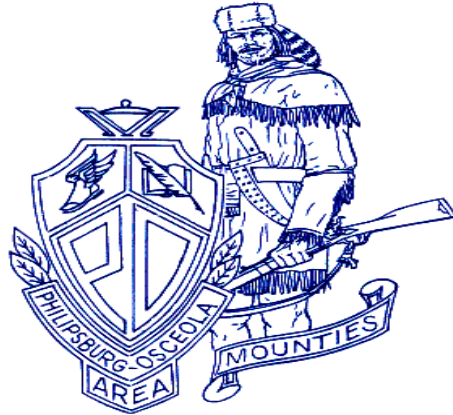


Philipsburg-Osceola High School
Home of the Mounties
2010-2011



The purpose for this student handbook, *called the Student Agenda or Agenda*, is to give Philipsburg-Osceola Area Senior High School students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

In a case of conflict between a Board Policy and the provisions of this Student Agenda, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. Policy adoption will generally supersede the provisions found in the Agenda, which will become obsolete by the newly adopted policy. This Student Agenda can be amended at any time at the discretion of the Philipsburg-Osceola Area School District. If policy changes are enacted during the school year, the administration will communicate those changes to the students, staff, and parents/guardians.

This agenda belongs to: _____
Homeroom : _____

The mission of the Philipsburg-Osceola Area School District is to provide opportunities, resources and support for students to become lifelong learners.

We are dedicated to excellence and committed to maximizing student achievement. Therefore, we embrace our responsibility of maintaining a caring and safe school environment, which enables all students to become active and productive members of our diverse and ever-changing society.

This Student Agenda was adopted by the Philipsburg-Osceola Board of Education in July 2010.

Notification of student and parental rights under FERPA will be followed as stipulated by Board Policy #216 and Board Policy #801 (when applicable).

The Philipsburg-Osceola Area School District is an Equal Opportunity Employer who fully and actively supports Equal Access for all people regardless of Race, Color, Gender, Age, National Origin or Disability.

Discrimination Statements

Philipsburg-Osceola Senior High School does not discriminate in interscholastic athletics, extracurricular activities or educational opportunities as to students participating with mental or physical disabilities. All handicapped students will be provided with an equal opportunity to participate in nonacademic as well as academic services as are non-handicapped students. All handicapped students will be provided with support services and accommodations, as individual needs and circumstances dictate, to allow them to participate in those services and activities.

PHILIPSBURG-OSCEOLA AREA SCHOOL DISTRICT
2010-2011 DISTRICT CALENDAR

2010	2011	JULY
		7/1-7/6 - JULY 4TH BREAK - CLOSED
JULY	JANUARY	AUGUST
	3 4 △ 6 7	8/30-31 - TEACHER INSERVICE
x x 7 8 9 S=0	10 11 △ 13 14 S=21	SEPTEMBER
12 13 14 15 16 T=0	17 18 △ 20 21 T=21	9/1 - FIRST STUDENT DAY
19 20 21 22 23 Y=18	24 25 △ 27 28 Y=21	9/6 - LABOR DAY - CLOSED
26 27 28 29 30	31	
		NOVEMBER
AUGUST	FEBRUARY	11/12 - TEACHER INSERVICE
2 3 4 5 6	1 △ 3 4	11/25-11/30 - THANKSGIVING VACATION
9 10 11 12 13 S=0	7 8 △ 10 11 S=18	CLOSED
16 17 18 19 20 T=2	14 15 △ 17 ★ T=19	DECEMBER
23 24 25 26 27 Y=22	x 22 △ 24 25 Y=19	12/24-12/31 - WINTER VACATION -
○ ○	28	CLOSED
		JANUARY
SEPTEMBER	MARCH	1/3 - SCHOOL RESUMES
□ 2 3	1 △ 3 4	FEBRUARY
x 7 △ 9 10 S=21	7 8 △ 10 11 S=23	2/18 - TCHR CURRICULUM WRITING
13 14 △ 16 17 T=21	14 15 △ 17 18 T=23	2/21 - SCHOOL NOT IN SESSION
20 21 △ 23 24 Y=21	21 22 △ 24 □ Y=23	
27 28 △ 30	28 29 △ 31	
		APRIL
OCTOBER	APRIL	○
1	4 5 △ 7 8 S=16	APRIL
4 5 △ 7 8 S=21	11 12 △ 14 15 T=17	4/1 - TEACHER INSERVICE
11 12 △ 14 15 T=21	18 19 △ x x Y=17	4/21-4/25 - SPRING BREAK - CLOSED
18 19 △ 21 22 Y=21	x x △ 28 29	MAY
25 26 △ 28 29		5/20 - TCHR CURRICULUM WRITING
		5/30 - MEMORIAL DAY - CLOSED
NOVEMBER	MAY	JUNE
1 2 △ 4 5	2 3 △ 5 6	6/8 - LAST STUDENT DAY
8 9 △ 11 ○ S=17	9 10 △ 12 13 S=20	6/10 - SENIOR COMMENCEMENT
15 16 △ 18 19 T=18	16 17 △ 19 ★ T=21	
22 23 △ x x Y=18	23 24 △ 26 27 Y=21	
x x	x 31	
DECEMBER	JUNE	CANCELLED DAYS WILL BE MADE UP
△ 2 3	△ 2 3	2/21, 4/26, 4/21, 4/25, 6/9 and beyond
6 7 △ 9 10 S=17	6 7 □ 9 ♯ S=6	as needed
13 14 △ 16 17 T=17	13 14 15 16 17 T=6	□ - FIRST / LAST STUDENT DAY
20 21 △ 23 x Y=17	20 21 22 23 24 Y=22	○ - TEACHER INSERVICE
x x x x x	27 28 29 30	x - SCHOOL NOT IN SESSION
		★ - TCHR CURRICULUM WRITING
		□ - END OF MARKING PERIOD
		♯ - COMMENCEMENT
		△ - EARLY DISMISSAL FOR STUDENTS
		(Elem - 1:00 pm; Sec - 1:30 pm)
		T = TEACHER DAYS - 188
		Y = 12 MONTH EMPLOYEES - 240
		S = STUDENT DAYS - 180
WINTER VACATION STARTS WITH THE CLOSE OF BUSINESS ON DECEMBER 23, 2010	SUMMER VACATION STARTS WITH THE CLOSE OF BUSINESS ON JUNE 10, 2011.	
BOARD APPROVED February 22, 2010		

