

# ***PENN-TRAFFORD HIGH SCHOOL***

## ***STUDENT HANDBOOK***



***2018 - 2019***

***"To empower students to positively impact the world around them."***

**PENN-TRAFFORD HIGH SCHOOL**

**SCHOOL CALENDAR**

**2018-2019**

August 20, Monday	In-Service Day
August 21, Tuesday	In-Service Day
August 22, Wednesday	In-Service Day
August 23, Thursday	First Day of Instruction
September 3, Monday	Labor Day (no school)
November 5, Monday	Act 80 In-Service Day (no school)
November 21, Wednesday	Early Dismissal (½ Act 80)
November 22, Thursday	Fall Recess (no school)
November 23, Friday	Fall Recess (no school)
November 26, Monday	Fall Recess (no school)
December 21, Friday	Last Day before Winter Recess
January 2, Wednesday	School reopens following Winter Recess
January 21, Monday	Act 80 In-Service (no school) - 1st make-up day
February 18, Monday	No School - 2nd make-up day
March 18, Monday	In-Service Day (no school) - 3rd make-up day
April 18, Thursday	Spring Recess (no school) - 5th make-up day
April 19, Friday	Spring Recess (no school)
April 22, Monday	Spring Recess (no school) - 6th make-up day
April 23, Tuesday	Spring Recess (no school) - 4th make-up day
May 3, Friday	Act 80 In-Service Day (no school)
May 23, Thursday	Commencement (6:30 p.m.)
May 24, Friday	Last day of Instruction for Grades K-11 ...Early Dismissal (½ Act 80)
May 27, Monday	Memorial Day (no school)
May 28, Tuesday	In-Service Day (no school) - 7th make-up day
May 31, Friday	School Picnic (no school)

**Mid-Point Progress Notices**

Mid-Point 1st 9 Weeks	09/25/18
Mid-Point 2nd 9 Weeks	11/30/18
Mid-Point 3rd 9 Weeks	02/12/19
Mid-Point 4th 9 Weeks	04/24/19

**End of Quartile**

1st	10/25/18
2nd	01/10/19
3rd	03/15/19
4th	05/24/19

**Mid-Point Progress Notices**

Mid-Point Progress Notices will be sent home with students during the middle of each quarter for students with D's or F's. This will be done with the use of a district wide progress notice form, unless the teacher and parent have made arrangements to communicate electronically.

***Alma Mater***

*Years from now we will all recall  
fond memories of these days  
where we saw our future in our dreams  
and prepared to make our way.  
So it's here that we have started,  
and where ever we shall roam,  
we'll remember deep in our hearts  
Penn-Trafford High, our Warrior Home.  
Michael J. O'Halloran*

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## MESSAGE TO STUDENTS AND PARENTS

It is the goal and purpose of the Penn-Trafford School District to provide a rigorous academic environment that prepares students to be successful in any walk of life that they choose, while challenging them to live up to high expectations of personal responsibility, behavior, and honor. It is the position of the District that students are treated in a manner that encourages personal growth, improvement and dignity, so that while students are being taught using methods that address their individual needs, they are also developing work and educational skills that will compliment the people that they will become. With this in mind, the student handbook is an essential part of a student's education. It informs the student of the parameters of operation for the school and outlines specific policies of discipline, attendance, athletics, and other school programs. The handbook is written for the students but should also be familiar to the parents. Please take some time to review the policies and procedures outlined in the manual. If you have any questions or concerns about any aspect of the policies and programs here at Penn-Trafford, please do not hesitate to contact the High School Office.

### **DISCIPLINE PHILOSOPHY**

The Penn-Trafford School District believes it is the responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the individual.

Everyone in the school community must assume a role in providing an orderly school environment. An orderly school environment requires a code of discipline that defines responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary responses and options.

A discipline code must:

1. Be preventative in nature.
2. Promote self-discipline and personal responsibility.
3. Concern itself with the welfare of the individual and the school community.
4. Promote a positive relationship among students, parents and the school staff.
5. Distinguish between minor and serious infractions.
6. Provide disciplinary responses that are appropriate to the misbehavior.
7. Be enforced by all in a fair, firm, reasonable and consistent manner.
8. Be subjective to review as required, but not less than every two years.

In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to provide direction. However, in daily activities, one basic rule is that good sound judgment must be exercised in light of the conditions of the moment.

The Board prohibits corporal punishment, but reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

It is important to note that the rules set forth in this Student Handbook apply to students while they are at school, at school-sponsored events and activities, on school district property or on any property owned, leased or controlled by the District, on school-provided transportation and also when students are going to and returning from school as provided by Section 510 of the Pennsylvania Public School Code.

### **RESPONSIBILITIES OF THE SCHOOL COMMUNITY:**

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized, and conducive to teaching, learning and living.

It is the responsibility of the students, teachers, parents, administrators and the Board of School Directors to provide and maintain such an environment.

### **PARENTS' RESPONSIBILITIES:**

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship parents are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.

### **TEACHERS' RESPONSIBILITIES:**

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations.

In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.
2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
5. Serve in place of the parent in matters of discipline in accordance with Pennsylvania School Law.
6. Handle minor student infractions of the discipline code. Report to the principal any student who threatens his own safety or the safety of others or who seriously interferes with the educational process.
7. Develop a cooperative relationship with parents and students.

### **PRINCIPAL'S RESPONSIBILITIES:**

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Support teachers and adult staff in their enforcement of all rules in all areas of the school.
3. Provide a climate of mutual respect with the student body, staff, and community; and assume responsibility for dissemination and enforcement of the discipline code.
4. Be available to teachers, parents and students in order to resolve discipline problems.
5. Provide orientation and in-service programs on student discipline.

### **CENTRAL ADMINISTRATION AND BOARD OF SCHOOL DIRECTORS' RESPONSIBILITIES:**

As the educational leaders and policy makers the Board of School Directors and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.
2. Develop, maintain, and support the implementation of current discipline code.
3. Provide a safe and secure environment for all members of the school community.

### **STUDENTS' RESPONSIBILITIES:**

In accordance with the Commonwealth of Pennsylvania State Board of Education, Title 22, Chapter 12, Regulations on Student Rights and Responsibilities, students of the Penn-Trafford School District are expected to follow the responsibilities listed below.

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner.
- D. It is the responsibility of the students to conform with the following:
  1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  2. Volunteer information in manners relating to the health, safety and welfare of the school community and the protection of school property.
  3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  4. Assist the school staff in operating a safe school for all students enrolled therein.
  5. Comply with Commonwealth and local laws.
  6. Exercise proper care when using public facilities and equipment.
  7. Attend school daily and be on time at all classes and other school functions.
  8. Make up work when absent from school.
  9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  10. Report accurately and not use indecent or obscene language in student newspapers or publications.
  11. Not use obscene language in student media or on school premises.
  12. Utilize school assigned email address as primary source of communication. Check it regularly.



## **STUDENT PROCEDURES:**

### **ANNOUNCEMENTS:**

Each morning announcements containing important information will be made. All announcements must be written on the approved printed announcement form and must have a sponsor signature. Announcements must be submitted to the video department 24 hours in advance.

### **ASSEMBLIES:**

All assemblies are presented for the students' benefit and enjoyment. Please give the same consideration to those on stage that you would want if you were on stage. Please pay attention to announcements and read the daily bulletin concerning procedures for assemblies. The following rules apply to all assemblies:

1. Enter the assembly hall quickly and quietly.
2. No eating or drinking is permitted.
3. Refrain from making noise that would detract from the program.
4. Do not carry pencils, pens, rulers, books, gum, bags, coats, etc. into the auditorium unless otherwise notified by an administrator.
5. No one will be permitted to leave the assembly without permission.

### **ATHLETIC/EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY:**

Students planning to participate in any type of athletics should adhere to the following guidelines:

1. To be eligible for athletic/extra-curricular activities, a student must pursue a curriculum approved by the principal and must maintain a passing grade in at least 4 full credit subjects or the equivalent. Evaluation of subject credits shall conform with the standards established by the P.I.A.A.
2. No student shall practice or participate on athletic teams, band, cheerleaders, colorguard, play or musical cast, or any other school-sponsored activities including dances, and prom, etc. on days they are absent from school, including students on homebound instruction or students assigned to in or out of school suspension.
3. Students on the restricted list are not allowed to participate in athletics, band, cheerleading, colorguard, plays and musicals, or any other school-sponsored activities. .
4. A student who is absent from school during a semester for a total of 20 or more school days, shall not be eligible until he has been in attendance for a total of 45 school days following his 20<sup>th</sup> day of absence.
5. Students arriving to school after 9:00 A.M. are not permitted to practice or compete that day.
6. Students that leave school early are not permitted to practice or compete that day (unless a medical note is provided).
7. Students absent from school on Friday or the last day of the school week, because of illness, are not permitted to practice or play the following day unless they have a written release from a doctor to participate.
8. All school rules are in effect at all school-sponsored activities. This includes school-sponsored activities that are held off of school property, and on school/team trips.
9. If a student violates the PTSD drug and alcohol policy the student loses all eligibility to participate in all extracurricular activities for sixty (60) calendar days from the last day of suspension.

### **ATTENDANCE POLICY:**

The Board of Education of the Penn-Trafford School District requires the school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district involves a regular continuity of instruction, classroom participation, learning experiences, and study in order for students to attain academic standards and consistent educational progress. The interaction of students with one another in the classroom and their participation in planned learning activities under the supervision of school personnel are vital to the learning process.

Parents and guardians are legally responsible for their children's attendance at school and because of this parents and guardians may face legal action and students may face disciplinary action if students do not attend school regularly.

Section 1327 of the Pennsylvania School Code requires that every child of compulsory school age attend public school or private school meeting standards prescribed the State Board of Education. "Every parent, guardian or other person having control or charge of any child of school age is required to send such child to school." The Pennsylvania School Code (PS-13-1333) stipulates compulsory attendance and penalties for violations.

According to Pennsylvania's Future Ready Index, attendance is an indication of school success as early as Kindergarten. Students that miss from 3 - 5 days in the first month of school are predicted to have academic issues. Satisfactory attendance is defined as missing less than 5% of school days, the At-Risk category is defined as missing between 5 - 10%, and Chronic Absenteeism is missing more than 10%, or 18 days of a school year. This is regardless of medical issues, disciplinary absences, or approved vacation days.

Once a student has missed 5 days of the school year, especially during the first quarter of school, parents will be notified by phone by our Attendance Team to check on students and let parents know that we are concerned about their child. This is a check up as well as a reminder that that attendance is imperative for school success. After missing 10 days of the school year, a letter will be sent as well as a phone call and possible attendance conference to determine the underlying causes and to discuss how the school can assist the individual needs of the student (Truancy Elimination Plan). When a child reaches 18 school days absent, this is considered to be Chronic Absenteeism. Our team will contact students and parents, offering connections to community resources and assistance. At this time, charges may be filed according to the age of the student.

When students have missed 10% of the school year, administrators reserve the right to keep students in school to focus on academics instead of attending a scheduled field trip or school day excursion. This restriction will not be applied if in violation of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**Key Definitions for Attendance:**

The following definitions are provided to help assist in understanding the policies and procedures established by the Board of School Directors.

**Compulsory School Age:** The period of a child’s life from the time the child’s parents elect to have the child enter school as a “beginner”, which shall not be later than eight (8) years of age, until the age of 17 years. A “beginner” is a child who enters a school district’s lowest elementary school grade that is above kindergarten.

**Half Day Absence:** For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of one half illegal day of absence from school. NOTE: 165 unexcused minutes constitute the equivalent of one half of one illegal day of absence.

**Full Day Absence:** Students who arrive after one (1) P.M. will be charged with a full day absence. For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of an unexcused day of absence from school. NOTE: 330 unexcused minutes constitute the equivalent of one unexcused day of absence.

**Tardiness:** Absence of a student at the time of a given class and/or when school begins. **Students arriving after 11 A.M. will receive both a tardy and a ½ day absence.**

Examples of excused tardies – court hearing or physician excuse (must provide documentation that you were seen by a physician) unexcused – missed bus, slept in, alarm did not go off, stuck in traffic and/or car troubles

**Truant:** The failure of a child and his/her parents or legal guardians to comply with the compulsory school attendance laws set forth in the Pennsylvania Public School Code. A child is truant when he/she accumulates three (3) or more school days of unexcused absence.

**Habitually Truant:** Six or more unexcused absences during the current school year.

**Unexcused Absence:** Any absence that is not due to one of the reasons for excused absences or an excuse is not turned in within three (3) days of the student’s return to school after an absence.

**Excused Absence:**

Attendance is required of all enrolled students during the days that school is in session. A student’s absence is excused if due to one of the following reasons:

1. Illness/quarantine—must be verified by written excuse from parent/guardian
2. Death in the Family— must be verified by written excuse from parent/guardian
3. Observance of a major Religious Holiday or religious instruction (with religious instruction limited a total of not more than 36 hours per school year)--must be verified by written excuse from parent/guardian
4. Severe weather/Impassable roads— must be verified by written excuse from parent/guardian
5. Required court attendance—verified by court official
6. Education tours and trips – further detail set forth below
7. Post secondary school visits – further detail set forth below
8. Other urgent reasons that are determined acceptable by the high school administration

Absences for reasons not listed above, not approved by the high school administration, and not verified by written excuse from the parent/guardian and/or appropriate physician or court official will be recorded as unexcused. Absences for portions of the day, i.e. early dismissals and tardiness, will be considered on a cumulative basis and may be translated equivalent days of absence.

**Procedures after a student is considered truant:**

Once a student is considered truant:

1. The school shall notify the parent/guardian in writing within 10 days of the student’s 3rd unexcused absence.
2. A conference with parents/guardians can be held. This can be a phone conference.
3. If unexcused absences continue, school will offer another school attendance conference unless a conference was held after the first notice. The conference outcome will be documented using the Truancy Elimination Plan.

If a child is under the age of 15 and habitually truant, school may:

- refer the student to the Student Assistance Program for attendance improvement or
- refer the student to the Westmoreland County CYS for possible disposition as a dependent child
- file with the Magistrate’s Office against the parent/guardian

If a child is 15 and over and habitually truant, school may:

- refer the student to the Student Assistance Program for attendance improvement
- File a citation with the Magistrate's Office against the child OR the parent/guardian
- may refer to Westmoreland County CYS for possible disposition as a dependent child

If taken to the District Magistrate's Office, possible sentencing:

1. Fined:

1st Offense:	\$300
2nd Offense:	Up to \$500
3rd Offense:	Up to \$750
2. Community Service offered through Magistrate's Office.
3. Required student to complete a course or program designed to improve school attendance.
4. The court may suspend sentence and waive fines if the child attends school in accordance with a plan devised by the court.
5. On 2nd or subsequent convictions within a 3 year period, the court shall refer the child to County CYS for possible disposition as a dependent child.
6. If failure to satisfy the penalty, the person in parental relation may be found in contempt and sentenced up to 3 days in jail.
7. If a child is convicted, the court may send the department of transportation a certified record of the conviction and the department shall suspend driving privileges for 90 days. Subsequent convictions, 6 month suspension. If the child does not have a driver's license, they will be ineligible to apply for set time.

