

ANNVILLE-CLEONA SECONDARY
SCHOOL

STUDENT HANDBOOK



2009-2010

It is the mission of the Annville-Cleona School District to guide and motivate all students to acquire the knowledge, skills, and values to positively contribute to society.

WELCOME

The administration, faculty and staff welcome you to a new year at Annville-Cleona Secondary School.

This handbook will help you and your guardians become better acquainted with our school. Please read it carefully.

It's our hope that when you graduate from Annville-Cleona, you will take with you many new skills and pleasant memories. We wish you the best for the 2009-2010 school year.

A STATEMENT OF STUDENT RESPONSIBILITY

(Reprinted directly from Chapter 12, Section 12.2 of the Pennsylvania Administrative Code.)

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 to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters 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 processes.
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 for 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.

**ANNVILLE-CLEONA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

Mr. Thomas Tshudy, President
Mr. Gordan Waldhausen, Vice President

Mr. Mark Ditzler, Mr. Ben Dohner, Mr. George Gerber
Mr. Nelson Heagy, Mr. Reid Hoover, Dr. Katherine Leisure, Mrs. Patricia Stephens

ADMINISTRATION

Dr. Marsha Zehner, Superintendent
Mrs. Lisa Brown, Assistant to the Superintendent
Dr. Katherine Setlock, Supervisor of Special Education
Mr. Michael Frentz, Business Manager
Dr. Dale F. Reimann, Principal
Mr. Jeffrey S. Starr, Assistant Principal
Mr. Ralph Heister, Assistant Principal/Athletic Director
Mr. David Troxell, Director of Technology
Mr. Jeremy Paul, Assistant Director of Technology

SECRETARIAL STAFF

Miss Anita Kreiser, Principal's Secretary
Mrs. Andrea Harrell, Secretarial Aide to the Assistant Principal
Mrs. Alison Sherk, Athletic Director / Assistant Principal's Secretary
Mrs. Sue Early, Guidance Secretary
Mrs. Anita Shanaman, Secretarial Attendance Aide

FACULTY

Lizz Andrews	Elizabeth Lingle
Stephanie Atkins	Kevin Love
James Batchelor	Wendy Mader
Sue Batchelor	Robert Martin
Susan Bonfanti	Michael Miller
Susan Brightbill	Todd Narehood
Kay Campbell	Jennifer Osteen
Michael Capriotti	Medina Phelps
Ryan Clements	Patricia Poorman
Ryan Coleman	Stephanie Pachulsky
Mark Dimick	George Reitbauer
Joyce Dourte	Julie Rothermel
Denise Ebersole	Elizabeth Safstrom
Sarah Egglar	Don Schade
Mark Enders	Melanie Schaeffer
Kathleen Eschenfelder	Scott Shyda
Karen Evans	Jerome Simon
Susan Felty	Amy Smith
Kathleen Flynn	Meghan Smith
Sara Fulkerson	Thomas Starr
Katherine George	Suzanne Sutcliffe
Diane Guscott	Kristene Thomas
Marcia Hall	Mary Lou Tillman
Denyse Haupt	Elizabeth Weaver
Joseph Hawk	Gail Weidman
James Helock	Connie Breitner
Elizabeth Kapp	Bruce Yeany
Raymond Kreiser	Robert Zakula
James Lamb	Mary Zerman
Terry Lehman	

INDEX

ANNVILLE-CLEONA SECONDARY SCHOOL DISCIPLINE PHILOSOPHY 5
ANNVILLE-CLEONA CALENDAR 6
ASSEMBLIES 6
ATTENDANCE 6
BELL SCHEDULES 4
BUS CONDUCT 8
CAFETERIA 8
CAMERAS 9
CAMPUS CONDUCT 9
CHEATING 9
CHILD CUSTODY 9
CLASS CUTTING 9
CODE OF CONDUCT (EXTRACURRICULAR/ATHLETIC ACTIVITIES) 9
COMPUTER USE 10
CTC ATTENDANCE & TRANSPORTATION 10
DANCES 10
DISCIPLINARY DEFINITIONS 5
DISCIPLINARY CONSEQUENCES 10
DISMISSAL 11
DISRESPECT 11
DISRUPTION 11
DRESS 11
DRIVER EDUCATION 12
DRUGS, ALCOHOL, ETC 12
DUE PROCESS 13
ELECTRONIC DEVICES 13
FOOD IN SCHOOL 14
GRADING 14
HALL PASSES 14
HARASSMENT 14
INAPPROPRIATE LANGUAGE AND GESTURES 15
INSUBORDINATION 15
LEAVING THE BUILDING WITHOUT PERMISSION 15
LIBRARY RULES AND PROCEDURES 15
LOCKERS 15
NURSE'S OFFICE 16
POSSESSION & SELF ADMINISTRATION OF AN ASTHMA INHALER 16
POSTERS, PICTURES, ETC 17
PUBLIC DISPLAYS OF AFFECTION 17
SCHOOL BOARD, ADMINISTRATION, SECRETARIAL STAFF, and FACULTY 2
SEARCH/SEIZURE 17
SEXUAL HARASSMENT 17
A STATEMENT OF STUDENT RESPONSIBILITY 1
STUDENT ACTIVITIES LIST 18
STUDENT PARKING 18
STUDENT PARKING LOCATION 19
STUDY HALLS 19
TELEPHONE 19
TOBACCO 19
VANDALISM 19
VIDEO SURVEILLANCE 19
VISITORS 20
WEAPONS 20
WELCOME 1
WORK PERMITS 20

**ANNVILLE-CLEONA SECONDARY SCHOOL
BELL SCHEDULES**

Middle School	High School	Two-Hour Delay
Period 1 7:40-8:24	Period 1 7:40-8:24	Period 1 9:40-10:05
Period 2 8:27-9:10	Period 2 8:27-9:10	Period 2 10:08-10:31
Period 3 9:13-9:56	Period 3 9:13-9:56	Period 3 10:34-10:57
Period 4 9:59-10:42	Period 4 9:59-10:42	Period 4 11:00-11:30
Period 5 10:45-11:28	Period 6 / Lunch	Period 5/6 11:33-1:03
Period 6 11:31-12:15	Schedule A Lunch 10:45-11:15 Class 11:17-12:15	Period 7 1:06-1:36
Period 7 12:18-1:00	Schedule B Class 10:45-11:13 Lunch 11:15-11:45 Class 11:47-12:15	Period 8 1:39-2:02
Period 8 1:03-1:45	Schedule C Class 10:45-11:43 Lunch 11:45-12:15	Period 9 2:05-2:30
Period 9 1:48-2:30	Period 7 12:18-1:00	
	Period 8 1:03-1:45	
	Period 9 1:48-2:30	

ANNVILLE-CLEONA SECONDARY SCHOOL DISCIPLINE PHILOSOPHY

It is essential that we maintain a school atmosphere, which is conducive to learning. A proper instructional environment is vital to educational success. Our goal is to educate each student to his/her highest potential and that we accomplish this as prudently and as consistently as possible. One key to this is a discipline code, which is fair, equitable, and above-board. A primary requirement is that those dispensing the discipline be fair, even and honest. More importantly, the discipline code infractions and their attendant consequences must be clear, absolute and well defined. They must be harsh enough to serve as deterrents...and they must be fairly administered. Students must know that all procedures and policies dealing with discipline will be practiced in a precise, exacting and just manner. Board policy will be followed.