Philipsburg-Osceola Senior High School

502 Philips Street
Philipsburg, PA 16866
814-342-1521
814-342-7521 (fax)
www.pomounties.org

Main Office **814-342-1521**
Sam Witt Principal
David Simcox Assistant Principal

Guidance Office **814-342-1523**
Doug Sankey Guidance Counselor Grades 10-12 (A-K)
Blue Team
Candace Lane Guidance Counselor Grades 10-12 (L-Z)
White Team

Athletics **814-342-5983**
Lee Fisher Athletic Director

Clearfield County Career and Technology Center
Lois Richards **814-765-5308**
Director

Philipsburg-Osceola School District

200 Short Street
Philipsburg, PA 16866
814-342-7208 (fax)

Administration **814-342-1050**
Stephen Benson Superintendent
Michael Conte Director of Finance

Student Services **814-342-5985**
Cindi Marsh Student Services Director

Cafeteria Office **814-342-1904**
Laura Frye Food Service Manager

I Tech **814-342-7322**
Robin Stewart Cyber School Principal
Deanna Coble Technology Administrator

Maintenance Office **814-342-5659**
Don Blake Maintenance Supervisor

Daily Schedule

Period 1 (Advisory)	8:15 - 8:32
Period 2	8:36 - 9:17
Period 3	9:21 - 10:02
Period 4	10:06 - 10:47

Period 5	<i>A Lunch</i>		
	Lunch 10:51 - 11:21	Class 11:25 - 12:25	
Period 5	<i>B Lunch</i>		
	Class 10:51 - 11:21	Lunch 11:21 - 11:51	Class 11:55 - 12:25
Period 5	<i>C Lunch</i>		
	Class 10:51 - 11:51	Lunch 11:55 - 12:25	

Period 6	12:29 - 1:10
Period 7	1:14 - 1:55
Period 8	1:59 - 2:40
Period 9	2:44 - 3:25

Two Hour Delays: On days of two-hour delays, AM CCCTC students will not report to school until 12:20 PM. No AM busses will run to the CCCTC if there is a two-hour delay.

Weather Early Dismissals: PM CCCTC students must complete and return a parental permission form to be released from school on days there are early dismissals for weather. Dismissal time will be 11:21 AM.

Weather Cancellations: www.pomounties.org

WPHB (Philipsburg), WCPA (Clearfield), WOKW (Clearfield), WJAC (Johnstown), WFGY (Altoona), WTLR (State College), WTAJ (Altoona), WMAJ (State College), 3WZ (State College), WOKQ (DuBois), WDSN (DuBois), WGMR (State College).

School Reach: This telephone system provides immediate information to all parents/guardians via the telephone, when necessary. This system contacts the telephone number provided on your child's Emergency Card.

AM Activity Period Schedule		PM Activity Period Schedule	
Period 1 (Advisory)	8:15 - 8:32	Period 6	12:29 - 1:04
Activity	8:36 - 9:05	Period 7	1:08 - 1:41
Period 2	9:09 - 9:39	Period 8	1:45 - 2:18
Period 3	9:43 - 10:13	Period 9	2:22 - 2:55
Period 4	10:17 - 10:47	Activity	2:59 - 3:25

Participation in school activities is encouraged. Students not participating in activities will be assigned to advisory study halls.

Wednesday's Schedule

1	8:15 – 8:32
2	8:36 – 9:01
3	9:05 – 9:30
4	9:34 – 9:59
*RP	10:03 – 10:28
5A	10:32 – 11:02
5B	11:05 – 11:35
5C	11:38 – 12:09
*RP	12:13 – 12:38
*RP	12:42 – 1:07
*RP	1:11 – 1:35

*RP = Rotating Periods

Academics

Academic Integrity

The Philipsburg-Osceola Area School district supports student learning and academic achievement by encouraging students to produce their own best work, done with integrity and displaying the best academic ethical behavior. Students are required to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect student's own work. A lack of academic integrity is cheating. Cheating will be defined as doing or attempting to do any of the following: copying and/or sharing assignments, plagiarism, cheating on exams or projects, and/or forgery/stealing.

Athletic Eligibility/ Extracurricular Activities Eligibility

The rules for athletic/extracurricular eligibility are as follows: A student must be passing four (4) credits. Eligibility is cumulative from the beginning of the grading period and is reported weekly. A student who fails to meet this criterion will be ineligible from Sunday through Saturday of the following week. Students not passing four (4) credits at the end of a marking period will be ineligible for 15 days, beginning the day report cards are issued.

Child Study Team

The Philipsburg-Osceola Child Study Team works to support students who are having difficulty succeeding in the school environment. The Child Study Team is available to help students with academic problems, social or emotional problems, mental health issues and/ or drug and alcohol concerns. Students and/or parents who wish more information concerning this program should contact the Senior High School Guidance Office. For information regarding the SAP (Student Assistance Program) team, refer to page 34.

Course Credit: Excessive Absence (Academic Attendance)

(Board Policy #204)

Students who accumulate a total of thirty (30) days of total absence for a year (in a one (1) credit course) will fail that course for the year. Additional benchmarks apply at fifteen (15) days for a semester course (1/2 credit) and eight (8) days for a nine-week course (1/4 credit). Totals exclude suspensions, physician's excuses, court excuses or other school approved absences.

Note: *Parental excuses are not excluded from the thirty (30) total.*

Grading Scale

A	93 - 100	D	70 - 76
B	85 - 92	Failing	Below 70
C	77 - 84		

Graduation Project

Students must complete a Graduation Project to meet state graduation requirements. The project format has changed beginning with the class of 2012. Adjustments are being made to transition the 2012 class into the new program.

	2011	2012
9th grade	<ul style="list-style-type: none"> * Attend graduation project orientation Return signed parent letter * Complete interest profile (Choices Software) * Attend Career Fair and complete assignment on 3 careers Due Sept. 30, gr. 11 	<ul style="list-style-type: none"> *Attend graduation project orientation Return signed parent letter * Complete interest profile (Choices Software) * Attend Career Fair and complete assignment on 3 careers
10th	<ul style="list-style-type: none"> * Complete High School Pathways Map * Career Research Project Due Sept. 30, grade 10 	<ul style="list-style-type: none"> * Complete High School Pathways Map * Career Research Project
11th grade	<ul style="list-style-type: none"> * Attend job shadowing orientation Due Sept 30th * Complete High School Pathways Map // Due Sept 30th * Complete job shadowing // Due end of first semester * Community Service – Complete 15 hours// Due May 20th, 	<ul style="list-style-type: none"> * Introduction packet- Due September 10 -Parent acknowledgment letter -Plagiarism Waiver * Project Letter of Intent Due December 17 - Graduation Project Seminar * Begin approved project * Keep project journal * Regularly scheduled meetings and progress monitoring in Advisory
12th grade	<ul style="list-style-type: none"> *Complete High School Pathways Map // Due Sept. 30 * Resume // Due end of first semester * Job Center Services //Due Date April 30th * INTERNSHIP OPTION: 15 hours completed at job site selected by the student. // Due April 30th OR Community Service Option: 15 hours // April 30th *Oral presentation/Mock Interview 	<ul style="list-style-type: none"> * Regularly scheduled meetings and progress monitoring in Advisory * Keep project journal * Project Process Paper Due End of 1st Marking Period * Project Journal Due End of 1st Marking Period * Project Presentation/ Exit Interview completed by the End of the 3rd Marking Period *Community Service :15 hours – completed by the End of the 3rd Marking Period