\*Students of the age of 17 or older who miss school without proper documentation of absence will be subject to in-school suspension for each offense. Parent/legal guardian or doctor must provide documentation.

**Attendance (What to do upon arrival to school):** The 1<sup>st</sup> period warning bell will ring by 7:25 A.M.; all students should be in their 1<sup>st</sup> period before the late bell rings at 7:29 A.M. Any student arriving to 1<sup>st</sup> period after the late bell rings without an admit slip from the office, guidance, or cafeteria; will be marked tardy to 1<sup>st</sup> period and to school. All students arriving after 7:39 A.M. must report to the attendance office. Students must have a written excuse indicating the reason for the tardy. The attendance office will issue an admit slip for the student to give their teacher. All tardies will be kept on file in the attendance office.

The attendance secretary, via 1st period documentation, records all absences. Reasons for absences are determined and recorded by the attendance secretary as Excused or Unexcused.

**Return to School after Absence Procedures:** Upon returning to school after an absence, the student must always present a written excuse to their 1<sup>st</sup> period/homeroom teacher **within three (3) school days** of their return. **If the excuse is not turned in within the three (3) school day period, the absence will be unexcused/illegal.** The responsibility for providing the excuse rests upon the student and parent/guardian, not upon the school district.

**In order for a medical excuse to be valid, it must be submitted within three (3) school days upon the student's return.**

*\*Any visit to a doctor or other professional office requires written verification from that office for the absence to be excused.*

**Excuses:** All absences and tardies require signed excuses from the parent or guardian.

**Procedure for Writing Excuses:** The following information MUST be included on the written excuse:

1. Student's full name
2. Grade level
3. 1<sup>st</sup> pd./Homeroom Number
4. Specific date of absence
5. Specific reason for absence
6. Parent/guardian signature

Absences not excused by the methods outlined above, or which are for an unlawful reason, will be designated as unexcused.

Excuses deemed to be a forgery, or to be willfully false, will be considered invalid. The resultant action will be the recording of the absence as unexcused and school and/or legal disciplinary responses as per the Pennsylvania Law and School Board policies.

**Excessive Absences:** As per the **PA School Code**, a student 17 years and older who misses *10 consecutive* days of school may be dropped from the school rolls.

Absence notes from physicians are defined as medically approved; excuses from parents are non-medically approved. **In order for a medical excuse to be valid, it must be submitted within three (3) school days upon the student's return. Medical excuses do not count towards excessive absences. Medical excuses are not accepted as a valid excuse according to Penn-Trafford's attendance standards unless the student has been seen in the office by a medical professional.**

When a student accumulates TEN (10) days of absences, a letter of notification will be sent to the parent/guardian. It may be determined that a physician's excuse is required for each subsequent absence. Medical excuses will be **required** for all absences due to illness, and they must be provided **immediately** upon return to school. Excuses will not be valid if the student was not seen by a medical professional. Failure to present a doctor's excuse will result in the absence being recorded as unexcused.

**Right To Make Up Work:** Students have the right to make up all class work missed due to suspension or excused absences. However, class work, including tests, quizzes, papers, and assignments, **cannot be made up for unexcused absences.** This policy also applies to unexcused absences caused by cutting class and unexcused early dismissals or tardiness.

Students who are unexpectedly absent are responsible for all work missed and must initiate the request with the teacher on the FIRST day back to school. Teachers will be required to articulate specific timelines for the make-up work to be completed. Teacher discretion is permitted in all cases and specifically with respect to tests and long-term projects. In general, however, make-up time should be one (1) day for each day missed.

Students are responsible to communicate with the teacher prior to any planned absences.

Students who miss less than half of a class period due to school-sanctioned activities will not be marked absent. School-sanctioned activities will be identified on the daily bulletin.

**Early Dismissal From School:** Due to the difficulty in arranging appointments with various health care services, students may find it necessary to leave school for a portion of the school day to keep such appointments. Please note that if a student is released from school before 9:00 A.M. and does not return to school, the student will receive a full day absence, and an excuse must be provided. If a student is released after 9:00 A.M. and does not return to school, the student will receive a ½ day absence and an excuse is required. This policy is in effect for both early dismissals and early releases from the nurse's office. Students leaving school early are not allowed to participate in athletics/extracurricular activities unless a medical note is provided.

**Procedures For Early Dismissals:** Parents/Guardians wishing to dismiss the students must write a request to do so and their student must submit the request to their 1<sup>st</sup> pd./Homeroom teacher the morning of the dismissal. The request for dismissal should have the following information:

1. Students full name
2. Date
3. Reason for dismissal
4. Time of dismissal
5. Signature of Parent/Guardian

All medical appointments must be verified by the doctor's office in writing and submitted upon return to school to the attendance office. All students leaving for an early dismissal must sign out at the attendance office and wait in the main office for their Parent/Guardian to report to the office for their dismissal.

**Tardiness:** The habit of tardiness is a serious obstacle to success of any individual in adult life. Just as for any employee, it is only under the most unusual circumstances that student tardiness can be justified. **Therefore, all student tardiness will be counted toward discipline action unless in very rare and unusual situations or when a physician's excuse is provided. Chronic tardiness could result in the loss of privileges, including but not limited to extracurricular activities.**

**Tardiness to School and 1<sup>st</sup> Period:** Students should report to school and 1st period before the late bell rings at 7:29 A.M. Students arriving after the ringing of the late bell will be marked tardy. Parents are to provide a written excuse for their child who enters school tardy. **Parents are encouraged to notify the office of medical circumstances that are contributing to school tardiness and provide medical documentation. Medical reasons will not count toward disciplinary action.**

**All tardy excuses will be accepted only on the day the student is tardy—NO EXCEPTIONS.**

Each of the first 3 offenses not accompanied by a medical excuse will be recorded on the student attendance card on PowerSchool. Upon the 4<sup>th</sup> tardy and beyond, a disciplinary slip may be sent to the office, as well as the tardy being recorded on the student attendance card on PowerSchool.

School officials may require doctor's excuses for excessive tardies. Driving passes may be revoked for excessive tardiness to school. Half-day absences are also considered tardies. **Students arriving after 11 A.M. will receive both a tardy and a ½ day absence.**

**Tardiness to Class/Study Hall:** Students should report promptly to class and arrive before the late bell rings. Students arriving after the ringing of the late bell will receive a tardy to class/study hall. Each of the first 2 offenses will be recorded by the teacher/supervisor. The 3<sup>rd</sup> offense will result in a teacher detention. Upon the 4<sup>th</sup> tardy and beyond, a disciplinary slip may be sent to the office. School officials may require doctor's excuses for excessive tardies. Tardy counts reset at the beginning of each semester.

Any tardy (reporting to class/assigned area late) that results in more than half a class being missed will be considered a class absence. Three tardies, each representing less than half of a class being missed, will together constitute a class absence.

#### **Skipping School:**

**1<sup>st</sup> Offense:** The student may receive 1 day of ICE. (Additional days added for use of forged excuse).

**Succeeding Offenses:** The student may receive 3 days of ICE. A parent and student conference maybe held with the Principal. Students will not be permitted to make up any class work missed. A failing grade will be recorded for examinations missed or graded work due on the day of the cut.

\*Students 18 years of age or older must follow all attendance policies including having written permission from a parent/guardian to leave school.

\*All students considered to be homeless under the McKinney-Vento Act are kept to the same attendance standards as other students. Early dismissals are granted only when accompanied by a written note, handed into the office prior to dismissal. Proof of the dismissal reason may be required before the student is permitted to leave the building.

**Education Tours & Trips:** Upon receipt of a written request from the parents of the students involved, students may be excused from school attendance to participate in an educational tour or trip during the school term, when such a tour or trip is so determined by the building principal to serve a purpose and student participants therein are subject to direction and supervision by an adult acceptable to the building principal. The excuse is subject to the following conditions:

1. The request for an excuse must indicate the days to be missed, the destination of the tour or trip and the reason why the tour or trip could not be taken on days when school is not in session. The tour/trip may not exceed ten (10) school days.
2. Unless some emergency arises, such requests shall be made at least 2 weeks prior to the date of the tour or trip.
3. Unless some emergency arises, such tours or trips shall not be approved during the final 2 weeks of the school term.
4. If more than one child in a family will be taking the tour or trip, the requests for the children shall be made to the principal of the school of each involved child.
5. Students will be given assignments and informed of assessments prior to their trip and at the request of the student. All assignments and missed assessments will be due within 2 school days of the students return to school. Additional time may be provided if agreed upon by the student and teacher prior to the educational trip.
6. Students may be denied principal's permission to take such trips if the student has a record of excessive absenteeism (15% days missed).
7. Days missed may be reported as unexcused absences.

**Post Secondary School Visits:** Upon receipt of a written request from the parents, students may be excused for college visits during the school year. The excuse is subject to the following conditions:

1. The request must indicate the day of the visit; destination and the reason the visit could not be taken when school is not in session. This request must be at least one day in advance.
2. Students may be denied permission for the visit if students are in violation of the attendance requirements.

**Senior Attendance Awards:** Perfect Attendance – student that has zero absences, zero tardies, zero early dismissals and/or absences for any other non-school related activities throughout their four years of high school.

#### **ATTENDING EXTRA CURRICULAR ACTIVITIES:**

Students who are absent from school are not permitted to attend or participate in extracurricular activities that day. When a student is in attendance at an athletic contest, play, concert, etc, on school premises, he/she is under the control of the supervisory personnel of the school. Students are expected to behave in a positive manner. Students must cooperate with all school personnel and security. The penalties for violation of school rules extend to extra-curricular activity participation for all students including those participating in the activity.

#### **BUS PROCEDURES/SAFETY:**

The safety of students during their transportation to and from school is a responsibility, which you and your parents share with bus drivers and school officials. The following guidelines apply to all students who ride a bus, although students are on notice that all District rules apply to students while they are on school provided transportation. Students are required to:

1. Report to the bus stop at least 5 min. ahead of scheduled time.
2. Stand in orderly and safe groups avoiding traffic lanes.
3. Board the bus safely and quickly with courtesy.
4. Be seated promptly so the bus will be able to maintain schedule.

5. Not smoke or chew tobacco while on the bus or at the bus stop. Possession or use of any tobacco product on a bus is prohibited.
6. Not distract the driver's attention from his duties by rowdiness, shouting or loud communication.
7. Not carry animals, pets, firearms, weapons, fireworks, matches, alcoholic drinks or drugs aboard a school bus.
8. Not jeopardize the safety of other students.
9. Ride only on the bus to which assigned unless office permission has been given to ride another bus.
10. Identify themselves when requested to do so by the driver or school official.
11. Not throw objects from bus (throwing objects will result in suspension).

### **CAFETERIA PROCEDURES:**

#### **Lunch:**

When dismissed to lunch, students are to walk to the cafeteria. Delays at the locker should be minimized. Students should be in line within 4 minutes. Please wait in line until directed to enter the food court by school staff. Book bags are not permitted in the food court serving area. Students are responsible for having money or sufficient funds in their lunch account. Students with insufficient funds will be limited to charge one "Bundle" meal/entree not to exceed the \$3.20 price. The cashier will inform the student of insufficient funds and it is the student's responsibility to update their account. If your balance is not paid, you will NOT be able to purchase a meal. Students dealing with any hardships should see their counselor.

Noise must be kept at a reasonable level. Minimize time out of your seat. Cafeteria property should be handled carefully; full payment for any property breakage will be charged. Throwing of food or drink will result in removal from the cafeteria for an extended period. In addition, students may face legal ramifications and/or further disciplinary action. Theft from the cafeteria may result in disciplinary action as stated under student special offenses.

Students are required to pick up after themselves and maintain a clean eating environment. Students are not permitted to leave the cafeteria for any reason until dismissed by staff if necessary. No food or drink (except water bottles) may be taken from the cafeteria.

#### **Breakfast:**

Breakfast will be offered and served to all students, beginning at 7:00 A.M. and ending at 7:15 A.M. in the high school cafeteria. All cafeteria procedures apply to breakfast procedures. The cafeteria will remain open until 7:25 A.M. upon which students will be dismissed. All students must be in first period by 7:29 A.M. Absolutely no food will be permitted to leave the cafeteria.

Failure to comply with cafeteria procedures may result in suspension at the discretion of an administrator.

**CENTRAL WESTMORELAND CAREER AND TECHNOLOGY CENTER:**

Students enrolled in the CWCTC Program are subject to all rules of P-T School District as well as those of the CWCTC School.

1. School District bus behavior guidelines apply to travel to and from the CWCTC School. Bus drivers can assign seats or take whatever measures they deem necessary to maintain order and safety on the bus.
2. Students are **NOT** permitted to drive to the CWCTC School (except co-op) on a permanent basis. When a special need arises, students may be granted a 1 day driving permit. All requests to drive must be verified by the Principal or Assistant Principal. Students receiving permission to drive are not permitted to take passengers to or from the CWCTC School.
3. Students suspended from either the CWCTC School or the PTHS will be suspended from attending both schools for the duration of the suspension except in the most extenuating circumstances.
4. In the event that CWCTC is canceled, students will not be dismissed unless contact is established with a parent and/or legal guardian regarding the early dismissal of CWCTC student.

**CWCTC-TO-PT GRADE CONVERSION:**

	<u>CWCTC</u>	<u>PT</u>	
<b>A</b>	100	100	
	99	99	
	98	97	
	97	96	
	96	94	
	95	93	
	94	92	
	93	90	
	<b>B</b>	92	89
		91	88
90		86	
89		85	
88		83	
87		81	
<b>C</b>	86	80	
	85	79	
	84	78	
	83	76	
	82	75	
	81	74	
	80	73	
<b>D</b>	79	71	
	78	70	
	77	69	
	76	68	
	75	66	
	74	65	
	73	64	
	72	63	
<b>F</b>	71	61	
	70	60	
	69	59	
	68	58	
	67	57	
	66	56	
	65	55	
	64	54	
	63	53	
	62	52	
61	51		
60	50		

\*Any CWCTC grade less than 60% will be reduced by 10% for the PT scale.