DISCIPLINARY DEFINITIONS

Abetting - encouraging or inciting others to do wrong.

Authority - that which is granted to school officials in Section 1317 of the School Code of Pennsylvania.

AWOL - stands for Absent Without Leave and is a term that shall be used in the discipline code to refer to the actions of a student who has not reported to class and is absent without an excuse.

Bully - an aggressive person who intentionally intimidates or mistreats others.

Bus Misconduct - failure to follow all rules related safe bus transportation.

CHIPS - caring, helping, intervention, prevention for students.

Class Cuts - are times when a student is AWOL or has skipped class. Severity of the consequences is graduated.

Class Disruptions - shall be any unacceptable behavior that is disruptive to the educational process.

Cutting Class - see **Class Cuts**, above.

Detention - shall mean a one-hour supervised and restricted time served outside the regular school day under the supervision of a school district employee.

Disrespect to Staff - is shown whenever a student insults, affronts or disparages a teacher or adult on school property or at a school-sponsored event.

Drugs, Alcohol and Associated Items

Definitions are listed beginning on Page 17 of the handbook.

Endangerment - shall be defined as a student aggressively striking an adult, teacher, staff member or administrator.

Striking may be with hands, feet, or any other portion of the body or with any thrown object or propelled projectile.

Fighting - shall include but not be limited to: two or more combatants hitting, punching, swinging fists, throwing to the floor, pushing violently, shoving forcefully or wrestling with aggression.

Hall Pass Violation - means a student is in the halls or traveling outside of their assigned area without a valid signed hall pass.

Harassment - shall be defined as any behavior that persistently: annoys, bothers, disturbs, plagues, or torments another individual.

Insubordination - is when a student is openly defiant or refuses to follow a school employee's directive.

ISS - stands for In-School Suspension.

Lying - the telling of a lie, falsifying information or refraining from telling the truth in a deliberate attempt to mislead, deceive or distort.

Minor Altercation - shall be defined as a scuffle, which may involve shouting, taunting, pushing and shoving, but no real force or actual punching or activities as described in the section dealing with "fighting".

OSS - stands for Out-Of-School Suspension.

Pass Violation - see "hall pass violation".

Parking Violation - is an infraction of the discipline code. A parking permit is required to park on school property. Students must park in their assigned area.

Profanity - shall be treated on three levels. Inadvertent or overheard profanity being least severe, profanity meant to be overheard or that is said loud enough so as to disturb a class being second and profanity directed at an adult is the most severe offense.

Public Displays of Affection (PDA) - shall be behavior which is sexually suggestive, embarrassing or not acceptable according to the standard of the Annville-Cleona school community.

Safety/Fire Violation - shall include, but not be limited to, arson, possession of flammable materials with the intent of starting a fire, setting off a false alarm, tampering with or causing damage to safety equipment, bomb threats.

Saturday Detention - usually held between 8:00 a.m. and 12:00 p.m. on Saturday's. Students may be assigned to a two hour or four hour Saturday detention.

Sexual Harassment - shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature.

Sleeping - is not allowed during class time.

Tardy - shall mean that a student is late to school or to a class.

Threatening - shall be taken very seriously by the teachers and administration.

Tobacco - violations occur when a student has in his / her possession or is using tobacco or tobacco products on school property. These products include chewing tobacco, snuff, pipe tobacco, cigars or cigarettes.

Warning - it will be assumed that each teacher will warn a student about unruly behavior and will attempt to rectify the problem within the classroom setting prior to referring the discipline to the office.

Weapons - will be dealt with as per board policy and state law. A weapon shall be defined as any instrument capable of causing bodily injury and carried by a student who intends to use it to cause bodily injury, to threaten or to commit a crime including without limitation any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, and any

other tool, instrument or implement capable of inflicting serious bodily injury or as otherwise defined throughout this handbook.

Vandalism - is the wanton and willful destruction of school property. It shall include any such acts including arson, graffiti, destruction of a book or uniform, etc.

ANNVILLE-CLEONA CALENDAR

The district calendar has a variety of helpful and necessary materials. The district online calendar can be viewed via the district homepage.

ASSEMBLIES

Proper behavior is expected at both formal and informal assemblies. Most assemblies are formal in nature. At these times, respect must be shown to speakers and/or performers by maintaining silence during presentations and responding at appropriate times with applause. Informal assemblies, such as pep rallies, call for appropriate audience support and participation.

At all assemblies, students are expected to enter and leave in an orderly and expedient manner. Unnecessary noise and inappropriate behavior (shouting, physical contact, throwing objects, etc.) will not be tolerated. Students who do not maintain proper behavior will be disciplined and may lose assembly privileges.

ATTENDANCE

Purpose

Irregular school attendance results in lowering the level of a student's academic achievement in addition to placing a burden on teachers who attempt to help absentees keep abreast of class work. To a large degree, work ethic and faithful attendance carries over into adult life and post high school responsibilities and should be strongly encouraged.

Responsibility

All teachers and principals shall assume responsibility for enforcing compulsory attendance laws in conformity of the school laws of Pennsylvania and the regulations of the State Department of Education.

When a student reaches the age of seventeen and is absent from school more than five consecutive days for illness, he or she may be required to supply a doctor's approval for absences to be declared excused.

Any student absent more than 20 days for the year may forfeit that year's work.

Attendance Records

Accurate records of daily and class attendance of all pupils shall be kept in each building as directed by the Superintendent and in compliance with the school laws of Pennsylvania.

Excuses for Absence

A written excuse must be presented to the attendance office, signed by the parent or guardian, for readmission to school following the absence. Failure to provide an excuse within three days of the date of absence will result in an illegal or unexcused absence on that date. Students may lose credit for schoolwork due on days where unexcused absences occur.

Exceptions

The Annville-Cleona School District provides for exceptions to the normal attendance regulations as follows:

Student Welfare

The school district recognizes that there may be occasions when, because of circumstances beyond normal control, i.e. serious illness in the family, court action, etc. it may be in the best interest of the child that he/she can be with a parent or some person designated by the family. Upon certification of this fact in writing by the parent or guardian to the Superintendent or designee, pupils may be excused from school attendance.

Educational Tours and Trips

The school district recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year.

Upon receipt of a prior written request from the parents or guardians of the pupils involved, pupils may be excused from school attendance to participate in educational tours or trips, when such trip is so evaluated by the Superintendent or designee. Prior attendance records, previous requests and frequency of such requests and the weighted educational value of requested educational experience, will be considered in the approval process for educational trips. Pupil participants therein are subject to direction and supervision by school approved adult persons. Pre-approval forms are available in each school office. The determination of each request will be made based on the following: prior attendance records, academic performance, previous requests and frequency of such requests and the weighted educational value of the requested experience. Approval for trips recurring each year will be denied.