	2013	2014
9th grade		<ul style="list-style-type: none"> *Intro to the Graduation Project and the Process for its completion. * Introduction packet- Due May 31 <ul style="list-style-type: none"> -Parent acknowledgment letter -Plagiarism Waiver
10th grade	<ul style="list-style-type: none"> *Intro to the Graduation Project and the Process for its completion. * Introduction packet- Due <ul style="list-style-type: none"> -Parent acknowledgment letter -Plagiarism Waiver *Fall-Graduation Project Workshop *Advisory meetings and planning * Learning to write an effective letter of Intent * Project Letter of Intent Due * Begin approved project *Begin Journal on the Project Process 	<ul style="list-style-type: none"> *Fall-Graduation Project Workshop *Advisory meetings and planning * Learning to write an effective letter of Intent * Project Letter of Intent Due by May 1 * Begin approved project *Begin Journal on the Project Process
11th grade	<ul style="list-style-type: none"> * Work on approved project * Keep project journal * Regularly scheduled meetings and progress monitoring in Advisory * Learning to write an effective process paper 	<ul style="list-style-type: none"> * Work on approved project * Keep project journal * Regularly scheduled meetings and progress monitoring in Advisory * Learning to write an effective process paper
12th grade	<ul style="list-style-type: none"> * Regularly scheduled meetings and progress monitoring in Advisory * Keep project journal * Project Process Paper Due End of 1st Marking Period * Project Journal Due End of 1st Marking Period * Project Presentation/ Exit Interview completed by the End of the 3rd Marking Period. *Community Service: 15 hours- completed by the End of the 3rd Marking Period 	<ul style="list-style-type: none"> * Regularly scheduled meetings and progress monitoring in Advisory * Keep project journal * Project Process Paper Due End of 1st Marking Period * Project Journal Due End of 1st Marking Period * Project Presentation/ Exit Interview completed by the End of the 3rd Marking Period * Community Service: 15 hours- completed by the End of the 3rd Marking Period

Guidance Counselors

Students are assigned a guidance counselor who will work with them for the duration of their high school career. The guidance staff not only assists students regarding their post-secondary plans, but is also available for counseling of academic and non-academic issues which may impair a student's school progress.

Honor Roll

Students who excel in the classroom will be recognized for their academic achievement. Students whose combined average is 94% or higher will be named to the High Honor Roll. Students whose combined average is 87% to below 94% will be named to the Honor Roll. Any failing grade will disqualify a student from either Honor Roll.

Make-up Work

Students who are absent from school are responsible for contacting their teachers concerning school work missed. Assignments should be made up in the same number of days as school days missed. Tests must be made up within one week. In the event of extended illness, the student should make arrangements with the teacher to complete work in a reasonable amount of time. Students who are aware of impending absences should contact their teachers prior to their absence to acquire work.

Promotion Requirements

Students must earn the following credits to be promoted to the next grade:

To Grade 10	5
To Grade 11	11
To Grade 12	17
Graduation	24

Report Cards/ Progress Reports

Report cards will be issued at the end of each nine-week marking period. Students who are failing classes or have a current average of 70-77% or below at mid-nine weeks may be issued progress reports. Parents/Guardians who request records access for their child via Classroll.com may exempt the teacher from having to supply mid-nine weeks progress reports.

Schedule Changes (Board Policy #217)

Students will be permitted to drop or add courses up to one week prior to the start of school. Changes will be made for: academic misplacement, health, personal problems beyond the scope of academics or change in program. Changes will not be permitted for, nor is this list all inclusive: a desire for another teacher, a different lunch period, or a new elective choice. No student is permitted to schedule fewer than six and one half (6 ½) credits. One half (1/2) credit must be earned in physical education for each of the four (4) years a student is enrolled in Philipsburg-Osceola Area Senior High School. Consequently, if a student falls below six and one half (6 ½) credits when dropping a course, another course will be scheduled in its place. *Students attending the Clearfield County Career and Technology Center are permitted to schedule five and one half (5 ½) credits their senior year* Counselors will consider graduation requirements when permitting drop/adds.

1. All requests for drop/adds will be submitted on a Schedule Change Request Form available from the guidance office. The student, student's parents/guardians and guidance counselors should complete and sign the form in the appropriate places. It will be approved or disapproved by the building principal.
2. Requests in the first week may be for only the following:
 - a. Students without full schedules (including new students to the school).
 - b. Students with computer errors on their schedules.
 - c. Students needing to reschedule repeat or make-up courses.
3. Requests after the beginning of school will require a meeting with the counselor, the parent, the principal and any teachers involved in the course(s). Changes will be considered only for:
 - a. Academic misplacement
 - b. Health
 - c. Personal problems beyond the scope of academics.

Student Services

Agendas

Student Agendas are active hall passes and, therefore, must be in the possession of a student at all times. Students are given agendas for school and personal use. Agendas must be intact with the student's name on it. Agendas cannot be shared with other students. Attempting to share or borrow an agenda is considered abuse of hall pass privileges. Replacement cost of an agenda is \$10.00.

Announcements

Announcements of school activities are read daily during Advisory Periods and posted on the Mountie website at www.pomounties.org.

Cafeteria

Daily lunches for Senior High students are subject to periodic price increases. Parents may pre-pay for lunches into their child's account. Questions concerning this program should be addressed to 342-1904. Free and reduced lunch applications are included in the August mailing. Extra applications are available in the office.