**COMMUNITY SERVICE:**

Community service credit will be given for voluntary activities that help others or are beneficial to the community. Students are required to complete 30 hours of community service before they are eligible for graduation. Students earn credit for hours spent participating in the actual activity, not for meeting and planning time. Please note that participation in athletics, band, and drama are not eligible for community service credit.

Students are responsible for getting each sponsor to sign and date the Community Service Sponsor Sheet for each activity. The sponsor will determine the number of hours earned by the student for that activity. Students are responsible for tracking their hours and keeping their Community Service Sponsor Sheets current. (See the Program of Studies for a complete description and Sponsor Sheet)

Credit is available for volunteer work only; it will not be given for activities where payment or school credit is earned. Questionable activities should receive prior approval from a principal (Please note: babysitting and lawn care for individual families is not accepted).

**CYBER SCHOOL:**

Students that attend cyber school that need additional support in class will be able to utilize the peer tutoring services in the media center during designated days/periods. Students must sign in/out of the main office and can only be in the media center during those assigned times.

**COMPUTER USE:**

Computer hardware and programs are the property of Penn-Trafford High School and appropriate usage is expected. Any violation of the Penn-Trafford Network Acceptable Use policy may result in the loss of technological privileges, disciplinary action, and Federal, Civil and Criminal laws where applicable. At no time is it acceptable to use PTSD devices to access social media, unless instructed by a teacher or administrator of the district to do so.

**DANCE REGULATIONS:**

Students may invite, with the approval of the administration, one outside guest to each dance. Outside guests cannot be over 20 years of age. Student must show verification regarding the age of his/her outside guest. Responsibility for the conduct of the guest rests upon the student who brings the guest. All dances, with the exception of the Junior/Senior Prom, last from 7:30 P.M. – 10:30 P.M. No one will be admitted to a dance after 8:00 P.M. without prior office approval and no one will be permitted to leave a dance prior to 10:00 P.M. Students who are not in school the day of the dance may not attend the dance. Proper dress and behavior is required of all Penn-Trafford students and invited guests. The Junior/Senior Prom is restricted to 10th, 11th & 12th grade Penn-Trafford students. Any outside guests attending the prom must be in at least 10th grade and cannot be over 20 years of age. All other dances are restricted for 9<sup>th</sup> graders and above.

**School Dance Dress Code:**

Appropriate dress is required at all school dances, including the prom. School administration reserves the right to deny entrance to dances if clothing is deemed not appropriate for the occasion. Parents and students are encouraged to send photographs of questionable clothing to administration before they are purchased or considered as appropriate.

**Restricted List:**

Under no circumstances will students be permitted to purchase tickets for any dance while on the restricted list. All detentions/obligations must be resolved prior to the purchase of tickets. Restricted list entries are carried over from year to year if not served/resolved. Students are responsible for making sure their obligations/detentions are resolved/served before purchasing tickets for dances.

**Ticket Information:**

Tickets for Homecoming and the Prom are sold for one week during lunch periods. Announcements will be made regarding specific dates. The following items are required to purchase tickets:

1. Information sheet (Prom)
2. Completed outside guest form with all signatures (must be under the age of 21 to attend)
3. Photo ID of the outside guest

Students are reminded that dances are school functions and all school policies are in effect. School rules still apply to dances held off of school property. Guests must also comply with all school rules.

**DRESS CODE:**

If the student is in violation of one of the rules below, teachers will send them to the nurse to change. The nurse will verify if they've been to the nurse's office to change. If the student does NOT change clothes they will receive 1 detention. If the student does not change clothes again during the school year, the student will receive 1 day of ISS.

1. All students are to be properly groomed and dressed in a neat and clean fashion. Students and their parents are relied upon to use good judgment regarding proper attire for school.
2. Shoes or foot coverings must be worn at all times in the hallways of the school.
3. Undergarments are not to be exposed. Only the shoulder straps of bras are permitted to be minimally exposed.



4. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed. If it is reported by a district employee, it must be changed. Bare-back shirts and shirts that excessively expose above the midriff are to be worn with something underneath. If an employee believes that too much of the midriff is exposed, students will be directed to change in the Nurse's Office.
5. Shirts that are low cut on the sides must not excessively expose the bra/skin. A cami or tank must be worn underneath.
6. Hats and sunglasses are not to be worn indoors unless head coverings are being worn for medical or religious reasons.
7. Clothing advertising alcohol, tobacco or drugs are not permitted.
8. Any clothing containing obscene, lewd, vulgar or profane words, depictions, prints or graffiti may not be worn.
9. Excessively torn clothing that may expose undergarments or overly expose skin is not permitted.
10. Shorts and skirts must not expose the buttocks. Any school employee that feels that a student's shorts or skirt DOES expose the buttocks, and is offensive, may send a student to change at the nurse's office. Clothing must be changed once it is reported as a disruption of the education process.
11. Students are expected to dress in such a manner that they are not disruptive, nor do they infringe upon the health and safety of themselves and others.

**DRIVING:**

School buses are provided to transport students to and from school. Only students with a valid parking pass may drive to school. Students may drive themselves to school only in those circumstances described in the "Student Parking Information".

**EARLY RELEASE:**

PTHS recognizes that with dedication and hard work, students can fulfill their graduation requirements without following the traditional school day. With this in mind, if a senior student wishes to pursue a work or college related early release and has met the following criteria, they may petition the School Board for a modified school day.

**Work:**

The student:

- Has a 3.0 or higher cumulative GPA
- Must meet graduation requirements through classes taken at PTHS
- Is responsible for transportation and any cost associated with the work release
- Must provide PTHS with a letter from the employer detailing their work hours, job description and rationale for early release
- Must maintain at least 20 hours of work each week and submit pay stubs or other documentation signed by the employer showing time worked
- Must maintain satisfactory work progress through quarterly reports

**College:**

The student:

- Has a 3.5 or higher cumulative GPA
- Must meet graduation requirements through classes taken at PTHS
- Must maintain a combination of 5 classes per semester (PTHS and college)
- Is responsible for transportation and cost of college tuition
- Must provide PTHS with college registration/acceptance documentation
- Must submit college grade report at the completion of the course

**E-MAILING TEACHERS:**

All professional staff have a district email accounts. If you check the staff directory you can use the last name and first initial to e-mail staff. For example: Mr. J. Doe would have an e-mail address: [doeji@penntrafford.org](mailto:doeji@penntrafford.org). All staff members have an e-mail that follows this form.

**EXTRA-CURRICULAR DEFINITION:**

Extra curricular activities are educational activities not falling within the scope of the regular school curriculum. These activities include but are not limited to athletics, band, concerts, drama, cheerleading, clubs, dances, prom, commencement ceremony etc... If a student violates the PTSD drug and alcohol policy the student loses all eligibility to participate in all extracurricular activities for sixty (60) calendar days from the last day of suspension.

**FOOD ALLERGY POLICY:**

The Board is committed to providing a safe and healthy environment for all students and staff. The purpose of this policy shall be to safeguard the health and well-being of students and employees, while respecting the rights of all individuals. All food items served at our schools for any function that occurs during the normal school day must meet the guidelines set forth in the school policy and is approved by the building principal. To review the entire policy, please see the district's website or contact the main office.

**FOOD & DRINK:**

During the school day, students must limit food consumption to the cafeteria during lunch periods. No open food items will be permitted in the classrooms or hallways of the school. Likewise, the soda and juice machines in the school are off limits to students from 7:25 A.M.-2:25 P.M. At teacher discretion, students will be permitted water bottles and beverages from our coffee shop during class. Violations may result in confiscation of items and/or detention.

**GRADING POLICY:**

Grades for each class will be assigned using the district’s grading scale:

<b>90-100</b>	<b>A</b>
<b>80-89</b>	<b>B</b>
<b>70-79</b>	<b>C</b>
<b>60-69</b>	<b>D</b>
<b>0-59</b>	<b>F</b>

Final grades will be based on quarterly grades. Each quarter will be weighted equally at 25%.

The report card will reflect the percentage earned for each course. The final grade in any full credit course with exams will be calculated as shown in the following example:

<b>GRADING PERIOD</b>	<b>GRADE</b>	<b>WEIGHT FACTOR</b>
First nine weeks	85%	x .25
Second nine weeks	88%	x .25
Third nine weeks	78%	x .25
Fourth nine weeks	93%	x .25

This would calculate to 86%

The final grade of a semester course with an exam will be calculated as shown in the following example:

<b>GRADING PERIOD</b>	<b>GRADE</b>	<b>WEIGHT FACTOR</b>
First nine weeks	92%	x .5
Second nine weeks	84%	x .5

This would calculate to 88%

Students cannot earn less than 50% or more than 100% in any quarterly grading period. However, teacher discretion may be used to assign a percentage of less than 50% for students who do not work to their potential or put forth minimal effort. This is only to be done with principal’s approval.

**Grade Point Computations and Honor Roll:**

AP and University of Pittsburgh courses are weighted on a 5.0 scale. AP Dual Enrollment classes are weighed on 5.0 scale. Honors, LaRoche College, Pennsylvania Highlands Community College, Seton Hill University, and Mount Aloysius College courses are weighted on a 4.5 scale.

High Honor = 3.75                      Honor = 3.5

A student must earn a “C” or better grade in all courses, including honors courses, to be eligible for the honor roll. Any “D”, “F”, “I” or “WF” grade will automatically remove a student from honor roll consideration.

**Grade Calculation:**

Official GPA’s are a cumulation of each final grade in a marking period. Although a student may earn a final grade of an “A” on their transcript, earning a ”B” in one of the 4 marking periods will negatively impact your cumulative GPA (See GPA Calculation Worksheet - Counseling Resources Web Page).

**HALL PASSES:**

Students are not permitted to be excused from a class period or study hall without an official pass completed by the releasing teacher. Students without passes face disciplinary action. Hall pass use should be limited to emergency cases only (e.g. bathroom use).

**HEALTH, SAFETY AND MEDICATION:**

**Health related dismissal:**

Students leaving school due to an illness will be signed out directly from the nurses office. Parents can report directly to door #31 to sign out their child. As with all dismissals, proper ID will be required by the parent to sign out your child. There is no need to go to the main office for health related dismissals.

**Elevator Use:**

Students with a medical need to use the elevator should report to the nurse for an elevator key. Elevator keys must be signed out, as there is a replacement cost of \$25 for keys not returned.

**Food as Physician Directed:**

Students are not permitted to carry/eat food while in school. Students who must carry a snack must have an order from their physician.

**Illness in school or before school starts:**

Ask the teacher for written permission to report to the Nurse's Office. Unless it is an emergency, no one will be admitted to the Nurse's Office without a pass signed by a teacher. Once you have arrived at school, you cannot leave the building because of illness or for any other reason without authorization by the Nurse or Administration. Your parent will be notified before you are sent home by the Nurse. If the Nurse is not available, you are to report to the Main Office. **Students are not permitted to call someone to come for them. Students will face disciplinary action if they call their parents to come get them without the permission of the school nurse.**

**Medical excuse from physical education:**

Present the excuse to the Physical Education instructor. Your excuse will be verified in the Nurse's Office. Students will remain in Physical Education class and written work will be assigned to determine grades, or Adaptive Physical Education will be assigned. Student-Athletes that are medically cleared to participate in extracurricular athletics, is simultaneously cleared to return to normal activity in Physical Education classes.

**Injury in a school sponsored activity:**

If such injury results in a visit to a doctor or hospital, you must report all in-school injuries to the nurse as soon as possible. You must report to the nurse upon your return to school to complete an accident report.

**Prescribed medication during the school day:**

Bring the medication (in the original prescription bottle) to the nurse to have it registered. All prescribed and over-the-counter medication (i.e. Aspirin or Tylenol) must also be taken at the Nurse's Office. The school nurse does not provide Aspirin, Tylenol or any other over-the-counter medicine. Students not registering medicine and found in possession of prescription or over-the-counter drugs may be in violation of the student drug policy and may be treated as a drug violation.

**Prescriptive Medication:**

- A. Written orders from a student's physician should detail the name of medication, dosage, time the medication is to be taken, diagnosis or reason for the medication, as well as the possible side effects.
- B. Written permission must also be provided by the parent/guardian requesting that the school district comply with the physician's orders.
- C. Written physician's orders and parental permission should be directed to the Certified School Nurse.
- D. Controlled substances, such as Ritalin (Methylphenidate), Dexedrine, Strattera, Adderall, Codeine, antipsychotics, and antidepressants,
- E. Other prescriptive medication, such as antibiotics or non-codeine cough medication may be brought to the certified school nurse by the student. This medication must be limited to five doses and must be brought in the original container appropriately labeled by the pharmacy or the physician. **Medication must be brought to the school by the parent/guardian. Students are not permitted to carry these medications at any time.**
  - 1. The certified school nurse or the designated registered nurse can accept up to a 30-day supply of this medication.
  - 2. If the medication is in pill form, the number of pills in the container must be noted in ink on the outside of the prescription bottle.
  - 3. Medication shall be brought in the original container appropriately labeled by the pharmacy or physician.
  - 4. If the medication is discontinued and there is remaining medication, the parent or guardian must come to school and pick up the remaining medication. The student is not permitted to take the medication home.
- F. Medication that is brought to school in a container other than the original prescription bottle will not be administered.
- G. The certified school nurse or designated licensed registered nurse or designated licensed practical nurse (LPN) shall supervise student intake of all medication. (Sections 21.14 and 21.145 of the Pennsylvania Code, Title 49. Professional and Vocational Standards, January 13, 2001)
- H. All students will take prescriptive medications in the presence of the certified school nurse or designate registered nurse or designated LPN.
- I. In the event of an emergency, including but not limited to asthma attack, anaphylaxis, bee sting reaction, or diabetic emergency, the building principal may administer medication after consulting with a certified school nurse. (CSPG No. 95 for Principals, No.2). In a life-threatening situation, the building principal may administer medication after making a good faith effort to consult with a certified school nurse.
- J. Communication between the parent, school personnel, and physician regarding the efficacy of and necessity for the medication will be initiated by the certified school nurse.
- K. Certified school nurses or the designated registered nurse or the designated LPN must keep medication records and record all dosages of medications administered to students.

**Temporary Disability:**

If you are on crutches or have returned to school following therapy or surgery, report to the Nurse's Office for an evaluation and assignment for use of the elevator. The elevator is for emergency use only. Other students will be disciplined for using the elevator without permission. You may acquire the assistance of a student in each period to help you carry books, etc. Only students from that room, that period, can assist. Departure from class is 2 minutes before the bell.