Excuse from Classes for Religious Beliefs

The excuse shall be granted only upon the following conditions:

A letter must be on file from the parents of such excused children explaining in specific detail what parts of the course are objectionable. This letter shall require approval by the principal and a copy filed in the child's permanent record and with the teacher of the subject. Pupils shall not be excused from the course, but shall be excused from the class only when such material as is specified in the approved letter is presented. When excused the pupil will report to the library with some other research assignment in the course to be submitted in substitution for the work missed.

Truancy – Policy Statement

It is the purpose of this Policy to set forth the school district's policies and procedures relating to enforcing compliance with the compulsory school attendance requirements.

Illegal Absences*Truancy of Students Who Are Less than Seventeen (17) Years of Age*

A letter shall be sent by the building administrator to the parent/guardian of any student who has missed ten (10) total days of school without a doctor's excuse. This letter will state that continued absences will require a physician's note indicating the nature of the health problem that would cause the student to miss school. The letter will also request the parent to call the principal or his/her designee to discuss the attendance problem.

A letter shall be sent to the parent/guardian after a student accumulates three (3) total days of unexcused absence. The letter will state that any future unexcused absence will be considered unlawful and will result in a truancy prosecution for each absence.

Truancy of Students Seventeen (17) Years of Age or Older

A letter shall be sent by the building administrator to the parent/guardian of any student who has missed ten (10) total days of school without a doctor's excuse. This letter will state that continued absences will require a physician's note indicating the nature of the health problem that would cause the student to miss school. The letter will also request the parent to call the principal or his/her designee to discuss the attendance problem.

A second letter shall be sent to the parent/guardian after thirteen (13) total days of absence have accumulated without a doctor's excuse. The letter will warn that any future unexcused absences will result in the student being withdrawn from school.

The next unexcused absence of fourteen (14) accumulated days total, may result in the student being withdrawn from school.

School Closings for Weather, Etc.

The decision to delay or close school for inclement weather will be reported on local radio, TV stations and the district's web page. Parents should check the Annville-Cleona district calendar for a listing of stations.

College Visits/Career Shadowing Visitations

College visits and career shadowing visitations will be treated the same as an excused educational trip. Students may have four excused absences per year for this purpose providing the educational trip form is completed, signed by the parent and approved by the building principal.

Make-up Work

Following an absence, it is the student's responsibility to make arrangements with his/her teacher to make up missed work. Make-up work must be completed within a reasonable period of time. The length of time given to complete make-up work will be determined by each teacher and will be based on the duration of absence. Students will not be allowed to make-up work on days of unexcused or illegal absence. Parents may call and request homework for students who have missed three (3) or more days.

Appointments

Students must bring a parent note to the attendance office before school in order to be dismissed during the school day for scheduled appointments (medical, dental, legal, etc.). Upon their return to school, students must provide the attendance secretary with a note from the office they visited within three school days. Students who have parental permission to drive to their respective appointment must return documentation of the appointment to the attendance office. Parents or other adults who provide transportation to the approved appointment must sign the student out at the main office before and after the appointment.

Tardiness

A middle school student is considered tardy if he/she enters class after 7:30 a.m. A high school student is considered tardy if he/she enters class after 7:40 a.m. A student arriving between 9:15 a.m. and 11:15 a.m. without proper excusal will be charged a one-half day illegal absence and one tardy violation. A student arriving after 11:15 without proper excusal will be charged a full day illegal absence and one tardy violation (extracurricular participation; see Code of Conduct). The administration has full discretion in accepting or rejecting a written request for tardiness excusal.

A student is permitted to be tardy two times per quarter. Regardless of reason, the first two tardy incidents of each quarter will be declared excused by the administration. Each tardy incident beyond the first two in each quarter will be considered unexcused and will result in disciplinary action.

The guardian of a student of compulsory age who is tardy more than eight times in a single quarter or more than fifteen times in a school year may face prosecution for violating compulsory school attendance requirements. The school reserves the right to prosecute the student as well as or in place of the guardian.

Late to Class

Students must be inside the classroom before the tardy bell rings. Teachers may assign consequences for students arriving late to class. Repeated tardiness to class will be reported to the administration for disciplinary action.

BUS CONDUCT

The bus drivers are in complete control of the bus that they operate and are charged with the safety and discipline of the occupants of the bus. Students must abide by the rules and regulations of the driver concerning their conduct on the bus.

The school district may, from time to time, place and use video cameras, or other recording devices, on school property and on school buses. The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the school district, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

The use of bus transportation to and from school is a privilege, not a right. If the conduct of the student, while riding a bus, is such that it jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied.

Bus Rules

- Follow the directions of the bus driver.
- Remain in your assigned seat at all times.
- Keep all objects and body parts inside the bus and to yourself. Law enforcement shall levy fines for any objects thrown from bus windows.
- No eating, drinking, smoking, or use of tobacco products while on the bus. Keep the inside of the bus clean.
- No yelling.
- No swearing or rude gestures.
- Live animals, radios/walkmans, water guns, fireworks, and other similar items that may divert the driver's attention are not permitted on the bus.

Consequences

The severity of the offense will dictate the consequences. Because students have had previous experiences with proper bus conduct, the consequences for secondary students are more severe than for elementary students. Please see calendar for policy.

CAFETERIA

Students assigned to the cafeteria for lunch must report promptly. Students who misbehave may receive changed seat assignment, lunch assignment outside of the cafeteria, detention(s), or suspension(s) as a consequence for their behavior.

Cafeteria Rules

1. Appropriate conduct that is conducive to an enjoyable lunch period for ALL is required.
2. Lunch proctors may assign seats as deemed necessary.
3. Food and beverages may NOT leave the cafeteria.
4. Backpacks are not permitted in the food service area.
5. Rules for leaving the cafeteria during lunch periods:
 - Students must have permission from the lunch proctor.
 - Students must sign the purple sign in/out sheet.
 - Students may only leave the cafeteria to go to an approved destination: nurse, guidance, office or lavatory.
 - ALL other destinations require a pass written by the receiving teacher/administrator.
 - Laminated passes will be honored (i.e., yearbook).
6. Food purchases may be made up until 5 minutes remaining in the lunch period.
7. By dismissal time, students shall clear their tables (top and bottom), push in chairs, and wait to be dismissed by the proctors on a table-by-table basis.

Secondary meal prices are as follows: Regular Lunch: \$1.85 - Breakfast: \$1.10 - Milk: \$0.45

CAMERAS

Students are prohibited from taking pictures, digital or other, during the school day without the written consent of a faculty member. Therefore, the possession of a personal camera during school hours is likewise prohibited. As with all non-educational electronic devices, personal cameras will be confiscated, and violators of this policy will face disciplinary consequences. The administration reserves the right to view pictures contained in film or digital format if it is reasonably suspected a student took unauthorized pictures in school. See also Annville-Cleona Acceptable Use Policy.

CAMPUS CONDUCT

Skateboarding, rollerblading, roller-skating, and the like are not permitted on the secondary campus.