Cell Phones

Cell phones are not permitted during the school day. The school day is 8:15 – 3:25. Students who need them for after-school use must leave them in their vehicles or turn them off and place them in their lockers during the school day. **Students are not permitted to use or be in possession of cell phones during the school day.** Students who violate this policy the first incident will have their cell phones confiscated and assigned two tutorial hours. Parents/Guardians may obtain those cell phones after a twenty-four (24) hour waiting period. With subsequent cell phone violations, the cell phone will be confiscated for the remainder of the school year in addition to subjecting the violator to suspension. *Cell phone policy violators who fail to surrender the cell phone to the requesting school official risks charges of infractions of disrupting the educational environment.* Extended Day Program students are not permitted to use cell phones during their school day. Students are not permitted to use cell phones during AM or PM detention. Violators will be assigned additional tutorial hours.

Classroll.com

Students and parents/guardians have the opportunity to obtain current grades, attendance and warehouse testing data online from home via the internet. This program was launched intending to increase parental involvement through accessing pertinent information about their child from home. Teachers will have (5) five working days to input grades to assignments. (homework, projects, tests, etc.)

Computer Usage

Students and their parents/guardians must sign and return the district technology agreement to use school computers. Usage of the computer lab/library computers is prioritized as follows: teacher-reserved lab for class/lesson; research assigned by teacher; word processing of school assignments; internet searches not directly related to school assignments. Anyone caught tampering with another student's file or with lab software and/or equipment will be disciplined and will be responsible for any costs incurred to correct damages. Any offensive material created or generated on school computers is a violation of the acceptable use policy and will fall within the jurisdiction of the Behavior Expectations Plan. Inappropriate behavior in the lab/library could result in suspension of computer use for a period of time, to be determined at the time of the offense.

Early Dismissals

Students must present a written request from their parent/guardian to be excused during the school day. Approved reasons for early dismissals include: court/legal appearances, educational trips, college visits (prior approval from the Guidance Office, grades 11 and 12 only), job interviews, illness, religious holidays, medical/dental appointments, and/or deaths in the family. Students should present their requests to the Attendance Secretary prior to 8:25 AM. Upon departure, students must sign out in the office. Confirmation slips for appointments will be required.

Educational Trips (Board Policy 204)

Students may take one educational trip per year that totals no more than five (5) days. The parent or guardian must submit a written request to the principal at least one week prior to the trip and the student is responsible for making up all assignments during the absence. Vacations are strongly discouraged during the first and last weeks of the school year. Vacations will not be approved during any state assessment window.

Testing Calendar 2010 – 2011

Assessment	Dates	Grade(s)
PSSA Grade 12 Retest in Math, Reading, Science, and Writing	October 25 - November 5, 2010	12
PSSA Math and Reading PSSA-M Math PSSA-M Reading	March 14 -25, 2011	3 - 8, 11 4 - 8, 11 4 - 8, 11
PSSA Writing	March 28 - April 1, 2011	5, 8, 11
PSSA Science PSSA-M Science	April 4 - 8, 2011	4, 8, 11 8, 11
Continuation of all Make-Ups	April 11 - 15, 2011	As Needed
PASSA Math and Reading	February 14 - March 25, 2011	3 - 8, 11
PASA Science	May 2 - 27, 2011	4, 8, 11
ACCESS for ELLs	TBD	K - 12
NAEP	TBD	TBD

Emergency Cards

Students and parents/guardians must complete emergency cards at the beginning of each school year. Please update health information, addresses, and emergency contact information. Students will only be released to those individuals who are listed as emergency contacts. The Telecommunications Agreement is on the reverse side of the emergency card. Emergency cards must be returned no later than September 10, 2010.

Extra-Curricular Activities

Students have the opportunity to participate in a great number of extra-curricular activities, including drama, athletics, music, clubs, etc. Students participating in these activities are reminded of their academic and attendance obligations. As per board policy, any student who participates in extra-curricular activities and is absent from school will not be permitted to practice or engage in the scheduled activity for that day. Students who are tardy and have proof of medical, dental, or court appointment will be permitted to participate as long as proof of the appointment is provided upon arrival. If a student misses more than 180 minutes of the day, proof must be submitted that the amount of time needed for the appointment was in excess of 180 minutes. If no proof is given, the student will be unable to participate. Students who are tardy and arrive by 10:00 AM on the day of the activity and who provide a written parental excuse may participate in the scheduled activity for the day. Those who are tardy because of legally excusable emergencies (such as a vehicle accident) and who arrive before 10:00 AM may be excused without written parental excuse by the building principal upon verification of the excuse. To discourage habitual tardiness, three (3) instances of tardiness per student per year will be accepted in this manner. Any instances of tardiness following the third tardy will cause the student not to be permitted to participate in the scheduled activity for that day, unless a doctor, dentist, or court excuse is provided. Upon the student's fifth tardiness, a warning letter may be sent to the parent(s) or guardian(s) indicating that the district will term future tardiness as "chronic irregular tardiness" and will require a doctor, dentist, or court excuse for each additional instance of tardiness.

Field Trips

Students must meet the following three criteria to participate in a field trip, or any other school-sponsored or approved activity: students may not have been suspended out-of-school two or more times during the school year, may not have outstanding

disciplinary actions against them, and must be passing four (4) credits or the equivalent in order to attend the field trip.

Internet Publishing Form

We are continually developing and revising our web pages in the school district. We include many different types of web pages within this site. Our URL is www.pomounties.org. In order for us to include a person's photo or name, we prefer to have permission from the individual. If the individual is under the age of 18, we require a parental/guardian signature. Students are asked to complete the form, have a parent/guardian sign the form, and return to their advisory teachers.

Lockers

Students are assigned a locker for their use during the school year and are not permitted to share a locker with anyone else. Lockers do not have locks, but locks may be purchased for \$2.00 (price subject to change with availability) at the main office and used for as long as the student attends the P-O Senior High School. Only school locks purchased at the High School office are permitted. ***Students are encouraged to put locks on their lockers.*** The school is not responsible for any missing items including: textbooks, school supplies, clothing, or other personal items. Students should not be at their lockers during class, activity period, or lunch without a pass to that specific destination. A student may not allow others to use his/her locker or may not use another student's locker. All lockers are the property of the Philipsburg-Osceola School District. Students shall not have the expectation of privacy regarding items placed in school lockers. Prior to the search of an individual locker, the student shall be notified and given the opportunity to be present during the search.

Medications

As a general rule, medications should be taken at home. If it is necessary for students to take medications at school, parents must complete a medication form and send it to school with the medication. Medications must be in the prescription container and will be stored in a secure place in the nurse's office.

Parking Passes

Parking passes must be purchased for all vehicles parked on school property. Applications for passes are available outside the Nurse's office. Cost is \$3.00/pass. Students who do not turn in their parking passes will be fined \$5.00 dollars.