### **HOMEBOUND INSTRUCTION:**

The school district may provide homebound instruction for a total of three months without consulting or notifying the Pennsylvania Department of Education (PDE). The reasons for allowing a student to receive homebound instruction in lieu of being physically present at school are defined by regulation as mental, physical, or other urgent reasons. However, the term "urgent reasons" shall be strictly construed and not permit irregular attendance. See *22 Pa Code § 11.25(a)*. It is the responsibility of the family to ensure adequate proof is provided or the request may be denied.

Students receiving homebound instruction for a mental, physical or other urgent reason as recommended by an appropriately licensed professional is not allowed to participate in or attend any extracurricular activities (athletic events, musicals, dances, club activities).

The parent must give the homebound teacher notification if an appointment or session must be cancelled. If prior notification is not given, the session may not be made up and the assignments are to be turned in by the original due date.

For further information see Penn-Trafford School District Policy 117.

### **HOMELESS (McKinney-Vento Homeless Assistance Act):**

The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by the Every Student Succeeds Act of 2015. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate night time residence. The federal mandate ensures that homeless children and youth have access to the same free and appropriate education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin. If you believe that your child may qualify for this service, please contact:

Gregory Karaszia, Director of Student Learning Supports (724-744-4496 or email: karaszia@penntrafford.org)

### **HOMEWORK:**

Homework is continued classroom practice and very important. Students should access homework on the district website and through conversations with classmates. It is the discretion of the teacher of record to determine homework completion procedures.

### **INTERNET ACCESS, E-MAIL, AND NETWORK RESOURCES:**

Internet access, electronic mail (E-mail") and the network resources are available to teachers, administrators and students in the Penn-Trafford School District for educational and instructional purposes and other purposes consistent with the educational mission of the School District. Use of the Internet and E-mail network is a privilege. This Acceptable Use Policy establishes guideline for such use. With Internet and E-mail comes the availability of material that may not be considered appropriate in a school setting. The School District cannot regulate and monitor all the information received or sent by persons who use the Internet or E-mail; and the School District cannot ensure that the students who use the Internet or E-mail will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The Penn-Trafford School District believes, however, that the availability and value of the Internet and E-mail far outweigh the possibility that users may procure inappropriate or offensive materials. Posting on social media, unless approved by a PTSD teacher or administrator is prohibited and could result in disciplinary action.

**Monitoring:** Penn-Trafford reserves the right to log, monitor and review Internet, E-mail, BYOD and other network use of each user.

**Filter:** Penn-Trafford School District will employ the use of a content filter as a technology protection measure pursuant to the children's Internet Protection Act. Each student will have a *password-protected Google Account, including email* and will receive instruction in its use. Students are advised that the District utilizes a Technology Protection Measure that blocks or filters Internet access to the categories of material or information, set forth in the subparagraph section below, as well as other categories of material or information which the District has deemed inappropriate for viewing by students in the educational setting.

**Access Agreements:** All students, administrators and teachers who use the Internet, E-mail and other network facilities must agree to and abide by all conditions of the district policy. Each user must sign Penn-Trafford's Internet, E-mail, BYOD and Network Access Agreement. The student's parent(s)/guardian(s) must sign the Agreement and Notice to Parents/ Guardians. Students may not use the School District's computers for access to the Internet or E-Mail without the approval or supervision of a teacher or Penn-Trafford staff member. **In the event a parent/guardian does not sign the Agreement the student will not be permitted access to the School District network. This will be detrimental to the student's ability to complete the District's academic requirements. The District's Access Agreement prohibits students from accessing the following categories of material or information on the network:**

Material that::

1. is profane or obscene;
2. is pornographic, expressly including child pornography;
3. harmful to minors (i.e., pictures or visual depictions which, taken as a whole, appeal to a prurient interest in nudity, sex or perverted or lewd acts);
4. advocates or condones the commission of unlawful acts;
5. advocates or condones violence or discrimination towards other people.
6. are considered to be social media unless approved by a school official

**Acceptable Use Policy – Prohibitions:** Use of the Internet, E-mail, BYOD and network technology must be in support of the educational mission and instructional program of our School District.

**Online Safety:** Use of the internet and access to the school network provides great educational opportunities, but also exposes users to certain risks. To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. To further maximize the safety of users, the following guidelines and requirements shall be followed:

1. Every student user of District technology shall be required to complete an Internet safety course. Through this course, students will be educated on network etiquette and other appropriate online behavior, including (a) Interaction with other individuals on social networking websites and in chat rooms, and (b) Cyberbullying awareness and response.
2. Any user who receives threatening or unwelcome communications shall immediately notify his/her teacher or administrator

**Consequences of Inappropriate Use:** The user, whether a student or employee, shall be responsible for damages to equipment, system or software resulting from deliberate or willful acts. In addition to other appropriate disciplinary consequences, failure by any user to follow the procedures and prohibitions listed in the Policy may result in the loss of access to the Internet and E-mail. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity. The use of the Internet and E-mail is a privilege, not a right. The Penn-Trafford administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use and their decision is final.

**Disclaimer:** Penn-Trafford School District makes no warranties of any kind, whether express or implied, for the service it is providing.

**Charges:** The School District assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

**Listservs and Software:** Subscriptions to listservs must be pre-approved by the School District. A student may not download or install any commercial software, shareware, or freeware onto network drives or disk, unless he/she has the specific, prior written permission from the teacher or administrator. To review the entire policy, please see the district's website or contact the main office.

#### **LOCKERS:**

A student's locker is his/her responsibility. The school does not provide locks; therefore, students may use their own lock to secure books and personal items. A copy of the combination/key must be kept on file in the office in case of emergency. Any vandalism that occurs to a student's locker should be reported to the office immediately. Students vandalizing their lockers or other lockers will be held accountable. Students are not permitted to share lockers and are reminded to protect their combinations. Students will not be permitted to use the excuse of going to their lockers for being continually late to class. If the use of lockers during the day is abused, permission to enter lockers at any time other than the morning arrival and conclusion of the school day will be denied. Additionally, any changes in locker assignments must be made in the High school office. Students are responsible for keeping their lockers clean at all times. Items stored in lockers are the responsibility of students. It is highly recommended by the administration that students place a lock on their locker. The school district is not responsible for any loss/theft of items; however, all losses should be reported to the school authorities promptly.

**Gym lockers** are to be used by student in the physical education area. The school does not provide locks; therefore, student may use their own lock to secure books and personal items on physical education days. Students may also request physical education teacher to lock valuable in their offices. **The school district is not responsible for any loss/theft of items; however, all losses should be reported to school authorities promptly.**

Penn-Trafford School District acknowledges the need for safe in-school storage of books, clothing, school materials, and other personal property. As such, the School may from time to time provide lockers, cabinets, or other storage facilities (hereinafter referred to as "lockers") for such use by students.

**A. School Ownership:** All lockers are and shall remain the property of the Penn-Trafford School District. Students are merely being permitted by the School to utilize the lockers. Lockers and contents are the responsibility of the person(s) assigned. It is highly discouraged that students share lockers. Students are responsible for their own personal belongings, i.e. books, coats, regardless of what locker they are placed in.

**B. No Expectation of Privacy:** Students shall have no expectation of privacy in their lockers. Any locker assigned to a student is subject to being searched at any time. Any locker assigned to a student is subject to being targeted for a physical search as a result of an unannounced, random detection of school lockers for dangerous devices or illegal drugs by mechanical means or the use of trained dogs. The School will not provide locks on lockers; however, the Administration recommends students purchase their own locks. If students want to use a lock, they need to give the combination and/or key to the office through their 1<sup>st</sup> period teacher. Students are responsible for keeping their lockers clean at all times. The fact that students are allowed to maintain locks on their lockers is not to be interpreted in any manner as giving the students any expectations of privacy in their lockers.

**C. Prohibition:** No student may use a locker as a depository for a substance or object which is prohibited by law or School regulations and policies, or which constitutes a threat to the health, safety, or welfare of the occupants of the School building or the building itself.

Any such materials may be used as evidence against the student in disciplinary proceeding and may also be turned over to the law enforcement agencies.

#### **D. Search Procedure:**

1. School officials are authorized to inspect a student's locker any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material that poses a hazard to the safety and good order of the School.
2. Prior to a locker search, the student shall be notified and be given the opportunity to be present. The School official, in the presence of the student and another member of the School staff, may search the student's locker.
3. In the case of an emergency, such as a bomb threat, a locker may be searched without the student being present. When the school official has a reasonable suspicion that the locker contains materials that pose an immediate threat to the health, welfare and safety of the school community, the student's locker may be searched without prior warning and without the student being present.
4. The School official shall be responsible for the safe keeping and proper disposal of any substance, object or material found to be improperly stored in the student's locker, unless a law enforcement officer has confiscated the contents. The Principal, or designee, shall be responsible for the prompt recording, in writing, of each locker inspection, which record shall include reasons for the search, persons present, objects found and their disposition. After a search has taken place, the parent/guardian of the student shall be notified.
5. Absent the existence of a search warrant, the School official may open a student's locker upon the request of a law enforcement officer, provided the School official or a designee receives information from the officer that the locker contains illegal or hazardous materials, contraband, or any object or law enforcement officer and pursuant to the above procedures.
6. The School official shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student. In such event, the School official shall not act as the student's informed adult for purposes of any Miranda warnings or for any purpose; rather, the School official shall attempt to contact the student's parent/guardian.

**E. No Insurance:** The School is not obligated to insure the contents of lockers. Items stored in lockers are the responsibility of the students. The School District is not responsible for any loss/theft of items; however, all losses should be reported to the School authorities immediately. Locker problems should be reported to the 1<sup>st</sup> period teacher or administration. With the exception of student lunches, no food or drink may be kept in lockers.

**F. Student Notification:** Students shall be notified at least annually or more often if deemed appropriate by Administration, concerning the contents of this Policy.

**G. Police Investigation:** If local police are summoned, the parent/guardian of the student shall likewise be notified. School officials shall cooperate with any police investigation. Upon the police appearing, however, under no circumstances shall the School official act as the student's informed adult in regard to any Miranda warnings or for any other purpose.

#### **LOST & FOUND:**

Items that are lost by students on school grounds may normally be claimed at the main office. School books that are returned can only be recovered from the office if positive identification can be made. A note from the teacher verifying the name and number of the book may be needed. All lost books must be paid for in the main office. A price list is maintained by the main office clerk.

#### **MEDIA CENTER PROCEDURES:**

The library will be open from 7:00 A.M. until 2:45 P.M. To use the library during your study hall you must have a pass from a teacher and your student ID card with you. If you do not have your ID you will NOT be allowed to enter the library. You should report directly to the library NOT to your study hall. Scan your ID immediately upon entering the library. The library staff will take attendance and notify your study hall teacher. Disruptive behavior will be cause for disciplinary action and possible loss of library privileges.

#### **Media Center Expectations:**

- Be responsible by arriving before the late bell. If late, please provide a pass from the teacher.
- All students must enter through the main door. No one is to open or admit others into the library using the alternate doors.
- Students must have work to do. This is a great space for working as an individual, group or multitasking. Collaboration rooms and the One Touch Studio are also available for student use.
- If just getting a coffee, students will return to their study hall.
- Inappropriate behavior and/or language is not tolerated. Students acting inappropriately will be sent back to their study hall. Repeat offenders will be referred to the office and privileges will be revoked.

#### **The Media Center is not a place for:**

- Doing your hair and makeup, sleeping, horseplay, other inappropriate behavior.
- Gaming on computers is restricted to approved sites through our technology department.

-The only food allowed in the library is food bought at the coffee shop. This food should be eaten in the coffee shop area only. Coffee/drinks purchased from coffee shop are allowed in other areas of the library/school.

-Sleeping - Student is awakened and given a choice of returning to their study hall or completing their work.

\*If you lose your ID see the main office to purchase a new one (\$3.00).

**Signing out Media Center Materials:** The following procedures are to be followed when signing out library materials:

1. All library materials must be signed out at the charging desk. Books may be checked out for a two-week period and renewed if there is no request for the book. Students may reserve a book and they will be notified when it becomes available.
2. Magazines and reference books may be checked out overnight but must be returned before 1<sup>st</sup> period the next day.
3. Books that are returned late are subject to a late fee of (five) cents per day.
4. Magazines and reference materials returned late are subject to a fine of (five) cents per period.
5. Lost or damaged materials must be paid for in full. Library obligation notices will be sent to students with outstanding debts.

### **NATIONAL HONOR SOCIETY:**

National Honor Society members are chosen for meeting standards of scholarship, service, leadership and character. Students may apply for membership during their junior or senior year if they have a cumulative GPA of 3.75 or above and be proficient on Keystone Exams. Induction into NHS is an honor and a privilege. Any disciplinary action deemed worthy by the majority of the NHS committee is cause for 1) no entry into NHS and 2) dismissal. Students suspended in school or out of school for disciplinary reasons can not apply for one full calendar year.

### **NON-ACADEMIC EXAMINATION POLICY:**

Our school board has enacted a policy, which prohibits the administration of non-academic examinations unless prior parental permission has been given. The policy includes two specific parts. The first prohibits medical or dental exams, except those required by state law. The second part prohibits any psychological or psychiatric examination plus any assessment of a student's attitudes, beliefs or feelings unless prior parental permission is given. This policy was passed in order to prevent the indiscriminate collection of data that the board feels is an invasion of privacy.

### **PARKING INFORMATION:**

Student parking at Penn-Trafford High School is a privilege and will be offered to Senior and Junior students in good standing. Applications will only be accepted if they are fully completed and include a copy of the student's driver's license. Applications must also include the full parking fee of \$75.00. Students that are on the restricted list are not permitted to purchase a parking permit until their obligations are fulfilled. All drivers will be assigned to one of four lots around the school. Parking permits will be assigned on a first come first served basis. Illegal parking by any student will result in school discipline. Students parking in the wrong lot or driving without a permit may permanently lose driving privileges and face additional disciplinary actions. Parking privileges may be revoked due to reckless driving, unsafe or noisy vehicles, continued tardiness to school or other school/parking contract violations. The permit must be displayed on the rear view mirror and visible at all times. Carpooling is encouraged but students must follow all traffic laws. Permits may NOT be sold from student to student.

Temporary permits will be on a need-based system. All approvals must go through the athletic office one day prior to the request. A \$3.00 a day charge will be assessed. If you need a parking pass for medical reasons you must go through the school nurse. A pass will be issued after medical documentation has been reviewed.