CHEATING

Cheating is defined as the act of deceiving, swindling, deception, or fraud. The following are examples of cheating:

- Using cheat sheets or crib notes during tests or quizzes
- Plagiarism - using the ideas or writing of another as your own
- Copying tests or quiz answers or homework (when it is forbidden by the teacher)
- Passing answers, questions or test information to other students
- Using condensed versions, critical evaluations, or study guides such as, but not limited to, Cliff notes, or a movie in lieu of reading an assignment - if not permitted by the teacher
- Submitting unoriginal written work such as previously written term papers or book reports
- Helping a fellow student to cheat

Consequences of cheating are as follows:

- No credit (0%) for the test/assignment (with no opportunity for make-up)
- Notification of parent(s)/guardian(s)
- Appropriate disciplinary consequences (possible suspension)
- A signed contract with the student outlining subsequent penalties

CHILD CUSTODY POLICY

If child custody arrangements are part of your family structure, you need to be aware of our policies in this area.

1. All custody orders must be addressed directly to Annville-Cleona School District.
2. In the absence of a custody order, the school assumes shared custody, which allows both parents to be involved in their child's education.
3. Both parents, regardless of custody arrangements, have access to their child's records unless a court order specifically prohibits access.
4. The parent of record is the parent with whom the child resides.
5. The parent of record must live in the Annville-Cleona School District.
6. Enforcement of custody orders is a police responsibility, not one for the school.

CLASS CUTTING

Students have the responsibility to inform their teachers if it is necessary to miss class. Failure to do so is considered a class cut. For this purpose, "class" shall be defined as any scheduled activity during the school day, including study halls and lunch.

Students who cut class will not be permitted to make up missed work and will receive a "zero" for any graded work done during the class. Disciplinary action may include Saturday detention and/or suspension.

CODE OF CONDUCT (EXTRACURRICULAR/ATHLETIC ACTIVITIES)

The Annville-Cleona School District offers numerous activities that are extensions of the classroom. The goal and purpose of all of these extracurricular programs is to teach students the meaning and understanding of sportsmanship, commitment, fairness, sacrifice, teamwork, performance, and hard work. Additional goals include knowing how to win and how to lose, increasing the knowledge of the activity, increasing commitment to the arts, realizing potential, and developing a healthy lifestyle and enhancing skills. These extracurricular activities are laboratories for learning. The Annville-Cleona School District's school board, administrators, teachers, and coaches/advisors are committed to excellence and to providing the best opportunities for students. The participants must keep in mind that they are often in the public eye and that their personal conduct must always be above reproach. They have an obligation to create a favorable image and to gain the respect of their peers and adult citizens of the community.

The *Extracurricular Participant's Code of Conduct* operates in conjunction with the Annville-Cleona School District's Board Policies for all students who participate in extracurricular activities in the district. In addition, participants should anticipate a set of team/club/program rules from the coach/advisor who is in charge of the respective program. Participation in any of Annville-Cleona's extracurricular activities shall be granted only after the student and parent(s)/guardian(s) have read, understood, and signed the Code of Conduct. The Annville-Cleona School District complies with all P.I.A.A. standards for athletic eligibility.

COMPUTER USE

Students using computers at Annville-Cleona High School must adhere to the following regulations:

1. Will not abuse or misuse any of the computer equipment in any way.
2. Will use only the software designated for student use by the teacher.
3. Will use only software approved for use and licensed to Annville-Cleona Secondary School, and will not bring in any other software.
4. Will not attempt to steal passwords or access menus, programs or files not designated for student use.
5. Will not alter the system software or setup on any computer.
6. Will not tamper with or alter any files belonging to another individual.
7. Will not print more than two copies of any document without permission from a teacher.
8. Will not connect personal computers to the district's network in any way, at any time, for any purpose.
9. Understand that teacher computers and network servers are off limits to students.
10. Understand that game software, which is on the computer, may only be used at times indicated by the teacher.
11. Understand that violation of any of these rules will result in appropriate disciplinary action, which may include but is not limited to: detention, removal from class, suspension and payment of damages, loss of computer privileges.
12. Will follow all guidelines and procedures outlined in the Acceptable Use Policy.

LCCTC ATTENDANCE & TRANSPORTATION

1. All AM LCCTC students are required to utilize school-sponsored transportation. Two hour LCCTC students are required to provide their own transportation. PM and full day LCCTC students are encouraged to utilize school-sponsored transportation but may drive provided they meet all of the following criteria;
 - Have written permission from a parent or guardian on file authorizing the student to drive
 - Possess an A-C parking permit and an LCCTC parking permit
 - A student driver may not transport a passenger to and/or from LCCTC, except if the passenger is a sibling of the driver, or if both students (driver and passenger) have submitted signed/written permission from their parents to the administration.
 - A student driver must drive directly to and from LCCTC, without exception.
 - All student drivers are not listed as potential passengers for school transportation to and from LCCTC. Therefore, by registering as a student driver, the student forfeits his/her busing privilege and will not be permitted to ride the school bus.
2. The bus driver for each LCCTC bus route will take rider attendance each day, forwarding the attendance record to the secondary school attendance office.
3. If a student violates any of the above rules, a Saturday detention, at minimum, will be assigned, the driving privilege for a student driver may be revoked for a period of time that may include the next school year, and the LCCTC administration will be notified. Students failing to honor the A-C/LCCTC transportation rules may lose their LCCTC eligibility.

DANCES

1. To attend a dance, the attendee must be an Annville-Cleona student or the registered guest of an eligible Annville-Cleona student.
2. All outside guests must be of appropriate age, escorted by an Annville-Cleona student and approved in advance by the Assistant Principal or Principal using the proper guest form available in the secondary school office.
3. Middle school students may only attend middle school dances. High school students may only attend high school dances.
4. Students must wear attire consistent with the school's dress code. More formal attire is required for semi-formal and formal dances as determined by the sponsoring organization.
5. A student must attend school for at least half of the school day on the day of the school dance. This is true for all school dances, including prom.
6. Age limits: All guests attending the Homecoming Dance must be currently enrolled in a high school program. However, alumni of Annville-Cleona High School who graduated the year prior to the dance may attend as a guest. All guests attending Prom must be under the age of 21 years on the date of the dance. For all other high school dances, guests must be currently enrolled in a high school program. For all middle school dances attendees must be currently enrolled in the Annville-Cleona Middle School program.

DISCIPLINARY CONSEQUENCES

Formal Discipline Consequences

1. Bus Suspension is assigned to students exhibiting unruly, dangerous, or consistently poor behavior while riding or waiting to ride (bus stop) school transportation. While serving a bus suspension, transportation to and from school is the responsibility of the student, as school attendance is still required.
2. Expulsion of a student may be for a period of time up to twelve months. Expulsion may result after a formal expulsion hearing and authorization by the school board.
3. Formal Detention is held from 2:35 PM to 3:35 PM on Monday, Tuesday and Thursday of the school week. During the one-hour detention, students answer several reflective essay questions.

4. In-School Suspension is held only on rare occasions. Students assigned to ISS spend the entire school day isolated from the general student body. These students complete multiple writing assignments and may be required to complete light community service activities.
5. Out-of-School Suspension is assigned to students exhibiting the most serious and/or disruptive behavior. While suspended from school, students may not trespass onto school property or attend school functions, which includes attending athletic events as a spectator. Students suspended from school are informed in person and in writing as to the length of the suspension.
6. Saturday detention is held from 8:00 AM to 12:00 PM on most Saturdays during the school year. Students assigned to Saturday detention are designated to serve either two hours or four hours, depending on the nature of the infraction. While serving detention, students complete several reflective essay questions.

