or designed to harm others, or any object intended by the student to do bodily injury or threat of bodily injury to another.

Zero Tolerance – Any violation of the District’s policy concerning assault, physical acts of violence, weapons, or terroristic threats/terroristic acts will result in the student’s immediate suspension from the student’s school. The student will be referred to the Board of Education of the Cornell School District for discipline up to and may include expulsion for a period of not less than one year. Charges must be filed with the appropriate law enforcement agencies.