### **Parking Regulations**

Violations of parking regulations:

1<sup>st</sup> Offense – Detention      2<sup>nd</sup> Offense – 3 Detentions      3<sup>rd</sup> Offense – 1 Day ICE      4th Offense - 3 Days ICE      5th Offense - OSS

### **RESTROOMS:**

The restrooms in the high school are provided for the benefit of all students and they are to be used for the intended purpose.

1. Students are not to loiter. Use the restroom quickly and depart.
2. ONE person will be permitted in a stall at one time.
3. Student use of restrooms is limited to only when necessary or personal emergency.  
If you have a medical reason to be excused more frequently, a doctor's statement must be on file in the nurse and principal's office.
4. The administration and teaching staff will monitor the restrooms.

### **SCHOOL DAY:**

Students are not allowed to enter the school building until 7:00 am daily. Any student needing to come in early needs to make an appointment with the appropriate teacher/staff and meet them in the main office. Students are dismissed daily at 2:25 pm. Security gates are locked starting at 4:00 pm limiting access to specific hallways.

### **SCHOOL INSURANCE:**

School Insurance may be purchased by each student in the Penn-Trafford School District at the beginning of the school year. A new student entering during the school year may purchase school insurance upon request. Information will be sent out with students at the beginning of the year. Students participating in the inter-scholastic athletics are encouraged to enroll in the program. The school district does not carry medical insurance on students.

### **SCHOOL RESOURCE OFFICER (SRO):**

The School Resource Officer assigned to the high school is available to assist students and administration with the operation of the school and law enforcement. The SRO will provide educational programs related to drugs/alcohol, driving, school safety, harassment and bullying. The SRO is also available to assist administration with student attendance, student counseling, harassment, bullying and law enforcement within the school.

### **SCHOOL SURVEILLANCE CAMERAS:**

Video surveillance cameras will be used in school buildings, on school property and on school buses to promote order, safety, and security of students, staff and property. Video recordings may be used as evidence for disciplinary action.

### **SELLING OF ITEMS:**

Students are not permitted to sell any item on school grounds or school activities without the permission of the Administration. Students who sell items on school grounds or school events that do not have permission will have the items confiscated.

### **STUDENT ASSISTANCE PROGRAM:**

The Penn-Trafford School District recognizes that students can experience a number of personal, behavioral, or medical problems, which can have an adverse effect on their behavior, attendance, or academic performance in school. Such problems could include physical illness or emotional and psychological problems, family or legal problems, and alcohol and other drug abuse problems. The school becomes concerned when any of these problems, which may involve another student or family member, interferes with a student's school performance, or jeopardizes the health, safety, welfare, educational opportunity, or rights of other students or personnel. Therefore, the Penn-Trafford School District has established a Student Assistance Program to help students cope with, control and eliminate these problems. Selected staff members and specialists from outside agencies operate the program. If parents have concerns about their children, they may ask for an assessment by the Student Assistance Team.

### **VALUABLES:**

Students should not bring personal property or large sums of money to school. If for some reason it is necessary to do so, the items should be checked at the main office. Also, during physical education class, students should make certain that all personal property (clothing, watches, etc.) is kept in locked lockers or checked with the teacher. **Any personal items that are lost or missing should be reported to the office immediately.** Student lockers are not secure areas; valuables should not be kept in lockers. **Penn-Trafford High School assumes no responsibility for lost or stolen items.**

### **VISITORS:**

For security reasons, all visitors must enter through the main office where they will be required to identify themselves and only have access to a secure vestibule. All visitors needing access to the building for an appointment or other reason will be required to provide a license or other government ID that will be scanned. After your ID is verified, you will receive a badge to wear while you are in the building. All visitors will be escorted by a security guard or other school staff to their meeting location. Proper ID must also be shown when picking up a student for dismissal. Students are not to bring visitors to school unless they have secured permission with the Principal at least one day in advance. Approved visitors will be provided a badge at the main office that must be displayed at all times.

### **WORKING PAPERS:**

Students are required to present a birth certificate, baptismal certificate, passport or any government issued ID (i.e. driver's license, military ID, state photo ID card) to the main office. An application will be provided to the student. The form is to be signed by the parent and returned to the main office. A Transferable work permit will be given to them at that time.

## **STUDENT BEHAVIORAL RAMIFICATIONS**

### **STUDENT BEHAVIOR:**

In order to maintain a healthy school environment, students may be disciplined to help correct their inappropriate behaviors. We believe that each student is responsible for his/her own behavior and should accept the consequences of violating school rules, regulations and policies. The discipline guidelines are designed to encourage:

- concern for the welfare and dignity of others
- an understanding that individual rights and freedoms are restricted by the responsibility of protecting the rights and freedoms of others
- the maintenance of order and respect for the law through the observance of reasonable and necessary rules
- the acceptance of responsibility for personal actions

Parents will be notified in writing for all Office Detention, In-School Suspension (ICE) and Out-of-School Suspension (OSS) Offenses.

***Students violating the Penn-Trafford School District policies are subject to the following disciplinary actions.***

**Citations:** The School District reserves the right to issue disorderly conduct citations, as defined in the Crimes Code of Pennsylvania, Chapter 55: Riot, Disorderly Conduct, and Related Offenses. The School District may issue citations in any of the following situations:

- Student Fighting
- Student Horseplay
- Student harassment and/or threats
- Student disruptive behavior, including the use of obscene and profane language and gestures
- Vandalism



- Violation of the BOCA Code- smoking and possession of tobacco products and smoking apparatus

### **DETENTION POLICY:**

Detention may be assigned by teachers or administrators when appropriate. Detention will be assigned at the discretion of the teacher or administrator not at the convenience of the student. Once assigned to detention, students are required to report to detention on the date on which it was assigned. Students are not permitted to miss detention because of work, practice, or things to do at home. In the event of a doctor appointment, court appointment, inclement weather, or a funeral, a student may have his or her detention rescheduled with the permission of a principal. Students in detention are to follow all directions of the detention supervisor. Students in detention are directed to use the time to work quietly or read. All school rules apply to detention. Students who are disruptive in detention will be removed from detention and may receive additional detention time or even suspension from school. Students who do not fulfill their detention obligations will be placed on the Restricted List. Unfulfilled detentions will remain on their record until they are served.

**Teacher Detention:** It is at the discretion of the teacher to determine when the student will complete their detention. Detention may occur before or after school. Teacher detention is a means for the teacher to correct a classroom problem without having an entry made on your disciplinary record.

**Office Detention:** Office detention is held from 2:30 to 3:05 P.M. or from 7:00 to 7:25 in the ICE room. Detention obligations have priority over all other activities.

**Saturday Detention:** When necessary, Saturday detentions will be held from 9AM - 11AM. At the Principal's discretion, students will be assigned specific Saturday dates as needed. Students assigned to Saturday detentions should bring their Chromebook and all other academic materials necessary. Students are required to be on time. Doors will be locked after 9AM check-in.

### **RESTRICTED LIST:**

The school administration has the discretion to place students on the restricted list for all school infractions. Students who have not fulfilled school obligations will be placed on the restricted list. Obligations include but are not limited to unfulfilled detentions, financial obligations for lost books, broken equipment, and failure to return school property or restitution. When students are placed on the restricted list, all extracurricular privileges are revoked. These privileges include but are not limited to assemblies, pep rallies, athletics, play/musical, dances (purchasing of tickets), or other privileges deemed appropriate by the administrator. Students on the restricted list at the end of a school year will be carried over to the next school year until the obligations are fulfilled.

### **SUSPENSION POLICY:**

Suspension may be assigned by administrators when appropriate. Suspension will be assigned at the discretion of the administrator not at the convenience of the student. While on suspension, students may not take part in extracurricular or after school activities until the suspension obligations are fulfilled. **Students are not permitted on School District premises while on suspension.**

**In-School Suspension (ICE):** The purpose of the student discipline policy is to establish a safe and secure learning environment for all students and faculty, so that time can be focused on instruction and meeting the needs of the learner. In order to keep students on task and in school, while at the same time enforcing school discipline policy, the Isolated Classroom Environment Program has been established. Students who are assigned to the Isolated Classroom Environment Program (or ICE) will report to the ICE room for the day. While in the ICE room, students will complete their assignments for class. Students can bring their own lunch. They will also be allowed the opportunity to buy a school lunch, but they are required to eat it in the designated ICE room. Students must follow all rules and directions of the ICE supervisor. Students who are non-compliant in ICE will have additional days added or go on OSS.

**Out of School Suspension (OSS):** An out of school suspension occurs whenever a student is excluded from classes and school. Students have the right to make up exams and assignments missed within the guidelines established by the Board of School Directors. Any assignments given to students while on suspension must be given to the teacher the day they return. Student suspensions may last from one to ten days.

**Suspension when school is cancelled:** If a suspension falls on a day that school is cancelled for some reason, such as a snow day, that day will not count as a suspension day. The suspension will be continued to the next day that school is in session. For example, if the suspension falls on a Tuesday and school is cancelled that day due to snow, the suspension will be moved to Wednesday. Thus, the suspended student should not return to school on Wednesday, but would return to school on Thursday.

When students are suspended from school, they may not attend any school function or activity. Students who attend a school function or event during the course of their suspension will have their suspension extended and may receive a citation for trespassing. This also applies to suspensions that stretch over a weekend and would include school events that would occur on a Friday, Saturday, and/or Sunday.

The Central Westmoreland Career and Technology Center and Penn-Trafford School District observe the suspensions assigned to students from both institutions. Thus, students who are suspended from Central Westmoreland Career and Technology Center are also suspended from Penn-Trafford and students who are suspended from Penn-Trafford are also suspended from Central Westmoreland Career and Technology Center. This applies to all In-School and Out-Of-School Suspensions.

**EXPULSION:**

Expulsion shall mean exclusion from school for an offense for a period exceeding ten (10) school days after a formal hearing. Permanent expulsion from school roster, in accordance with the policies of the Penn-Trafford Board of School Directors and State Regulations, may also result. A student may be subject to expulsion by the Penn-Trafford Board of School Directors for any act, which in its opinion violates Board policy, rules, regulations or interferes with the ordinary processes of the School District. A suspension may be followed by an expulsion for the same offense, in which case the expulsion need not immediately follow the suspension, provided that the student has been returned to the normal class.

**STUDENT DUE PROCESS RIGHTS AND EXPULSION POLICY****DETENTION:**

Detention does not exclude a student from school. Detention is when a student is required to report to a certain location, as a disciplinary consequence, at a designated time (ex. during lunch, during recess, after school, etc.). Prior to a detention, a student shall be informed the reason for the detention and given an opportunity to respond.

**SUSPENSION:**

Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.

1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
2. The student's parents/guardians shall be notified immediately, or as soon as is reasonably practicable, in writing when the student is suspended.
3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (NOTE: When a student is referred for expulsion, the informal hearing is used to make the determination of whether the student's presence in his/her normal class during the period of time after the 10 day suspension has run but prior to the Board of Directors making its final determination on expulsion would constitute a threat to the health, safety or welfare of others.)

The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his own behalf.
- e. The District shall offer to hold the informal hearing within the first five (5) days of the suspension

**EXPULSION:**

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls.

1. Students referred to the Board of Directors for expulsion are entitled to a formal hearing.
2. Formal hearings may be held before the entire Board of Directors, before a committee of the Board or a hearing officer who will make a recommendations to the Board.
3. Formal hearings shall be scheduled during the ten day suspension period whenever possible. A student will not be excluded from school for longer than fifteen school days without a formal hearing unless mutually agreed upon by the District and the student although the formal hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
  - a. Laboratory reports are needed from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his/her rights under the Individuals with Disabilities Education Act (20 U.S.C.A. §1400-1482).
  - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
4. When a student is referred for expulsion and after the ten day suspension has run, but before the formal expulsion hearing has been held and/or a final decision has been rendered by the Board of Directors, the student shall be placed in his/her normal class except when it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others. Such determination shall be made at the informal hearing. When it is determined that the student may not be returned to his/her normal class during this interim time period, the student shall be provided with alternative education, which may include home study.

5. The following due process requirements shall be observed with regard to formal hearings:
  - a. Notification of the charges shall be sent to the student's parents/guardians by certified mail.
  - b. Sufficient notice, given at least three days prior to the hearing, setting forth the time and place of the hearing must be given. A copy of this expulsion policy and hearing procedures shall be included with the hearing notice, as well as notice that legal counsel may represent the student. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - c. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
6. The student had the right to be represented by counsel.
7. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses to the extent permitted by federal law.
8. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
9. The student has the right to testify and present witnesses on his own behalf.
10. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript, although a copy shall be provided at no cost to a student who is indigent.
11. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

**FORMAL HEARING PROCEDURE:**

At the formal expulsion hearing, the committee of the Board of Directors or Hearing Officer sits as judge and jury and the Administration presents evidence of the Student Code of Conduct violation to the Board of Directors. The Board of Directors and the administration are represented by separate counsel, (or the Board is represented by Counsel and the Administration presents its own case to the Board). The formal hearings are bifurcated proceedings. The Administration presents evidence of due process and of the alleged Student Behavioral Infractions in the first stage of the hearing. If the Board of Directors feels the Administration has shown substantial evidence exists to support the student's alleged behavior violations, then the second stage of the hearing will commence, at which the Administration recommends a disciplinary consequence. The Administration may present evidence pertaining to the student's prior academic achievement, attendance, discipline history and any other extenuating circumstances it feels relevant to support its recommendation. The student will have an opportunity to cross examine District witnesses in both stages of the hearing, and will be given the opportunity to present his/her own evidence at both stages of the hearing. The committee of the Board of Directors shall make a recommendation to the Board of Directors regarding the outcome of the hearing, which recommendation must be approved by a vote of the Board of Directors at a public meeting.

**WAIVERS OF EXPULSION HEARING:**

In some instances, the student, the student's parents/legal guardians and the Administration are all in agreement that a specified disciplinary consequence is appropriate, agreeable and may be put into effect without a formal expulsion hearing. In such situations, the student and parent/legal guardian may voluntarily consent to expulsion, without going through an expulsion hearing before the Board of Directors, when the Administration is confident that such consent is being made voluntarily, knowingly and intelligently by the student and parent/legal guardian. The Board delegates to the Superintendent the authority to enter into a written agreement with the student and parents/legal guardians, in which the student and parents/legal guardians are expressly described their due process rights but in which they express their desire to waive their rights to the expulsion hearing and stipulate to the material facts on which the expulsion is based. Such expulsion agreement shall not become final and binding until three (3) business days after execution of the parent/legal guardian.