Informal Discipline Consequences (not all inclusive):

- Apology Letter
- Community Service
- Lunch Detention
- Mediation
- Morning Detention
- Reflective Essay
- Teacher Detention
- Time-Out
- Warning

DISMISSAL

All classes dismiss each day at 2:30 PM. Students not participating in a supervised activity must leave school property by 2:45 PM. At no time after 2:45 PM is a student permitted on school property unsupervised, except as a spectator at a public event.

DISRESPECT

Disrespect can be directed either toward a school district employee or another student and would include, but not be limited to, abusive language, obscene language or gestures, sarcasm, and threats (verbal assault). Disrespect has a devastating effect on the learning climate of a school and will not be tolerated. Students are expected to interact with both school employees and other students in a courteous and respectful manner. Failure to do so will result in disciplinary action, which depending on the nature of the offense, could range from detention to a formal hearing before the board of education or its designee for purposes of expulsion.

DISRUPTION

No student has the right to interfere with the education of fellow students. The teachers and administration will not tolerate distracting others or any hindrance in the orderly progress of the classroom. A lack of responsible behavior on the part of a student could result in removal from class and/or detention or suspension. Students who are sent out of class by a teacher must report to the MS/HS office immediately. Failure to do so will be regarded as insubordination and increase the disciplinary consequence.

DRESS

Our dress code applies to both male and female students. Students have the responsibility to keep themselves, their clothes, and their hair clean. Students' clothing shall not offend the accepted standards of decency of the community, disrupt the educational process of the school, call undue attention to the individual, or jeopardize the safety of the student or his/her classmates.

Specifics Include:

1. Generally speaking, shorts that are shorter than finger tip length when the arms are extended at the sides; or skirts and dresses shorter than three inches above the top of the knee are considered inappropriate for students. Slits follow the three-inch rule. However, due to the wide variety of styles, the administration may declare an outfit that meets the above standard inappropriate.
2. Clothing, jewelry, or backpacks, which display in words or pictures, anything promoting alcohol, drugs, tobacco products, gang participation, violence, conduct of a sexual nature, or inappropriate/obscene language or message will not be worn. Tattoos that contain the above items must be covered. This includes phonetically respelled words.
3. Students are not permitted to wear tube tops, halter tops, tops with spaghetti straps or straps less than two inches in width, see through shirts, or tops designed to show the midriff or cleavage.
4. Students participating in physical education classes or in extra-curricular activities are required to wear the clothing as detailed by the physical education department, or the director/advisor of the extracurricular activity. Physical education uniforms, bicycle pants, or boxer shorts may not be worn to classes or lunch except if covered with another garment.
5. All students must wear sneakers, shoes or sandals at all times.
6. Students shall not wear hats or head coverings, including bandanas.

7. Jackets, coats, cloaks, gloves, or any garments that are perceived as primarily outdoor-wear shall not be worn inside the school building.
8. Sunglasses may not be worn inside the school building.
9. Clothing with large holes or shreds may not be worn.
10. Appropriate undergarments are to be properly worn at all times. Undergarments may not be worn outside regular clothing, or be visible.
11. Students are not permitted to wear elephant bell-bottom pants and/or pants that drag on the floor.
12. Chains that can be removed from clothing are prohibited.
13. Students may not wear inline skate shoes while in school.
14. The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered in items 1-13.
15. Students not abiding by this dress code will be required to change into an appropriate outfit. Time lost in obtaining a change of clothing will be made up in after-school detention (minimum one night). Subsequent violations may result in a peer counseling session, loss of other privileges, and/or a Saturday detention.

DRIVER EDUCATION

This year's "behind the wheel" fee for driver education is \$170.00.

DRUGS, ALCOHOL, AND ASSOCIATED ITEMS

POLICY STATEMENT: The school board recognizes that substance abuse is a community problem. The school board is committed to the general principles of education, prevention, intervention and law enforcement in responding to this community issue. This policy is intended to discourage and prevent alcohol and drug use by students and to provide guidelines for an appropriate and effective response to any instances of alcohol or drug use by students. While engaged in any school related activity or conduct, a student shall not be under the influence of, possess, or use alcohol or drugs, or aid, arrange for or participate in the distribution or sale of alcohol or drugs, as defined in School Board Policy No. 4090. School related activity or conduct is defined as activities or conduct, which occur on school property, during school functions regardless of location, or while traveling to or from a school activity.

The C.H.I.P.S. Program (Caring, Helping, Intervention, and Prevention for Students) is designed to provide a means for early identification and intervention for students who are experiencing substance abuse problems and/or who are potentially suicidal.

Definitions - For the purpose of administering this policy, the following definitions shall apply:

- Controlled Substance** - any substance listed as illegal or controlled under current applicable Federal or State laws. The term "controlled substance" includes any substance, which is represented to be, or which is thought to be a controlled substance.
- Non-prescription Drugs** - substances commercially packaged and sold over-the-counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effects.
- Prescription Drugs** - substances obtainable only by prescription from a physician.
- Paraphernalia** - tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming or selling or distributing any type of unauthorized substance.
- Possession** - keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Including within lockers or automobile; or in books, papers, or any other medium or container, which a student may carry or transport.
- Distribution** - giving, selling, or passing to another person on school property, on school busses, or on the way to or from school.
- Possession with Intent to Distribute** - possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is "two tablets every four hours".
- Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance, or has been implied to have a value other than its actual value.
- Unauthorized Substance** - this includes, but is not limited to, products containing alcohol, tobacco, anabolic steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs and materials known to cause drug-like effects.
- Use (of an unauthorized substance)** - either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school-sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.

Offenses/Penalties

1. Use, possession, or being under the influence of alcohol or drugs:
 - First Offense** – not less than one day suspension, and up to ten days suspension depending upon the circumstances of the offense; referral to CHIPS Program; and depending upon the circumstances of the offense, referral to the Board of School Directors with recommendation of expulsion.
 - Second Offense** – not less than five days suspension, and up to ten days suspension depending upon the circumstances of the offense; referral to CHIPS Program; and depending upon the circumstances of the offense, referral to the Board of School Directors with recommendation of expulsion.

student serving a four-hour Saturday detention. Subsequent infractions of the same nature may result in additional disciplinary action.

Telephone pagers are not permitted on school property, including school buses. Pagers are illegal on public school property in Pennsylvania and will be confiscated and not returned.

FOOD IN SCHOOL

At no time during the school day may students eat food (including candy) or drink beverages, except in the cafeteria or other designated areas. Vending machines are off limits during the school day, but will be available for after-school use. Violations may result in detention or suspension.

GRADING

Course grades are calculated using percentage grade averages and reported as both percentage grades and letter grades on report cards, based on the scale listed below.