Prom

Participation in school events is a privilege and may be denied to any student who has demonstrated disregard for the policies and rules of the school district. Students may not have been suspended out of school two or more times during the school year, may not have outstanding disciplinary actions against them and be passing 4 credits or the equivalent. Students wishing to bring a non-P-O student as a guest to the prom must meet the following criteria: guests enrolled in another secondary institution must have a form signed by his/her principal vouching for the enrollment and good standing at their institution, and no guests may be older than 20 years of age.

Telephone

Students needing to make emergency phone calls should get permission from their teacher to use the office phone during study hall time.

Video Cameras

Video cameras are positioned throughout the school and are used frequently to monitor school activity.

Visitors

- All visitors must report directly to the Senior High School Office and must identify himself/herself to sign in. All visitors will wear a visitor's pass at all times after signing in. Upon leaving and for safety reasons, visitors must sign out, return the visitor's pass, and leave the premises immediately. Sign-in and sign-out dates and times are required.
- Student guests/visitations occur infrequently and can be permitted. However, each request is judged on a case-by-case basis and the justification to permit the visit rests with the legitimacy of the request.

Working Papers

Working papers may be obtained from the Central Administrative Offices at North Lincoln Hill Elementary. A parent or guardian **must** be present with the student's birth certificate and sign the application to begin the process.

Behavior Expectations

All students at the P-O Senior High are expected to conduct themselves in a manner that enhances the educational opportunities for all students and allows for a maximum learning environment. To create and provide these learning opportunities in a safe and orderly environment, students must develop a respect for property, law, academic environment, and each other. Respect for these areas may only be developed by students through awareness for the acceptable norms and acquisition of good discipline.

The dictionary defines good discipline as “training that develops self-control, character, or orderliness and efficiency.” With this definition in mind, the need for stressing good discipline becomes obvious. The components of good discipline can be defined as follows:

Self Control

All students have rights as well as responsibilities for those rights. Students have the right to equal educational opportunity in a safe and orderly environment. To protect these rights, all students have the responsibility to control their personal desires. Students must examine their own behavior and how it affects others. Self-control is the preferred method of assuring that the rights of all are protected.

Character

Your character is defined by your total pattern of behavior. The behavior you exhibit is yours. Defending your actions by describing the actions of others is unacceptable. Your actions determine your reputation and also help to determine how other people react to you now and in the future. Trust, respect, and true friendship of others must be earned. Your pattern of behavior or character determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop and maintain good character at all times.

Orderliness and Efficiency

Learning is often difficult work. It is made even more difficult when unnecessary distractions exist or when plans are unnecessarily disrupted. Self-control and good character help to ensure that learning can be accomplished in an orderly and efficient manner.

The information in this behavior expectation plan identifies your responsibilities as a student. Also identified are certain behaviors that disrupt student learning. In order to ensure an effective learning environment, students are urged to fulfill their

responsibilities and refrain from disruptive behavior. In summary, good discipline ensures each of the following:

1. *The ability to make the best use of each student's educational opportunity;*
2. *The opportunity to receive education in a safe, orderly, and efficient environment; and*
3. *The development of useful, positive patterns of behavior that will be respected and appreciated both now and in the future.*

School regulations are in effect on any or all school grounds at all times: immediately before or after school, at school activities, on the way to or from school, while in a school vehicle (including bus stops) or off school grounds at any school sponsored event.

Respect for the Academic Environment

- **Abuse of Hall Pass**

Two hours tutorial; ISS

- **Academic Integrity Violation (Board Policy #212.1)**

A lack of academic integrity is cheating. Cheating will be defined as the following and an attempt to do the following:

1. **Copying/sharing assignments** – Copying or giving an assignment to a student to be copied, unless specifically permitted or required by a teacher.
2. **Plagiarism** – The willful submission of any work that is not the student's own. It also includes the submission or use of falsified data or records. Plagiarism is further defined as the act of appropriating the literacy composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published or unpublished, by a person other than the student. Plagiarism may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student's work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else's thought without proper acknowledgement.
3. **Cheating on Exams or on Major Projects** – The use of unauthorized material including textbooks,

notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor. It also includes supplying or communicating in a way with unauthorized material including textbooks, notes, calculators, or computer programs during an examination or major project.

4. **Forgery/Stealing** – The unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or gradebook records or forgery of signatures for the purpose of academic gain as well as sabotaging or destroying the work of others.
5. This list is not all inclusive.

First Offense: *Four hours tutorial; failure of assignment (0% grade for test or assignment); teacher will call parent; academic probation for the remainder of the school year.*

Second Offense: *Failure of and removal from class (WF and no credit for the class; required classes must be recovered in subsequent academic years); suspension; teacher will call parent; removal from positions of elected/appointed leadership; removal from extra-curricular activities.*

Third Offense: *Failure of and removal from class (WF and no credit for the class; required classes must be recovered in subsequent academic years); suspension; teacher will call parent; removal from positions of elected/appointed leadership; removal from extra-curricular activities; recommend student to the Board of Education for expulsion hearing.*

- **Class Rules** Failure to follow established classroom rules/procedures
One hour tutorial; School Community Service
- **Cutting Class**
Four hours tutorial; ISS
- **Disruption of Educational Environment**
Removal from class; Four hours tutorial; ISS; OSS
- **Dress Code (Board Policy #221)**
One hour tutorial; students will be required to change into appropriate clothing. Options for compliance to appropriate dress: Students having appropriate clothing may opt to change; student may change into appropriate

clothing provided by the school; parents may bring appropriate clothing for student to wear; student may be placed in ISS for the remainder of the day, student may be removed from the school environment by the parent (illegal day)

All clothing must be in good taste. No article of clothing may have messages pertaining to: drugs, alcohol, gender, ethnic origin, sex, gangs, or tobacco. T-shirts and blouses must reach the waistband of jeans and slacks; no midriffs or backs may be exposed at any time. No muscle shirts or tank tops are permitted; all clothing must have sleeves. Rips or tears in clothing that expose undergarments or any undergarment area are prohibited. No hats / head garments are to be worn in the building during the school day. No undergarments may be exposed. Shorts and skirts must reach the fingertips with arms at your sides. Wallet chains are not permitted. Any other articles of clothing/jewelry considered to be unsafe or disruptive to the educational environment will be dealt with by the administration on an individual basis.