If the parents/legal guardians determine they would prefer to exercise their child's right to have an expulsion hearing during that interim period of time, they shall so notify the District in writing and the Administration shall schedule said expulsion hearing within ten (10) school days from receipt of that notice. Such expulsion agreements are subject to the approval of the Board of Directors, which fact shall be explained to the student and parent/guardian. In the event the Board refuses to approve an expulsion agreement, the Board shall schedule a formal expulsion hearing in an expedited manner. The student will be provided a form of alternative education throughout this period of time.

**INFRACTIONS/CONSEQUENCES**

**ABUSIVE CONDUCT/LANGUAGE TOWARD STAFF:**

Students must respond appropriately to teachers at all times. They should address staff members with courtesy and respect. Students responding to staff members in confrontational, loud, obscene or vulgar manners will not be tolerated. This may result in a suspension up to 10 days.

**ASSAULT OR BATTERY TO SCHOOL EMPLOYEES OR DAMAGE TO THEIR PROPERTIES:**

Any assault, battery, or damage to employees or their possessions will result in 10 days out of school suspension and referral to the Board of School Directors and civil authorities for appropriate action. Action may also include a recommendation for expulsion.

A parent and student conference with the Principal will also be held. "Assault or battery" means 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.

## **ALCOHOL AND DRUGS: SALE, USE, POSSESSION OR PROCUREMENT OF INTOXICATING BEVERAGES, RESTRICTED DRUGS, ETC.**

### **Definition of Terms:**

1. **Restricted Drugs** - includes opiates, hallucinogens, marijuana, barbiturates, heroin, morphine, alcohol, tranquilizers, amphetamines, glue and other solvent-containing substances, substances listed as controlled substances in either Section 202 of the Federal Controlled Substance Act (21 U.S.C. § 812) or Pennsylvania's Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101, et seq.). The term also includes anabolic steroids; provided, however, Human Growth Hormone (HGH) shall not be included as an anabolic steroid. For purposes of this policy, prescription drugs, nonprescription drugs, "over-the-counter" drugs are "restricted drugs." Additionally, prescription and/or non-prescription drugs which are possessed by the student without compliance with the District's procedures regarding student use of medication and any substance which is intended to alter mood is also considered a "restricted drug."
2. **Drug Paraphernalia** - Shall include those items as listed in the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § 780-101, et. Seq.). "Drug Paraphernalia" shall also include any forged, stolen, or blank prescriptions.
3. **Look-a-like Drugs** – shall mean a "substance which, or the label or container of which, substantially resembles or is meant to represent any specific Restricted Drug and/or Intoxicating Beverage. The Administration, in arriving at a determination of whether or not a substance is a look-alike-drug, shall be guided by the provisions of the Controlled Substance Drug Device and Cosmetic Act or a comparable or related state or federal statute or regulation.
4. **Intoxicating Beverages** – shall mean any liquor, malt or brewed beverages or alcohol as those terms are defined in the Liquor Code as amended (47 P. S. 1-101, et seq.) or any comparable or related state or federal statute or regulation.
5. **Use** – means to ingest, inhale, inject, imbibe or otherwise use a restricted drug, look-alike drug or intoxicating beverage to reach the bloodstream or digestive tract or be under the influence thereof.
6. **Possession** – means the possession of any restricted drug, intoxicating beverage, look-alike drug or drug paraphernalia found on the student, in the student's locker, under the student's control while s/he is on school property, on property being used by the school, at any school sanctioned function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Such restricted materials found in an automobile used by a student and located on school property is equivalent to possession.
7. **Sale/Sell** – shall include any abuse or transfer of a restricted drug, intoxicating beverage, drug paraphernalia, look-alike drug or over-the-counter-drug. "Over-the-counter stimulants and/or depressants" include any substance that can be purchased over-the-counter which can be health endangering when used in any way contrary to the manufacturer's directions.
8. **Distribution** – means to deliver or give possession of a restricted drug, intoxicating beverage, drug paraphernalia, look-alike drug, or over-the-counter drug to another person whether or not said distribution is with or without consideration.
- (9) **School Safety Zone** – Students eighteen (18) years of age or older are subject to the School Safety Zone Law, Act 31 of 1988, Section 6314 of Pennsylvania Crimes Code (18 P.S. 6314). The Safety Zone Law provides minimum sentences for delivery or possession with intent to deliver a controlled substance to a minor on school property or within one thousand (1,000) feet of the school's real property (or as amended from time to time by such Act).

**Prohibited Conduct/Consequences:** – the possession, sale, use, distribution of, being under the influence of or aiding in the procurement of a restricted drug, intoxicating beverage, look-alike drug, over-the-counter drug or drug paraphernalia is strictly forbidden. Students participating in such prohibited conduct while on school ground, during a school-sponsored or school-sanctioned activity, while going to or from their homes, while using school transportation or violating the School Safety Zone Law, shall be subject to the policies regarding suspension/expulsion from school. Specifically, the following discipline consequence shall be assigned to students violating this policy:

1. Possession, use or being under the influence of restricted drug/intoxicating beverage – first offense: ten (10) days out of school suspension; possible referral to the Board of Directors for expulsion; student loses eligibility to participate in all extracurricular activities for sixty (60) calendar days from the last day of suspension.
2. Possession, use or being under the influence of restricted drug/intoxicating beverage – second offense: ten (10) days out of school suspension; automatic referral to the Board of Directors for expulsion; student loses eligibility to participate in all extracurricular activities for sixty (60) calendar days from the last day of suspension.
3. Distribution, sale, passing or sharing of restricted drug/intoxicating beverage – all offenses: ten (10) days out of school suspension; automatic referral to the Board of Directors for expulsion; student loses eligibility to participate in all extracurricular activities for sixty (60) calendar days from last day of suspension.
4. Possession of drug paraphernalia – all offenses: ten (10) days out of school suspension; student loses eligibility to participate in all extracurricular activities for sixty (60) calendar days from last day of suspension.

5. Possessing, using or disturbing restricted drug/intoxicating beverage while a spectator at school, school-sponsored/school-sanctioned event – all offenses: ten (10) days out of school suspension; possible referral to the Board of Directors for expulsion; student loses eligibility to participate in all extracurricular activities for sixty (60) calendar days from last day of suspension.

**Exempted Conduct:** – A student shall not be considered involved in prohibited conduct if such student possess and/or uses a substance that falls under the definition of restrictive drug when that student (1) has a valid prescription from a licensed physician and that student is adhering to the physician’s directions and (2) is following the prescription/medication policy of the Health Office in the building in which that student is attending to have the substance in possession. Provided, however, it shall be considered Prohibited Conduct for a student to sell or distribute any substance even though that student may have complied with the provisions of this paragraph.

**Over-the-Counter Drugs:** –the sale, use and distribution of over-the-counter drugs are likewise strictly forbidden. Over-the-counter drugs, including caffeine derivatives, stimulants or depressants, may be abused and can cause serious allergic reactions to some users. As such, a student is strictly forbidden from selling, or distributing any such over the counter drugs. Students who sell, use or distribute over-the-counter or prescription drugs, purporting them as restricted drugs, shall be subject to expulsion.

Any student suspended or expelled under this Policy will be referred to the Penn-Trafford Student Assistance Program (PTSAP) and shall be evaluated prior to consideration for readmission to school. If the student is readmitted, PTSAP shall evaluate/assess the situation and develop an appropriate plan of action for the student and parent/guardian. Parents and student will be strongly encouraged to comply with the recommendations. The plan of action may include a recommendation for enrollment in a substance abuse treatment program during the period of the student’s exclusion and/or return to school. (In no instance shall the recommendations by the PTSAP increase the time of exclusion). In certain situations, the Superintendent may authorize a student’s early return from suspension/expulsion if the student voluntarily agrees to comply with the recommendations made by the PTSAP. In such case, the parents, student and Administration shall enter into a written agreement outlining the terms of the student’s early return to school and the course of action the student is voluntarily agreeing to follow.

## **BULLYING/HARASSMENT:**

### **Bullying**

The development and maintenance of self-discipline is an integral aspect of learning. Efforts at such development are not only critical to a student’s growth as a learner, but are essential to maintain a school climate that encourages learning for all students. As such, the bullying of a student by other students will not be tolerated within the Penn-Trafford School District.

Board Policy and Regulation 249, provides information on the subject of bullying within the District. This policy is extended to the transportation of students to and from school. No student should be in an environment that makes him/her feel unsafe, intimidated, or abused. It is the practice of Penn-Trafford School District to maintain an environment in which bullying in any form is not tolerated. **Students engaging in this behavior may be subject to disciplinary actions including but not limited to: loss of bus riding privileges, parent conference, detention, suspension, or expulsion from school, and police referral.**

**Bullying**, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school. For the purposes of this policy, bullying is defined as follows:

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.”

Olweus Bullying Prevention Program

**Bullying** is aggressive behavior that involves unwanted, negative actions

**Bullying** involves a pattern of behavior repeated over time.

**Bullying** involves an imbalance of power or strength.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

Types of bullying may include, but are not limited to:

**Direct Bullying** - a negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by extortion, threatening, taunting, teasing, and calling names.

**Indirect Bullying** - repeated over a period of time: negative gestures, intentionally excluding someone from a group, and spreading rumors.

**Cyberbullying** – means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following:

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

The offense of "cyberbullying/cyberharassment" would include:

- Making seriously disparaging statements about a child's physical characteristics
- Sexual activity
- Mental or physical health
- Threats to inflict harm

"Seriously disparaging statement or opinion" is now defined as "a statement or opinion which is intended to and under the circumstances is reasonably likely to cause substantial emotional distress to a child of the victim's age and which produces some physical manifestation of the distress.

The harassment could be made electronically, either directly to the child or through social media.

### **Reporting Procedures**

1. The building principal, assistant principal and head teacher are identified as staff who are responsible for receiving reports, documenting alleged bullying, and publicizing that information as set forth below. Any complaint received should include specifics of the problem, what happened, who was involved, any witnesses, and any other relevant information. The complaint should also include how the alleged problem has affected the victim and what they would like done about the problem.
2. The staff person responsible for receiving reports of bullying will document and investigate each alleged incident.
3. Annually, the building principal will compile a report for the District administration to be incorporated into the District safety report to the Pennsylvania Department of Education.

### **Disciplinary Consequences**

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior and may include the following:

1. Parent conference;
2. Loss of privileges, including limitations on participation in extracurricular activities;
3. Referral to Student Assistance Program;
4. Detention;
5. Suspension;
6. Risk assessment; and
7. Police contact.

### **HARASSMENT:**

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

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations.

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

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

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.

3. Such conduct deprives a student of education aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

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

#### **REFER TO PENN-TRAFFORD SCHOOL DISTRICT POLICY 248**

#### **BUS PROCEDURES:**

It is imperative that all riders follow common sense rules for their safety. Students are not to throw objects out of windows or around the bus and should keep their head and arms inside the bus. There is to be no horseplay or disruptive talk, or anything to distract the driver. Fighting or disrespect to the driver will result in disciplinary action. The district is responsible from the time the student leaves his/her home until their return at the end of the school day. Remember, riding the bus is a privilege, which can be suspended. Smoking on school buses is prohibited. Our goal will be to protect the welfare and safety of everyone on the bus; therefore, any and all reports from the bus driver will be handled in a complete and serious manner.

Students must ride their assigned bus and use their assigned bus stop. Requests to ride a bus other than the assigned bus must be made by the parent in writing to the principal. Once the principal signs and approves the request, the student must present it to the bus driver prior to boarding. Students who do not comply with bus procedures may be given an assigned seat and may be suspended from the bus and/or school.

#### **CHEATING:**

The following rules apply for the first offense when a student resorts to cheating on an assignment or test:

Students copying from another student's classwork, homework or test will receive zero points/percent for the test or assignment.

Students bringing and using unauthorized information in any form, including the use of a phone or other electronic device, on a test will receive zero points/percent for test/quiz.

**Plagiarism:** According to the Modern Language Association, plagiarism is defined as to present as new and original an idea or product derived from an existing source. It is the false assumption of authorship; the wrongful art of taking the product of another person's mind, and presenting it as one's own. Simply, it is creating the impression that your writing is original when, in fact, you have taken another individual's work and presented it as your own. Plagiarism is unacceptable and therefore, is subject to the following disciplinary action: Students who submit work that is proven to be plagiarized, will receive zero points/percent for the assignment.

**Succeeding Offenses:** The teacher will assign a zero for the assignment and the 9-week grade will be lowered by one full letter grade.

#### **CLASS CUTS:**

Any students cutting any classes, study halls, assemblies, or any other school sanctioned events which require students to attend will be subject to the following ramifications. Students may receive office detention and/or ICE per cut. Students will not be permitted to make up any class work missed. A failing grade will be recorded for examinations missed or graded class work due on the day of the class cut.

#### **CLASSROOM DISRUPTION:**

Students should maintain respect toward staff members and other students while in class. Any inappropriate disruptions will be subject to disciplinary action at the discretion of the administration.

#### **CONSPIRACY:**

When two or more students form a plan or work together to hurt, injure, or otherwise cause damage to property, reputation, or body to other students, persons or the school. Students who conspire to cause harm to other students, persons, or the school may be viewed as accomplices to an incident and are subject to disciplinary action by the school and police. Students may be suspended and charges may be filed with the police.

#### **DESTRUCTION OF SCHOOL PROPERTY:**

Students destroying, vandalizing, or defacing school property may be suspended from school for a period of up to 10 days at the discretion of the administration and possible referral to the School Board for further disciplinary action up to and including expulsion. A parent and student conference will also be held with the Principal. Parents and/or students will be required to pay costs for repairs. Failure to pay costs within 15 school days will result in additional suspension. Appropriate charges will be filed with the police.

#### **DRESS CODE VIOLATIONS:**

Any violation of the dress code will result in the student being provided a change of clothing by the nurse's office. *Second offense will result in a change of clothing being provided, and students will be assigned detention.* All subsequent violations of the dress code will result in ICE where class work will be assigned.

### **ELECTRONIC DEVICES:**

The Penn-Trafford School District is dedicated to the support of appropriate technological resources and preparing our students for success in a competitive global and electronic age. In addition to our Chromebook 1:1 initiative, students have the opportunity to use their own device (example - cell phone, nook) to enhance and aid in their learning opportunities. Access to these resources and understanding when and how these tools are appropriately and effectively used is imperative. Adherence to this Network Access Agreement, as well as ALL applicable PTSD policies, is necessary for continued access to the school's technological resources and each student's success.

### **EMERGENCY EVACUATION PROCEDURES:**

In the event that students are evacuated from the building for an emergency or emergency drill, the students must report directly to their assigned area and must remain with their classroom teacher. During the duration of the drill, students must follow the directions and instructions of their teachers and administrators. Students who fail to report to their assigned areas or to remain with their classroom teachers may be suspended from school. Students who are defiant, insubordinate, and disruptive during these drill/evacuation procedures will also be suspended from school. Students are not permitted to leave their assigned areas until the drill/evacuation period is over or when the students are dismissed by the administration.