A+	97 – 100	4.00
A	93 – 96	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D	63 – 66	1.00
D-	60 – 62	0.67
F	0 – 59	0.00

End of year grades are calculated by averaging the marking period percentage grades for courses without a final exam. Every core and foreign language class in grades 9 through 12 shall include a mid-term and final exam. The mid-term exam and the final exam will contribute to the final course grade using the following proportions: Quarter 1 = 20%; Quarter 2 = 20%; Quarter 3 = 20%; Quarter 4 = 20%; Mid-term Assessment = 10%; Final Assessment = 10%.

Special caution is expressed for any student who earns a failing grade for a marking period or on a final exam. Since percentage grades will be used in place of letter grades to calculate end of year grades, a student earning a very low F for even a single marking period will face great difficulty passing the course for the year. In other words, there is a tremendous difference between a grade of 10 percent and a grade of 59 percent, even though both are failing grades.

HALL PASSES

When passing in the hallways during class periods, each student is required to be in possession of his/her agenda book (“passport”), which must contain a hall pass entry signed by a staff member authorizing the pass. Under urgent/required circumstances, students without a passport may be permitted to move in the hallways with a pass written by a staff member.

HARASSMENT

Everyone has a right to work and learn in a safe environment. Being safe means to feel comfortable with all the people around you. The employees of the Annville-Cleona School District try to create an atmosphere where all persons feel safe and comfortable. Harassment in any form will not be tolerated. Offenders will be disciplined.

Harassment is defined as: unwelcome words, gestures, and actions, which tend to annoy, alarm and/or verbally abuse another person. These may include, but are not limited to, such practices as:

1. Making a telephone call without purpose of legitimate communication.
2. Insults, taunts, or challenges to another in a manner likely to provoke a violent or disorderly response.
3. Spreading rumors (unsubstantiated statements), with the intent of causing emotional turmoil.
4. Making repeated communications anonymously, or in offensively coarse language.
5. Subjecting another to annoying touching.
6. Engaging in any other course of alarming conduct serving no legitimate purpose.

If you believe that you are being harassed, ask the person to stop, and then tell a teacher, guidance counselor, school nurse, or the assistant principal. Do not respond to the harassment as this may encourage the aggressor to continue the harassing behavior. If the harassment does not stop, then it is time to file a formal complaint with the assistant principal. Your allegation of harassment will be investigated by the administration who will take appropriate remedial action. Filing false reports to the administration will result in disciplinary action.

Although the school district may only respond to actions that occur on school property or at school sponsored events, children bring “baggage” with them when they come to school. For this reason, the administration is concerned with harassment that occurs in the community. The administration will work with agencies and services available in the community to minimize this behavior.

INAPPROPRIATE LANGUAGE AND GESTURES

Obscene, vulgar, racist or abusive language and gestures will not be tolerated. Racial and ethnic intimidation is particularly serious and will be dealt with harshly, including prosecution.

INSUBORDINATION

Insubordination can be defined as refusing to follow a reasonable directive of a school district employee acting within the scope of his or her authority. Insubordination will not be tolerated. Failure to follow the directives of staff members will result in disciplinary action, and depending on the nature of the offense, could range from detention to a formal hearing before the board of education for purposes of expulsion.

LEAVING THE BUILDING WITHOUT PERMISSION

At no time are students permitted to leave the building and/or school property without written parent permission and administrative approval. Students who leave the building or campus without written permission will be disciplined. In addition, class cutting and truancy penalties may apply.

LIBRARY RULES AND PROCEDURES

Students who use the Annville-Cleona High School library are expected to abide by the following procedures.

- Library visits from study halls are a privilege, not a right. Appropriate conduct is required at all times. Inappropriate conduct or language will result in a loss of library privileges. Students are allowed one study hall pass to the library per day. All students must have a library pass in order to visit the library. There will be times when library passes are limited or not available due to scheduled class visits.
- Students who are using the library are expected to be working or reading quietly at all times.
- Most library materials circulate for 12 school days. Overdue materials will be fined at a rate of \$.25 per school day. There is a two-day grace period. Reference materials circulate overnight only. There is a fine of \$.50 per school day with no grace period. Students are encouraged to pay fines before checking out additional library materials. Students are informed of the due date upon checkout and will receive overdue notices the day after the book is due and periodically thereafter in their homeroom if in grades 7 and 8, or in their English class if in grades 9-12.
- .
- If library materials are lost, students will be charged replacement price.
- Students who have signed Acceptable Use Policies for the Internet on file with the school district will be permitted to use the library computers to access electronic resources including ACCESS PENNSYLVANIA, online encyclopedias, the POWER library databases, and the Internet.

Questions regarding the school library should be directed to the librarian during regular school hours.

LOCKERS

Upon entering the middle/high school each student will be issued a hall locker for personal use. Lockers are the property of the school district provided for student use and are therefore, subject to inspection by administrative personnel. It is important that students are aware that the administration reserves the right to inspect lockers on a periodic and unannounced basis. Students found to be sharing lockers will be subject to disciplinary action. The administration may suspend locker privileges as a consequence for discipline issues. It is possible that drug-sniffing dogs may be used to “inspect” student lockers. (See Locker Searches below.) The school district cannot accept responsibility for items misplaced or stolen from lockers. Students should refrain from bringing unnecessary valuables and money to school.

- Maintain the locker in an orderly fashion.
- Operate the lock and doors carefully so as not to damage the locker.
- Report any malfunction to the main office immediately.
- Keep the locker door closed and locked when locker is not in use (“rigging” lockers to open without using the combination is prohibited)
- Do not disclose lock combinations to anyone.

Locker Searches

(Reprinted directly from Chapter 12, Section 12.14, of the Pennsylvania Administrative Code.)

School authorities may search a student’s locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials, which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

NURSE'S OFFICE

The school nurse provides care for injuries and illnesses, occurring in school or while the student is under the jurisdiction of the school. Treatment of injuries or illnesses occurring at home is not the responsibility of the teacher or school nurse.

RULES

1. Students must have a hall pass from their teacher before visiting the school nurse.
2. Students are not permitted to carry or possess any medicine while in school.
3. Students are permitted to carry and use cough drops with permission from the school nurse.
4. Students are required to return the emergency information/medication permission card to the school nurse by the second day of school.
5. Students requiring daily medication or PRN medication at school will need to have a parental consent form and physician's order on file with the school nurse.
6. All medications will be given under the direction of the school nurse and will be taken by the student in the nurse's office under supervision of the nurse or designee.
7. Students will be expected to inform the school nurse of any medicine that they have taken today or are currently taking or any changes in medicines that may affect or impact their educational process.
8. Students will be expected to answer all questions from the school nurse honestly.
9. Students will be expected to wait calmly and patiently in the waiting area until seen.
10. Students will be responsible to see their teacher the same day to make up for any class time and/or assignments missed while visiting the nurse's office.

Any infraction of these rules will warrant referral to the assistant principal for disciplinary action in accordance with school policies.

Health Care

The school has a health suite staffed full time by a professional nurse, either a certified school nurse or a school nurse assistant. The nurse provides initial evaluation and care to students who become ill or injured while in school. Knowledgeable in many of the health concerns of children and youth, the nurse is available to students for health education and counseling. She also serves as a health resource person by working directly with classroom teachers.