▪ **Body Piercings**

Although body piercing is an expression of individuality, it shall be restricted as follows:

1. Ear, eyebrows, nose, tongue, and other body piercings shall be removed for safety reasons in the following curricular and extracurricular activities:
 - a. Physical education classes.
 - b. Science lab classes in which protective eye glasses must fit securely around the eyes.
 - c. Industrial arts classes where equipment is used and protective eye glasses must be worn.
 - d. Extracurricular activities involving physical contact and those activities governed by the P.I.A.A.

The piercing of body parts and the insertion of jewelry or other objects which result in bleeding, oozing of bodily fluids or other physical condition which may reasonably pose a danger to the student or others is considered inappropriate and unacceptable. Appropriate medical treatment and covering of the area may be necessary.

Refusal to participate in classes due to the inability or refusal to remove body jewelry could result in a 0% for tests or assignments missed that day, failing the class,

and or disciplinary action. Subsequent offenses may result in suspension.

- **Consuming food outside the cafeteria**
Two hours tutorial; School Community Service
- **Noise** Creating distractions to the educational environment
One hour tutorial; School Community Service
- **Tardies** (4 or more/semester)
Detention; School Community Service;
Subsequent offenses per semester – one hour, 7 or more, ISS.

- **Electronic Devices** Prohibited during the school day. Includes but is not limited to: Walkmans/ Video Games/ Laser Pens/Pagers/Cameras/iPods/MP3 Players.
Two hours tutorial and confiscation with return to parents/guardians after a twenty-four (24) hour waiting period; subsequent offenses may result in suspension.
** Consequences of possession/use of Cell Phones are addressed on page 12.*

Respect for Law

- **Act 26 of 1995**
This law requires schools to follow specific procedures to make schools safer. The law prohibits the possession of weapons on school property and mandates that students who do possess a weapon as defined by the law be expelled from school for a minimum of one year. Philipsburg-Osceola's Behavioral Plan clearly reflects this mandate. Act 26 also requires the filing of Individual Incident Reports on 24 different types of misconduct:
 1. Assault on a fellow student;
 2. Assault on a school employee;
 3. Ethnic Intimidation;
 4. Extortion;
 5. Fighting;
 6. Homicide;
 7. Intimidation;
 8. Kidnapping;
 9. Malicious harassment/racial intimidation/ hate crimes;
 10. Reckless Endangering;
 11. Robbery;
 12. Sexual Harassment;
 13. Sexual Offenses;

14. Threatening a School Official;
15. Arson;
16. Bomb Threats;
17. Demonstrations;
18. Disorderly Conduct;
19. Possession of a Firearm;
20. Possession of a knife;
21. Possession of other weapons;
22. Terroristic Threats;
23. Possession, use, or sale of controlled substances; or
24. Possession, use, or sale of alcohol or tobacco.

This law requires that the Individual Incident Report be placed in the student's permanent record and be transferred with the student if the student transfers to another school. Once a year the information from these records must be submitted in a report to the Pennsylvania Office of Safe Schools.

- **Acts chargeable under the PA Crimes Code**

Out-of-School Suspension; police will be notified

Criminal Mischief (18 Pa.C.S. 3304): Any one or more of the following:

1. Damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means relating to causing or risking catastrophe
2. Intentionally or recklessly tampering with tangible property of another so as to endanger person or property
3. Intentionally or recklessly causing another to suffer pecuniary loss by deception or threat
4. Intentionally defacing or otherwise damaging tangible property of another with aerosol paint can, or a broad tipped indelible marker or similar marking device.

Fire Apparatus Injury or Tampering (18 Pa. C.S. 3305): The willful and malicious cutting, injuring, damaging, destroying, or defacing of any fire hydrant, fire hose, fire engine, or other public or private fire equipment or apparatus.

- **Attendance – truancy/unlawful absence**

- **Board Policy #204**

Students under the age of 17 are subject to compulsory school laws. Students who are absent from school must submit a legal excuse upon their return to school. No excuse notes will be accepted after the close of the third school day following an absence. In the event no note is received, the absence shall be recorded as illegal. Excuses must include the student's full name, reason for absence, date of

absence, and the parent signature. Early dismissals must also include the professional office and time of the scheduled appointment. Acceptable reasons for absence or dismissal include: illness, court, legal appearances, educational trips (written trip request must be pre-approved), religious holidays, medical/dental appointments, death in the family, and college visits (with pre-approval and notification only).

Unlawful/ illegal tardies to advisory and/or school: (4 or more times/semester) *Tutorial; School Community Service; Subsequent offenses per semester – one hour, 7 or more, ISS.*

1. Unlawful/illegal absences will result in:
2. *In-School-Suspension; loss of credit for work missed and possible citation*
 - 1st illegal day: *Notification letter offering assistance.*
 - 2nd illegal day: *Notification letter offering assistance.*
3. Three (3) days unlawful/illegal absence (*17 years of age and under*)
Warning letter to parents scheduling a Truancy Elimination Program meeting.
4. Fourth (4th) day of illegal absence and each subsequent day of illegal/unlawful absence
 - a. *Citation(s) will be filed with the magistrate and notification to CYS.*
 - b. Students reaching ten (10) days of illegal absences will receive a ten (10) day letter (required) with a request made to the magistrate to increase fines. Legal excuses will continue to be required.
5. When a student has accumulated ten (10) days of illegal, unexcused, and/or parentally excused absences the student will be required to provide a doctor's excuse for future excused absences. *Students shall be responsible for obtaining all make-up work on the first day of return to school. Homework and tests assigned or announced prior to the student's date of absence may be required of the student on the first day the student returns to school.*

- **Drug and Alcohol (Controlled Substances)Violations**
Drugs (controlled substances) shall mean: All dangerous controlled substances prohibited by law: look-a-like drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, volatile solvents or inhalants such as but not limited to glue and aerosol products, and/or prescription or patent drugs,

except for those who pursue permission to use in school as per Board policy. Refer to Board Policy #227

Use and/or possession

***First Offense:** *Out-of-School Suspension (10 days); Notification of police; Referral to SAP; Failure to comply with recommendations of assessment may result in Pre-expulsion Hearing and/or Expulsion Hearing.*

***Second Offense:** *Out-of-School Suspension (Indefinite); Notification of Police; Expulsion hearing*

Distribution of Controlled Substances

Out-of-School Suspension; Notification of police; expulsion hearing.

▪ **Fighting**

Out-of School Suspension- First Offense- 3 days and referral to the SAP Team. Police will be contacted and charges may be filed.

Subsequent acts will result in increasing days of Out-of-School Suspension and could result in a recommendation to the Superintendent of Schools for an expulsion hearing.