### **EXTREME/VIOLENT/ DISRUPTIVE BEHAVIOR:**

Extreme violent behavior shall include but not be limited to the following acts:

- Any illegal acts as defined by the Pennsylvania Crimes Code
- Bomb threats
- Disruptive behavior (student behavior, including verbal, physical, written, etc., actions, which is/are distracting, detrimental or not conducive to the learning environment of other students while in school. Disruptive behavior may include (but is not limited to), or may be a combination of assault/battery, disorderly conduct, disrespect, profanity, fighting, etc.)
- 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, for the purpose of creating or resulting in public inconvenience, annoyance or alarm)
- Arson
- Weapon (see weapon policy, below)
- Use or possession of incendiary device
- Setting off Fire Alarm
- Terroristic threats/Threats to faculty/Threats to students (referred to proper authorities)
- Students who physically assault, push or trip staff or students
- Making prank or phony emergency, fire or 911 calls
- Indecent exposure (a student's exposure of his/her genitals in any public place on school district property, at school-sponsored activities or on any provision of transportation to school or school-sponsored activity, or in any place where there are present other persons under circumstances in which the student knows or should know that this conduct is likely to offend, affront or alarm)
- Harassment and/or sexual harassment
- Vandalism of property of \$200.00 or more
- Theft of property of \$200.00 or more
- Computer data violations, hacking into the school database, sending-posting inappropriate/threatening material on or through the school web sites and other violations of the District's Acceptable Use Policy.
- Students who use a camera or cell phone to take inappropriate (e.g., nude, of a sexual or pornographic nature) photos of another student or person with or without that person's knowledge and/or distribute those photos to others.
- Students who physically interfere with a teacher who is attempting to break up a fight

**\*Any of the above mentioned offenses may result in 10 days OSS, charges filed with the proper authorities and possible expulsion.**

### **FAILURE TO ATTEND TEACHER DETENTION:**

Any student failing to attend teacher detention will receive two hours of office detention per teacher detention missed. Excessive absence from teacher detention may result in suspension at the discretion of the administration.

### **FAILURE TO IDENTIFY OR GIVING A FALSE IDENTITY TO SCHOOL PERSONNEL:**

A student who refuses to identify himself or gives a false identity is exhibiting severe insubordination. In the present day climate, this could be a safety risk. This will result in suspension at the discretion of the Administration.

### **FALSIFYING RECORDS:**

Definition: Any student who attempts to misrepresent data, manipulate or tamper with school records that include but are not limited to attendance, academic, and discipline records. Students may be suspended up to 10 days depending on the nature and severity of the incident.

### **FIGHTING:**

Incidents of fighting may be referred to the District Magistrate for prosecution at which time a fine of up to \$300.00 plus court costs will be assessed. After investigating the incident, it will be determined by administration if any further action and/or consequence will follow for all parties deemed necessary. Students fighting may be sent out of school for the remainder of the day and may receive up to 10 days suspension. A parent and student conference may be held with the Administration.



**FOOD AND DRINK:**

During the school day, students are to limit food consumption to the cafeteria during breakfast/lunch periods. The soda and juice machines are off limits from 7:25 A.M.-2:25 P.M. weekdays. Violations may result in confiscations of items and/or detention.

**GAMBLING:**

Any form of gambling will not be permitted in the school or on school grounds.

**HALL PASSES:**

The term Misuse of a Pass will be defined as a student who does not adhere to the exact locations listed on the pass or has been out on the pass for an excessive amount of time. Side trips will not be permitted. If a student reports to an area at the direction of a teacher, and the teacher is not there, they are to report directly back to the area they left.

**HORSEPLAY/DISRUPTIVE BEHAVIOR:**

Any action that interferes with the flow of education in the classroom is disruptive behavior. These include, but are not limited to, actions such as abusive language, throwing objects, physical actions, insubordination and insolence and forgery. Students may receive detention or may be suspended depending on the nature and severity of the incident.

**INSUBORDINATION:**

In order to maintain a safe and orderly environment, students must comply with staff directives. Students who refuse to comply with directives given by principals, teachers, and support staff will have disciplinary sanctions against them. Depending on the nature and severity of the incident, detention or suspension may be imposed against the student.

**LUNCH ROOM OFFENSE:**

Students causing any type of disturbances in the cafeteria during the lunch periods will lose cafeteria privileges for a specified period of time. Students will eat lunch in another designated area. In addition, other appropriate penalties will be assigned at administrative discretion.

**PUBLIC AFFECTION:**

Public displays of affection are not considered to be appropriate behavior in school. Inappropriate display of affection may result in a disciplinary referral to the principal. Repeated offenses will result in ICE and a parent conference.

**PROFANITY:**

Students who use profane language in school or at any school activity may be suspended up to 10 days and charges may be filed with the district magistrate. This policy will also apply to instances where students have written profane, obscene, threatening, or otherwise inappropriate comments about an administrator, faculty or staff member.

**SECURITY PERSONNEL:**

Security personnel and Police Officers are in the building and at school events for the safety and protection of the students and faculty. Students are required to follow all directions given to them by the Police Officers and Security Personnel. Students who fail to follow the directions of Police Officers or Security Personnel may be suspended.

**SCHOOL AND CLASSROOM PHONES:**

Unauthorized use of phones may result in detention for the initial offenses and ICE for repeated offenses.

**SEARCH AND SEIZURE:****Student Searches:**

Penn-Trafford School District officials may **search students, their belongings, and their vehicles** on school grounds provided the District official has a reasonable suspicion that a particular student has violated or is violating the rules of the District or other law and that the search may produce evidence of such violation. Reasonable suspicion may be based on the receipt of reliable information about a school rule that has been broken or any criminal violation. Searches without suspicion, (such as, for example, school-wide locker searches, metal detectors at entrance ways, etc.) may be utilized by the District in specific situations after consultation with local law enforcement and/or District legal counsel.

**Seizure:**

The school official conducting the search shall seize any item found in the search, which is evidence of a violation of the law, or school rules. The seizure shall be made to protect the health, safety and welfare of the student involved and other students. Any incriminating evidence will be submitted to the proper authorities and charges will be filed.

**SKATEBOARDING/ROLLER SKATING/BLADE SKATING/HEELIES:**

No skateboarding, rollerskating, or blade skating is permitted on school property. Students participating in these activities or bringing this type of equipment to school may receive detention or suspension at the discretion of the administration. The equipment will be confiscated.

**SPITTING:**

Students who spit on other students, teachers, custodians, bus drivers or other adults may be suspended up to 10 days. Students who spit in the school building will be suspended for a period of 3 days.

## **TARDINESS:**

**Tardiness to Class/Study Hall:** Students should report promptly to class and arrive before the late bell rings. Students arriving after the ringing of the late bell will receive a tardy to class/study hall. Upon the 4<sup>th</sup> tardy and beyond, a disciplinary slip will be sent to the office. Refer to the progression of tardies listing below. School officials may require doctor's excuses for excessive tardies. Tardy counts reset at the beginning of each nine weeks. Half-day absences are also considered tardies.

3rd class tardy-	1 day teacher detention
4-6 class tardies-	1 day office detention
7-9 class tardies-	2 days office detention
10+ class tardies-	1 day ICE or a combination of ICE/detentions

**Tardiness to School and 1<sup>st</sup> Period:** Students should report to school and 1st period before the late bell rings. Students arriving after the ringing of the late bell will be marked tardy. Upon the 4<sup>th</sup> tardy and beyond, a disciplinary slip will be sent to the office. School officials may require doctor's excuses for excessive tardies. Driving passes may be revoked for excessive tardiness to school. Tardy counts reset at the beginning of each nine weeks. Half-day absences are also considered tardies.

4-6 school tardies-	1 day office detention
7-9 school tardies-	2 days office detention
10+ school tardies-	1 day ICE or a combination of ICE/detentions and possible loss of driving privilege
Above 10 tardies in one 9 week period-	students must report to a principal

## **TERRORISTIC THREATS/TERRORISTIC ACTS:**

"Terroristic threats" are threats 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. "Terroristic acts" are offenses against property or involving danger to another person.

Any student who communicates a terroristic threat to or about, 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 given Out of School Suspension (OSS) and will be referred to the Board of Education of the Penn-Trafford School District for discipline up to and including expulsion from the District. The student's violation of this terroristic threat/terroristic act policy will immediately be reported to his or her parents. A conference will be held with the student's parents. The incident will be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

NOTE: Any parent or guardian of a District student who communicates a terroristic threat to 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 escorted 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 school related functions to which parents or guardians are invited to attend.

## **THEFT:**

Students involved in the theft of school property or the valuables of another person are subject to the following disciplinary actions. Students who are in possession of stolen property will be treated the same as theft.

**Each Offense:** Students are subject to out of school suspension for a period of up to 10 days at the discretion of the administration. Parents and/or students will be required to provide full compensation for the stolen items. A parental and student conference will be required with the Principal. Failure to pay costs within 15 school days will result in an additional suspension. Police may be notified and charges filed if applicable.

## **THREATS to STAFF or STUDENTS:**

Defined as, any threatening verbal comment or physically menacing behavior by a student to a District employee or official or other student. Threats to staff or students may not rise to the level of "terroristic threats" or "terroristic acts." Examples of "physically menacing behavior" include, but are not limited to, raising your fist to a staff member/student, approaching a staff member/student and invading his/her personal space in a menacing or intimidating manner, etc. All threats will be investigated by the Penn-Trafford School District. Anyone making threats against faculty, staff, or students at Penn-Trafford may be subject to any and all appropriate criminal or civil penalties as well as subject to discipline, up to and including expulsion.

## **TOBACCO VIOLATIONS:**

Students are prohibited from using or possessing tobacco in school buildings, on buses, vans or other vehicles owned by, leased by or under the control of a school district, and on property owned by, leased by or under the control of the school district and anywhere a school-sponsored activity takes place. The Junior/Senior Prom is included in this restriction. "Tobacco" is defined as a "lighted or unlighted cigarette, cigar and pipe, other lighted smoking product and smokeless tobacco in any form." (35 P.S. §1223.5). Students are prohibited from using or possessing any type of electronic cigarette, tobacco/non-tobacco vape, or look-a-like, as well as empty cigarette packs, chew tins, electronic cigarette chargers, electronic cigarette refills, etc.

**Violations for Use/Possession of Tobacco Products:**

Violations of use/possession of tobacco, electronic cigarette or vape will result in 3 days of ICE and a recommendation to the Smokeless Saturday Program. Each additional offense students will receive 3 days of ICE and charges will be filed with the District Magistrate. If tobacco user spits on the floor, additional days of ICE will be assigned. Any violation of the tobacco policy is a violation of Pennsylvania law (35 P.S. §1223.5; 18 Pa. C.S.A. §6306.1). *Accomplices or "Look-Outs" for Users may receive up to 3 days of ICE.* Lighters will also be confiscated and detention assigned.

**TRUANCY:**

**-1<sup>st</sup> Offense:** The student may receive 1 day of ICE. (Additional days added for use of forged excuse).

**-Succeeding Offenses:** The student may receive 3 days of ICE. A parent and student conference maybe held with the Principal. Students will not be permitted to make up any class work missed. A failing grade will be recorded for examinations missed or graded work due on the day of the cut. In addition, after the 3<sup>rd</sup> truancy, charges will be filed for attendance violations.

**UNAUTHORIZED LEAVE FROM BUILDING:**

Any student who leaves the school building without the permission of the administration or staff may be suspended for a period of up to 10 days at the discretion of the administration. A parent and student conference may also be held with the Principal.

**VAPE USE AND POSSESSION OF VAPING PRODUCTS:**

The use and/or possession of a vape or any other vaping product is strictly prohibited due to the unknown nature of what can be placed inside such devices. Contents are subject to onsite testing. Students caught vaping or in possession of products will receive 3 days of In School Suspension and must attend Smokeless Saturday. 2nd offense will result in another 3 days of In School Suspension and charges filed. A possible Student Assistance Program referral may occur after the 2nd offense, include a drug and alcohol screening.

**VIDEO/AUDIO RECORDINGS**

Video and audio recording of others is prohibited unless permission is granted.

**WEAPONS POLICY:**

“Weapons” shall include, but not be limited to, any of the following or any replica or look-alike of the following: guns; BB guns; firearms; ammunition, such as bullets; 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. By way of further explanation, a “weapon” does not include any implement that is authorized by the school for a legitimate educational purpose, such as tools, scissors, compasses, or pencils. Any student, however, using any such object with intent to threaten or physically harm another shall be considered in possession of a weapon. 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.

A student is in possession of a weapon when the weapon is found on the person of the student, in a purse or bookbag, in the student’s locker, or was otherwise under his or her control at any time while the student was on school property, on property being used by the school, or at any school function or activity, or at any event held away from the school, or while the student is on his or her way to and from school. If a student has a weapon in a car used for purposes of transporting the student to or from school, or which is parked on school property, the student will be in violation of the weapons policy.

***PENNSYLVANIA LAW REQUIRES THAT 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 referred to the Board of Education of the Penn- Trafford School District for immediate expulsion for a period of not less than one (1) year.*** However, the Superintendent may recommend modifications of this expulsion requirement for a student on a case by case basis.

NOTE: STUDENTS WHO BRING WEAPONS TO SCHOOL FOR THE PURPOSE OF PROTECTING HIM/HERSELF, EVEN WITH THE PERMISSION OR URGING OF THEIR PARENTS/GUARDIANS, WILL NONETHELESS BE IN VIOLATION OF THIS POLICY AND PENNSYLVANIA LAW AND WILL BE REFERRED FOR EXPULSION.

The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act, 20 U.S.C. §1400 *et seq.*

The incident will be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff. The Superintendent shall report the discovery of 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.