Parents are urged to report any health problem to the nurse. Information shared is considered confidential. However the nurse, in consultation with the parent(s), may share certain information with appropriate staff members as deemed necessary for the health and safety of the student.

POSSESSION AND SELF-ADMINISTRATION OF AN ASTHMA INHALER

Summary of policy

It is the policy of the school district to allow students to possess and to self administer an asthma inhaler and the prescribed medication in a school setting in accordance with the terms and conditions set forth in this Possession and Self Administration of an Asthma Inhaler Policy.

Definitions

As used in this policy, the terms and phrases listed below shall be defined as follows in accordance with Pennsylvania and federal law:

"Asthma Inhaler" – means a medically prescribed device used for the self-administration of short-acting, metered doses of medically prescribed medication to treat an acute asthma attack.

"School Setting" – means while in school, while at a school-sponsored activity, and while in transit to or from school or school-sponsored activities.

"Self Administration" or **"Self Administer"** – means a student's discretionary use of his/her prescribed asthma medication pursuant to a prescription or written direction from a physician, certified registered nurse practitioner, or physician's assistant.

Statement of Policy

Any student who wishes to possess and self-administer an asthma inhaler in a school setting must demonstrate that he/she has the capability for self-administration and for responsible behavior in the use of an asthma inhaler. The school district reserves the right to require a statement from the student's physician, certified registered nurse practitioner, or physician's assistant (collectively referred to as "health care provider") providing for the continued use of any medication beyond a specified time period.

Verification of Self-Administration of Asthma Inhaler.

A student who wishes to self-administer an asthma inhaler must demonstrate to the school nurse that he/she is capable of self-administration and has permission to carry and take the prescribed medication through the use of an asthma inhaler. No student shall be permitted to self administer an asthma inhaler unless all of the following conditions have been satisfied:

- The student must provide the school nurse with a written statement from his/her health care provider that includes:

1. The name of the prescribed medication, the dose, the time(s) when the medication is to be taken, and the diagnosis or reason that the medication is needed unless a parent or legal guardian provides a written request to keep the diagnosis confidential;
2. The potential for any serious reaction(s) that may occur to the medication, as well as any necessary emergency response(s) thereto; and a statement as to whether the student is able to self-administer the prescribed medication.

- A parent or legal guardian of the student signs and returns to the school nurse the Parental Request for self-administration of an asthma inhaler.

Use of an Asthma Inhaler

A student must immediately notify the school nurse if he/she self-administers an asthma inhaler while in a school setting.

Permitted Use

A student who has been granted permission, pursuant to the terms and conditions set forth in this Policy, to be in possession of and to self-administer an asthma inhaler shall not permit the asthma inhaler to be used by any other individual at any time. If the school district determines that a student has allowed his/her asthma inhaler to be used by another student, the asthma inhaler shall be confiscated immediately and the student shall lose the privilege to possess and self-administer an asthma inhaler.

POSTERS, PICTURES, ETC.

All postings on walls or main parts of the school building must have the approval signature of the principal, assistant principal or athletic director. Postings on the outside of lockers are prohibited. Students may opt to post items on the inside of their own lockers with magnets (magnets will not be provided to students).

PUBLIC DISPLAYS OF AFFECTION (PDA)

Intimate displays of affection are inappropriate in a school setting. Aside from holding hands, all other forms of physical contact are not permitted. Disregard for this regulation will result in disciplinary action and parental contact.

SEARCH/SEIZURE

School employees are hereby authorized to:

- Conduct routine searches of student lockers, desks and vehicles on school property.
- Conduct thorough searches of students, in the presence of a witness, in any case of reasonably suspected possession of unauthorized substances.
- To instruct students, at any time or place, to empty the contents of their pockets and/or reveal other areas with clothing, wallets, purses, etc. where the student may be suspected of keeping unauthorized substances.
- If a student fails to do so, the parent(s) shall be called to assist and/or permit a search.
- If parent(s) refuse, or can't be contacted, the police shall be called to conduct the search.
- Confiscate any unauthorized substances or materials of questionable purpose.

SEXUAL HARASSMENT

It is the policy of the Annville-Cleona School District to maintain a focus of learning and working environment that is free from sexual harassment. Sexual harassment substantially interferes with an individual's academic performance and creates an intimidating, hostile, offensive educational environment. If you are being sexually harassed, you should tell the offender to stop, then notify the secondary school administration.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, when made by any member of the school staff to a student, by any student to another student, or by any student to any staff members. Sexual harassment may include, but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implications;
- Unwelcome touching, pinching, patting, or brushing against;
- Suggesting or demanding sexual involvement either implied or explicit
- Threats concerning one's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate all allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student in the Annville-Cleona School District shall subject that student to disciplinary action, which may include suspension or expulsion. The police will be notified, and charges may be filed. Filing false reports to the administration will result in disciplinary action.

STUDENT ACTIVITIES LIST

Middle School Activities

- French Club
- Health Careers Club
- Middle School Memory Book
- Middle School Quiz Bowl
- Students Against Destructive Decisions (S.A.D.D.)
- Spanish Club
- FFA
- Student Council
- Junior Honor Society

High School Activities

- Dutchmen Crier
- Family, Career, and Community Leaders of America (FCCLA)
- Four Diamonds
- French Club
- Health Careers Club
- Key Club
- Marching Band Color Guard
- Model United Nations
- Senior Honor Society
- Spanish Club
- Students Against Destructive Decisions (S.A.D.D.)
- Year Book
- FFA
- 9th Grade Quiz Bowl
- Quiz Bowl (Grades 10 through 12)
- Student Council
- Math Club

Athletic Teams

Fall

- Varsity/JV/Jr. High/Jr. High JV Football
- Varsity Girls' Tennis
- Varsity/JV/Jr. High/ Jr. High JV Field Hockey
- Varsity Golf
- Varsity/JV Boys' Soccer
- Varsity/Jr. High Girls' Cross Country
- Varsity/Jr. High Boys' Cross Country
- Varsity/JV Cheerleading

Winter

- Varsity Bowling
- Varsity/JV/Jr. High Wrestling
- Varsity/JV/Jr. High/ Jr. High JV Girls' Basketball
- Varsity/JV/Jr. High/ Jr. High JV Boys' Basketball
- Varsity/JV Cheerleading

Spring

- Varsity/JV Softball
- Varsity/JV Baseball
- Varsity/JV Girls' Soccer
- Varsity/Jr. High Track and Field
- Varsity Boys' Tennis

STUDENT PARKING

Student parking on school property is a privilege. Students must register the vehicle(s) they plan to drive to school by completing the registration form and by purchasing a parking tag for \$5.00 (which is nonrefundable). Parking tags must be returned to the main office at the end of the school year. The parking tag must be attached to the rear view mirror with the number facing the windshield.

The registered student shall be the only student permitted to drive and park their registered vehicle on the campus. This driving privilege and parking tag are non-transferable. Students may not park in the visitor parking spaces. Students

who have behavioral difficulties, or who have excessive attendance issues will have their driving privileges suspended or revoked. Students found illegally parked on Annville-Cleona property will be fined and may forfeit future privileges.

Student parking permits are assigned at the end of each year for the following school year.