Disorderly Conduct (18 Pa. C.S. 5503): Actions taken with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk including the following offenses:

1. Fighting, or threatening violent or tumultuous behavior;
2. Making unreasonable noise
3. Using obscene language or making an obscene gesture
4. Creating a hazardous or physically offensive condition, or
5. Any act that serves no legitimate purpose

Simple Assault (18 Pa. C.S. 2701): Any of the following actions:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury to another
2. Negligently causing bodily injury to another with a deadly weapon, or
3. Attempting by physical menace to put another in fear of imminent serious bodily injury

Aggravated Assault (18 Pa. C.S. 2702): Attempting to cause serious bodily injury to any of the following:

1. Another person, or cause such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life
2. To an operator of a vehicle used in public transportation while operating such a vehicle

3. A police officer making or attempting to make a lawful arrest
4. Another person with a deadly weapon
5. A teaching staff member, school board member, other employee or student of any elementary or secondary publicly-funded education institution, and elementary or secondary parochial school while acting in the scope of such person's employment relationship to the school.

- **Harassment**

Definition: any actions by a person that are perceived in such a way as to annoy and/or alarm the other person and when these actions continue after the request to stop

4 hours tutorial; Out-of-School Suspension; police may be notified if actions continue

Harassment and Stalking (18 PA.C.S. 2709): Harassment: Actions taken with the intent to harass, annoy, or alarm another person including the following:

1. Striking, shoving, kicking, or otherwise subjecting another person or persons, to physical contact or threatening to do so
2. Following a person, or persons about in or about a public place or places
3. Engaging in a course of conduct or repeatedly committing acts, which alarm or seriously annoy another person with no legitimate purpose

Stalking: Engaging in a course of conduct or repeated acts towards another person, including the following of the person without proper authority, under circumstances, which demonstrate any of the following

1. Intent to place the person in reasonable fear of bodily injury
2. Any intent to cause substantial distress to the person

- **Stealing**

ISS or OSS; police may be notified

Theft by Unlawful Taking or Disposition (18 Pa. C.S. 3923)

A person is guilty of theft if he unlawfully takes, or exercises control over movable or immovable property of another with the intent to deprive him thereof.

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Theft of Services (18 Pa. C.S. 3926) A person is guilty of theft of services where compensation for service is ordinarily

paid upon the rendering of such service, as in the case of hotels and restaurants, refusal to pay or absconding without payment or offer to pay gives rise to a presumption that the service was obtained by deception as to the intention to pay.

- **Tobacco (Use and/or possession) Board Policy #222**

Citation will be filed; ISS, Required referral to SAP Team.

*First Offense \$100 fine plus Court Costs**

*Second Offense \$150 fine plus Court Costs**

*Third & subsequent Offenses Offense \$200 fine plus Court Costs**

** Court Costs are subject to change and are outside the jurisdiction of the school district.*

- **Traffic Violations**

Police report; suspension of driving privileges for a minimum of one month to maximum of remainder of the school year; repeat offenders may be towed with costs assessed to the student.

Traffic violations under the PA Motor Vehicle Code will be enforced in the parking lots and driveways of the Philipsburg-Osceola High School.

- **Vandalism**

Notification of police; Out-of-School Suspension; Restitution
Institutional Vandalism: (18 Pa. C.S. 3307): The knowing desecration, as defined in Section 5509 of the Criminal Code, vandalizing, defacement, or otherwise damaging any of the following:

1. Any church, synagogue, or other facility or place used for religious worship or other religious purpose
2. Any cemetery, mortuary, or other facility used for the purpose of burial or memorializing the dead
3. Any school, educational facility, community center, municipal building, courthouse facility or detention center
4. The ground adjacent to and owned by any facility set forth in 1, 2, 3, or 5; any personal property located in any facility set forth in the subsection

- **Weapons**

Immediate suspension from school; notification of police; recommendation for an expulsion hearing

In accordance with the Gun Free School Act of 1994, any student who brings a weapon, or is in possession of a weapon on school property will be brought before the Board of School Directors for an expulsion hearing. In addition, the infraction will be reported to proper legal authorities. A "weapon" is defined as any loaded or unloaded firearm

(including any pellet guns, BB guns, or look-a-like firearms); any explosive device of any kind; all knives; or any other tool or instrument that is not reasonably related to the district curriculum such as (but not limited to) chains, brass knuckles, night sticks, and ax handles. **Refer to Board Policy #218.1**

Respect for Other People

- **Abusive and Profane Language to Staff**
Four hours tutorial; Out-of-School Suspension; police may be notified.
- **Cafeteria**
Isolated lunch (length to be determined); 4 hours tutorial
Repeated infractions will result in permanent removal from the cafeteria.
- **Defiance**
Four hours tutorial
- **Disobedience**
Two hours tutorial
- **Disrespect for others**
Two hours tutorial
- **Forgery**
Four hours tutorial
- **Harassment (including Bullying) Board Policy #249**
Four hours tutorial; ISS; Out-of-School Suspension (Repeated/Serious Offenses); police may be notified
Ethnic Harassment: Repeated, unwelcome and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.
Sexual Harassment: Consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when such conduct has the purpose or effect of substantially interfering with the student's school performances or creating an intimidating, hostile or offensive education environment. Examples of 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 and 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 the student's ability to

learn or creates and intimidating, hostile or offensive learning environment.

- **Inappropriate Display of Affection**
One hour tutorial, ISS
- **Lack of Respect for School Personnel**
Four hours tutorial, ISS, Out-of-School Suspension
- **Lying to School Personnel**
Four hours tutorial, ISS
- **Vulgar or Profane Language**
Two hours tutorial; police may be notified for disorderly conduct

Respect for Property

- **Computer Usage/Violation of the Telecommunications Agreement**
Loss of computer privileges; may lose privileges for the year. May result in failure of computer class or alternate assignments for the class. Depending on the nature of the offense, additional penalties could result.
- **Defacing/destroying school property or the property of others**
Minimum 4 hours tutorial; repair/replacement costs; police may be notified
- **Littering**
School Community Service / 1 hour tutorial
- **Vandalism**
Out of School Suspension; notification of police; restitution must be made
Institutional Vandalism (18 Pa. C.S. 3307): The knowing desecration, as defined in Section 5509 of the Criminal Code, vandalizing, defacement, or otherwise damaging any of the following:
 1. Any church, synagogue, or other facility or place used for religious worship or other religious purpose
 2. Any cemetery, mortuary, or other facility used for the purpose of burial or memorializing the dead
 3. Any school, educational facility, community center, municipal building, courthouse facility or detention center
 4. The ground adjacent to and owned by any facility set forth in 1, 2, 3, or 5; any personal property located in any facility set forth in the subsection

Respect for Safety

- **Backpacks** (exception: when student is moving to and from PE classes) *Two hours tutorial*

- **Bus Violations**

Violation of bus rules could result in immediate suspension. In the event of serious or dangerous events on the bus, the police may be called to control the situation.