## MISCELLANEOUS INFORMATION

### **NOTICE OF NON-DISCRIMINATION:**

The Penn-Trafford School District is an equal opportunity education institution and will not discriminate on the basis of race, color, religion, ethnicity, national origin, sex, gender, sexual orientation, age or disability, or any other legally protected class, or for engaging in any other protected activities, programs or employment practices as required by Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. - For information regarding civil rights or grievance procedures, contact Mr. Brett Lago, Title IX Officer/ Section 504 Officer at the Administration Building, Harrison City, PA. (Phone 724-744-4496)

### **TITLE I SERVICES**

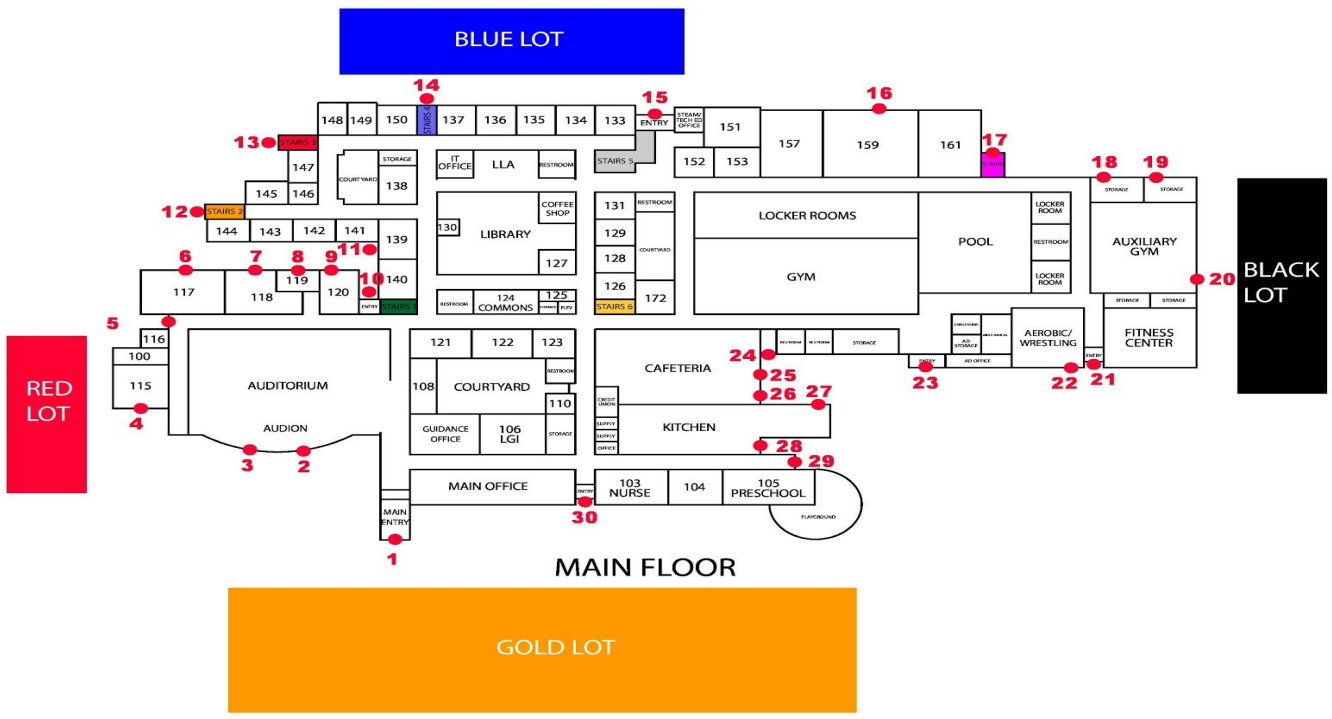
Title I funds aim to bridge the gap between low-income students and other students. The U.S. Department of Education provides supplemental funding to local school districts to meet the needs of at-risk and low-income students.

**Purpose of Title I Funding:** The purpose of Title I funding is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments. The basic principles of Title I state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. Not all buildings will qualify for Title I funds. The qualifying percentage is set yearly by the U.S. Department of Education.

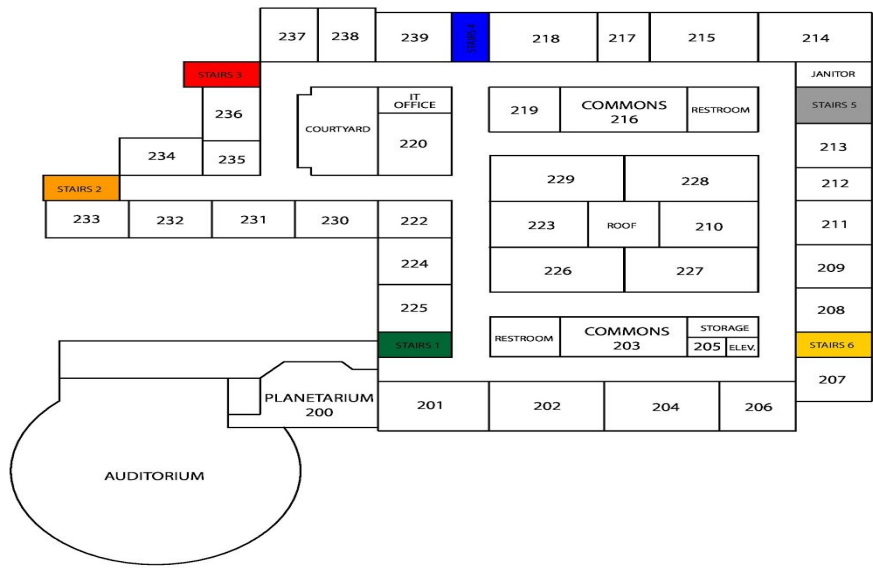
**Usage of Title I Funds:** The use of Title I funds rests with each qualifying school. Title I funds can be used to improve curriculum, instructional activities, parental involvement, increase staff, and program improvement. The funding will assist schools in meeting the educational goals of low-income students. Title I funds may support supplemental instruction in reading and math.

**Title I Meetings:** There is at least one district-wide Title I meeting held annually. Parents and guardians of children receiving Title I services are encouraged to attend all building level meetings concerning reading instruction. Recommendations will be made to further your child's progress. Additionally, parents and guardians have input into the Title I Program at the building level, which will address individual student and building needs.

**SCHOOL MAP:**  
First Floor



Second Floor



## **TEAMS, CLUBS AND OFFICERS**

### **ATHLETIC TEAMS:**

Baseball  
Basketball – Boys & Girls  
Cheerleading  
Cross Country – Boys & Girls  
Field Hockey  
Football  
Golf – Boys & Girls  
Softball  
Soccer – Boys & Girls  
Swimming – Boys & Girls  
Tennis – Boys & Girls  
Track – Boys & Girls  
Volleyball – Boys & Girls  
Wrestling

### **CLUBS AND ORGANIZATIONS:**

Academic Quiz Team  
Art Club  
Astronomy  
Athletic Trainers  
Band  
Bots IQ  
Bowling  
C.A.P.  
Colorguard  
Drama Guild  
Encore  
French Club  
Future Business Leaders of America (FBLA)  
German Club  
Ice Hockey  
Intramurals  
Lacrosse  
Math Club  
National Honor Society (NHS)  
Newspaper  
Political Club  
Rifle Club  
S.A.D.D.  
Spanish Club  
Stage Crew  
Student Union  
Traces  
Video Club  
Warriorettes Dance Team  
Yearbook

### **Student Union:**

President: Aaron Deutsch  
Vice President: Luke Babik  
Secretary: Erin Brady  
Treasurer: Logan Sherwin  
School Board Rep. – Colton Pikovsky

### **Senior Class Officers:**

President: Lauren Kelly  
Vice President: Jacob Grkman  
Secretary: Tea Santilli  
Treasurer: Christopher Abreu

### **Senior Class Reps:**

Kiley Dugan  
Jonathan Heinbaugh  
Robert Kusinsky  
Brendan Little

### **Junior Class Officers:**

President: Max Haberberger  
Vice President: Michael Vareha  
Secretary: Emma Rain  
Treasurer: Ryan Mickey

### **Junior Class Reps:**

Britney Merola  
Kristopher Sekera  
Anthony Sherwin  
Jake Weinstein

### **Sophomore Class Officers:**

President: Juliana Paliscak  
Vice President: Silas Koscho  
Secretary: Maya Roman  
Treasurer: Zachary Perrin

### **Sophomore Class Reps:**

Elizabeth Cermak  
Maria Sholtes  
Noah Staranko  
Sarah Winchell

## BELL SCHEDULES

### “A” SCHEDULE

BREAKFAST.....7:00 - 7:25  
1ST PERIOD.....7:29 - 8:20  
2ND PERIOD.....8:24 - 9:05  
3RD PERIOD.....9:09 - 9:50  
4TH PERIOD.....9:54 - 10:35  
5A LUNCH.....10:35 - 11:05  
5A CLASS.....11:09 - 12:09  
5B CLASS.....10:39 - 11:09  
5B LUNCH.....11:09 - 11:39  
5B CLASS.....11:43 - 12:09  
5C CLASS.....10:39 - 11:39  
5C LUNCH.....11:39 - 12:09  
6TH PERIOD.....12:13 - 12:54  
7TH PERIOD.....12:58 - 1:39  
8TH PERIOD.....1:43 - 2:25  
BUS DEPARTURE.....2:30

### “B” SCHEDULE

BREAKFAST.....7:00 - 7:25  
1ST PERIOD.....7:29 - 8:15  
2ND PERIOD.....8:19 - 8:55  
3RD PERIOD.....8:59 - 9:35  
4TH PERIOD.....9:39 - 10:15  
5A LUNCH.....10:15 - 10:45  
5A CLASS.....10:49 - 11:49  
5B CLASS.....10:19 - 10:49  
5B LUNCH.....10:49 - 11:19  
5B CLASS.....11:23 - 11:49  
5C CLASS.....10:19 - 11:19  
5C LUNCH.....11:19 - 11:49  
6TH PERIOD.....11:53 - 12:28  
7TH PERIOD.....12:32 - 1:07  
8TH PERIOD.....1:11 - 1:46  
ACTIVITY.....1:50 - 2:25  
BUS DEPARTURE.....2:30

### EARLY DISMISSAL

BREAKFAST.....7:00 - 7:25  
1ST PERIOD.....7:29 - 8:02  
2ND PERIOD.....8:06 - 8:29  
3RD PERIOD.....8:33 - 8:56  
4TH PERIOD.....9:00 - 9:23  
6TH PERIOD.....9:27 - 9:50  
7TH PERIOD.....9:54 - 10:17  
5A LUNCH.....10:17 - 10:47  
5A CLASS.....10:51 - 11:51  
5B CLASS.....10:21 - 10:51  
5B LUNCH.....10:51 - 11:21  
5B CLASS.....11:25 - 11:51  
5C CLASS.....10:21 - 11:21  
5C LUNCH.....11:21 - 11:51  
8TH PERIOD.....11:55 - 12:20  
BUS DEPARTURE.....12:25

### TWO-HOUR DELAY

BREAKFAST.....9:00 - 9:25  
1ST PERIOD.....9:29 - 10:03  
2ND PERIOD.....10:07 - 10:31  
3RD PERIOD.....10:35 - 10:59  
5A LUNCH.....10:59 - 11:29  
5A CLASS.....11:33 - 12:33  
5B CLASS.....11:03 - 11:33  
5B LUNCH.....11:33 - 12:03  
5B CLASS.....12:07 - 12:33  
5C CLASS.....11:03 - 12:03  
5C LUNCH.....12:03 - 12:33  
4TH PERIOD.....11:19 - 11:49  
6TH PERIOD.....1:05 - 1:29  
7TH PERIOD.....1:33 - 1:57  
8TH PERIOD.....2:01 - 2:25  
ACTIVITY.....1:50 - 2:25  
BUS DEPARTURE.....2:30

## **STAFF MEMBERS**

### **ADMINISTRATION**

Tony Aquilio, Principal\*  
Greg Capoccioni, Assistant Principal\*  
Amy Horvat, Assistant Principal\*

### **GUIDANCE**

Linnea Sherman\*                              Melissa Sutmire\*  
Hunter Owen\*

### **SECRETARIES/CLERKS**

Sandra Kerna                                  Janet Postupac  
Renee Martz                                    Kathy Preziosi  
Shannon Moorhead                          Rhonda Wolfhope

### **MAINTENANCE/CUSTODIANS**

Hank Kontetta                                Edward Overly  
Terry Longo

### **PROFESSIONAL STAFF**

#### **Art**

Brenda Christeleit                            Patrick Griffith  
Jane DeBone                                  Jennifer Haberberger

#### **Athletics**

Kerry Hetrick, Athletic Director  
Jennifer Galando-Smith, Athletic Trainer  
Gina Linn, Athletic Trainer

#### **Business**

John Carlisle                                    Carol Palmer  
Martha Corna                                  Kimberly Stefkovich\*  
Dennis Kosoglow                              Michelle Wardzinski  
Jason Zimmer

#### **Family Consumer Science**

Deborah Ragan                                Alison Siniawski

#### **Gifted Support**

Christina Wukich

#### **Health & Physical Education**

Mary Pat Arzenti                              Robert McFarland  
Mark Martini                                    Kellie Walker

#### **Language Arts**

Maureen Harris                                April Shula  
Kathy Kelly Garris (lead teacher/media specialist)\*  
Gigi Manupelli                                Kathy Sekera  
Nancy Marinclin                                Sharon Spada  
Stephanie Martini                              Tami Thornton\*  
David Moio                                      Jason Wawrzeaniak

#### **Learning Support**

Eric Akins\*  
Dawn Blank  
Brian Carlton  
Tera Enick  
Colleen Jones  
Vicki Rutkowski  
Rachelle Stauffer

#### **Mathematics**

Jaclyn Bartko                                  Andrew Rizzardi  
Stephanie Bruggeman                      James Schall  
Juliann Bucci                                  Bronwyn Sodrosky  
Brooke Hack                                  Tiffany Stewart  
Robert McCracken                          Laura Willby  
Renee Myers

#### **Media Center**

Roberta Faulk-Johnson

#### **Music**

David Cornelius                                Jacqueline Geibel

#### **Nurse**

Lisa Popovich\*

#### **Science**

David Babik                                    Samantha Ramaswamy  
Nicklas Campero                              Samantha Redinski  
Charles Gates                                  Eric Reger  
Jennifer Henney\*                              James Rocco  
Patrick Konopka                                James Schall  
Ryan Tucek

#### **Social Studies**

John Carlisle                                    Daniel Edgerly  
Mark Clovak\*                                  Nicholas Lynn  
Derek Cuthbert                                Phillip Moses  
Jason Davis                                      Tiffany Smith

#### **School Based Probation Officer**

Jake Brumley

#### **School Resource Officer**

David Meyers

#### **Technology Education**

Eric Crompton                                    Mark Romeo  
Jeffrey Newsom

#### **TV/Video**

Steve Vinton

#### **World Language**

Desiree Alba                                  Cristy Rizzardi  
Nicole Burtch                                  Nicole Stoup  
Patrick Flynn                                  Laura Willby  
Tammy King

\*Member of the Student Assistance Program Team (SAP)