Students begin using their assigned spots the first day of school. If you do not have a school assigned parking permit, you may not park on school property.

Students are required to fill out a parking application and have their parents sign at two locations on the paperwork. Students are also required to read through the parking rules with their parents. Applications are numbered and assigned in the order they are returned to the office.

Parking privileges may be suspended or revoked as a disciplinary action at the discretion of the administration. A student failing more than one subject at the close of classes on Thursday may have his/her parking permit suspended for the following school week.

STUDENT PARKING LOCATION

1. The Northwest lot (first lot on right when entering campus) shall be occupied only by CTC students, LVC students, and those students arriving tardy.
2. All students not meeting criteria #1 shall park in the Northeast lot (in the rear of the building).
3. Students may not park in the administration lot or any other numbered space on the Annville-Cleona campus.
4. Failure to comply with assigned parking locations may result in revocation of parking privileges.

STUDY HALLS

Study halls are scheduled to provide time for students to read, do homework, and to prepare for classes. Students must arrive to study halls prepared to work. Students must remain quiet in order to preserve an atmosphere conducive to study. Students, who are late, fail to bring materials, or who are disruptive, are subject to discipline. Students who have passes to go elsewhere during their scheduled study hall must first report for attendance and permission to leave. Games (including card playing) are not permitted during study halls.

TELEPHONE

During the school day, all phone calls made by students must be made in the main office, as this takes away from instructional time. Only calls of an emergency basis should be made. Students must have a written pass from a teacher or aide to use the phone located inside the main office during the day. Phone calls should be short and concise. Students must request to use the phone with an office secretary. Students who abuse this privilege will no longer be able to use school phones.

Students are not allowed to use the classroom phones. Students, who make “crank” calls from any phone on school property, or use classroom phones, will be disciplined. “Crank” calls made to: Police, Fire Department, or 911 are against the law. Students found to be making these types of calls will be prosecuted to the full extent of the law.

TOBACCO PRODUCTS - (SMOKING)

The Annville-Cleona School District will comply with the School Tobacco Control Act.

- Tobacco use and/or possession by students at any time are prohibited in school buildings, on school buses and on school property. This includes times during which students are riding in automobiles, and/or participating in school activities after school hours. Banned items include cigarettes, cigars, pipes, smokeless tobacco in any form, and any lighted smoking equipment.
- Any student who violates this policy shall be subject to discipline, which may include suspension or expulsion. In addition, a student who violates this policy shall be subject to prosecution and shall, upon conviction, be sentenced to pay a maximum fine of \$50 plus court costs.
- Tobacco use by employees in school buildings or on school buses is prohibited.

VANDALISM

Vandalism is not only a malicious and senseless activity but a costly one as well. We encourage students to care of their school and its material as each of us has to share the cost of repair or replacement. Students found guilty of vandalism will be required to make restitution and may be subject to suspension, police involvement, or a formal hearing before the board of education.

VIDEO SURVEILLANCE

The school district may place and use video cameras, or other recording devices, on school property and on school buses. The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the school district, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

VISITORS

We welcome visitors, but for security reasons, all visitors must report to the main office, sign in and receive a visitor's badge. All visitors must leave their keys or drivers license in the main office to ensure that they return in order to sign out and exit the building. For the efficient operation of the school, visitors wishing to tour the building or visit classrooms must call ahead and arrange a meeting date prior to the day of their visit. Call 867-7700 to make arrangements. (The building administration reserves the right to deny visits deemed inappropriate.)

WEAPONS

POLICY STATEMENT: Weapons have no place in the schools. This policy is intended to prohibit possessing, carrying, storing or using weapons or dangerous instruments while on school property or while present at any school function or activity. See School Board Policy No. 4320 for complete information.

1. All persons are prohibited from possessing, carrying, storing or using weapons or dangerous instruments while on school property, on the way to or from school, and while present at any school function or activity. This policy is applicable to all persons, including school directors, employees, students, contractors, visitors, etc., except that this policy shall not apply to duly authorized police personnel or any person who has received from the Superintendent specific written exemption from this policy.
2. The definition of a weapon includes but is not limited to:
 - a. Any object or instrument which is commonly considered to be a weapon or dangerous instrument, or any object or instrument which is in fact used to effect threats, intimidation, harassment, extortion, or injury to a person or property.
 - b. Any firearm, loaded or unloaded, from which a shot can be discharged by gunpowder or compressed air, including the unassembled components of a firearm
 - c. Any knife, cutting instrument, cutting tool, or similar object
 - d. Explosives and incendiary devices, including fireworks and the like, as well as any noxious Substance, such as mace
 - e. Any facsimile designed to look like a real weapon.
3. The Pennsylvania Crimes Code lists possession of a weapon in the school environment as a misdemeanor of the first class. Therefore, the administration shall report all violations under the weapons policy to the local police agency.
4. The administration or designee shall report all violations under the weapons policy to the Department of Education.
5. Subject to any applicable due process procedures, any student who violates this policy shall be expelled for a period of not less than one year. The superintendent may on a case-by-case basis recommend lesser disciplinary action.
6. To deter the possession of weapons on school district property, the school district may conduct reasonable searches and seizures of weapons by using hand-held or other metal detectors. Such searches shall be performed in a random, non-discriminatory manner except when there is a reasonable suspicion that weapons are present. If the metal detector activates after all metal objects have been removed, the individual will be taken to a room out of view from other individuals and the person will be subject to a "pat down" search. A "pat down" search conducted by at least two school personnel of the same sex as the student shall be limited to feeling the outer clothing for the purpose of discovering only items which may have activated the metal detector. Staff and students failing to cooperate with school district personnel in the performance of weapons searches shall be subject to disciplinary action.
7. Exceptions
 - a. Any weapon, which is required for use as part of a course of study or a lawful supervised school activity, shall be given to the teacher of that class/activity immediately upon the student's arrival at school provided that prior permission by the building principal or designee has been granted at least one day in advance.
 - b. When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

WORK PERMITS

The Child Labor Act of the Commonwealth of Pennsylvania requires that all minors under 18 years of age, regardless of whether they are students or not, must secure employment certificates before engaging in gainful employment. It is imperative, therefore, that all minors become acquainted with the procedure to be used in obtaining certificates.

1. The principal of the high school administers the Child Labor Law, and all certificates are issued at the Annville-Cleona High School in the main office.

2. A minor age 14 and 15 may receive a vacation certificate. If they choose to change jobs, they need to reapply and receive a new work permit. A minor age 16 to 18 may receive a transferable vacation certificate. This permit may be used for any job the student receives between the ages of 16 and 18. Minors between the ages of 16 and 18, who are no longer on an active school roster, may secure a transferable general certificate.
3. Application Procedure
 - A. An application may be secured by the minor or their parent in the main office.
 - B. The following may be done in any order.
 - Parent must sign in front of the issuing employee.
 - The issuing employee must see proof of birth in the form of a birth certificate or passport.
 - The Employer must fill out section C
 - The Physician must fill out section D
 - C. The minor returns to secondary school office with (a) the completed application minus signature, (b) a parent/guardian, and (c) the student's birth certificate. At this time, the paperwork will be signed in the presence of the office personnel.