Students who violate bus rules may receive written warnings, bus suspensions (3, 10, 30 days, or remainder of the year), and/or tutorial.

✓ *Parents of students who have been suspended from the bus will assume responsibility for their child's transportation to and from school (and the CCCTC if he/she attends).*

✓ *Failure to attend school because of bus suspensions will be considered illegal/unexcused absences.*

Bus rules are essential for the safe transportation of all students. It is essential that parents of school children extend full cooperation and support to school personnel for the safety of all children.

The following rules will be enforced;

1. The driver is in charge and must be obeyed;
2. Smoking, chewing tobacco, and snuff are not permitted on the bus;
3. Fighting is prohibited;
4. Throwing any item on the bus or out the bus window is prohibited;
5. Students will remain in their assigned seats for the duration of the trip;
6. Pushing and shoving will not be tolerated during loading and unloading;
7. Bus damages resulting from student misconduct will be billed to the parents by the bus contractor;
8. Profanity will not be tolerated;
9. Students may not change busses unless there is an emergency and permission is granted by the building principal;
10. Eating on the bus is not permitted.

- **Endangering the Health and Welfare of Self or Others**

Four hours tutorial; Out-of-School Suspension

- **Obstruction**

Two hours tutorial

- **Parking Violations: (Board Policy #223)** Failure to display pass; unsafe driving practices; illegal parking

Loss of parking privileges for length of time to be determined and 3 hours tutorial

Repeat offenders may be towed; costs assessed to student, and parking Pass revoked for the remainder of the year.

- **Roughhousing**
Two hour tutorial
- **Threats Against Staff**
Immediate Out-of-School Suspension by the building principal for 10 days; student will be recommended for an expulsion hearing; police may be notified
- **Unassigned Area**
Two hours tutorial
- **Unsafe or Destructive Driving Practices**
Suspension of driving privileges can range from one week to one month; repeat offenders may be towed with costs assessed to the student and parking pass revoked for the remainder of the year.

Consequences of Behavior

AM (7:15 AM -8:15 AM) / PM Tutorial (3:35 PM -4:35 PM)

Tutorial is assigned to students who are out of compliance with the behavior expectations plan. Students are permitted and encouraged to work on their studies during the tutorial time assigned prior to the due date. AM tutorial days are offered as a convenience. Students must report directly to PM tutorial at the end of the day. Additional tutorial time is available during EDP.

Failure to Serve Assigned Consequences

*Students who fail to comply with assigned consequences will be assigned to a suspension **and** will also be rescheduled for the initial discipline or tutorial. Students must complete all assigned consequences in order to graduate. Continued failure to serve assigned consequences within a school year will lead to suspension and/or expulsion.*

Final Exams: All detentions must be completed prior to the start of the final exam schedule. All ISS must be completed prior to final exams.

Note: Subsequent rule infractions of the same nature (repeated) will precipitate more severe consequences..

School Community Service: Can be served in lieu of tutorial time.

Parental permission required; after school hours.

Does not count toward graduation project community service.

The length of assignment varies with the infraction.

In-School Suspension

Staffed by classroom teachers; work provided by the student's teachers. The ISS Staff may assign additional work; Monday-Friday; isolated lunch; repeated and/or habitual offenders. Students assigned to ISS may not practice or participate in any extra-curricular activities, interscholastic athletic events, or practices on assigned ISS days.

Out-Of-School Suspension

When student behavior is causing severe and/or continual disruption of the educational environment a temporary suspension from school of not more than three (3) days may be imposed. The parent or guardian will be notified of the reason for the suspension and the date of re-admittance. For the most serious offenses, or repeated offenses, a full suspension of up to ten (10) consecutive school days may take place after an informal hearing before the principal is offered to the student and the student's parent and/or guardian.

Assigned by the school administrator

The student may not be on school property or participate in school activities during out-of-school suspension.

Extended Day Program

Repeat offenders may be placed in an educational environment other than the daytime program at POAHS. This may include alternate daytime placement or night school.

Pre-Expulsion Hearing

Meeting with the Superintendent of Schools

May be scheduled for attendance and/or discipline concerns

Expulsion Hearing

Formal hearing with the Board of Directors

Recommended for students whose behavior has become detrimental to conducting a safe and orderly educational environment.

Note: If a specific incident merits immediate suspension or more severe consequences, the administrator may suspend the student immediately and/or follow procedures for expulsion. Additionally, the administrator may increase the sanction above what is stated when merited by surrounding circumstances.

Administrative Review

The administrative review process is an attempt to help a student find success and work toward graduation, improve the school climate, and ensure a safe and orderly school environment. Reviews are conducted when a student demonstrates a lack of respect toward positively bettering the school environment by frequently disregarding the school board's authority to impose disciplinary rules and sanctions, or committing severe or repeated infractions of the discipline code. The Administrative Review Team consists of the High School administration and the student's Guidance Counselor, who meet to review the student's academic record, attendance record, and discipline record, including the incident or incidents that brought the student to this level of action.

Staff members who have relevant input may be involved in this process. The team may recommend any of the following:

1. Return to regular classes after a parental conference with a behavioral contract;
2. A suspension of up to ten (10) days with parental conference;
3. A recommendation for placement in the Alternate Education
4. Program for a specified period of time;
5. A pre-expulsion hearing before the Superintendent; and/or
6. A recommendation to the Superintendent of Schools for an
7. Expulsion hearing: If the recommendation is for an extended suspension or expulsion hearing, the parents will be advised of due process rights and procedures.

Sponsored by Safe and Drug Free School Grant

Philipsburg-Osceola Area School District

Philipsburg-Osceola Area Senior High School SAP team... Helping yourself and others



Team Members:

Ms. Candace Lane
Mrs. Sally Levonick
Mr. Mike Minarchick
Mr. David Simcox
Mrs. Kim Torres
Mr. Terry Trude,
Centre Co. Probation

Mr. Doug Sankey
Mrs. Mary Whitehead
Mr. Rick Shetrom
Mr. Sam Witt
Clfd. /Centre County Liaisons

The SAP Team is comprised of teachers, administrators, counselors, and other staff and is organized to provide assistance to students who may have special problems related to drug and/or alcohol abuse, mental health, violence, or dysfunctional family situations. Members of the team are available to assist.

*The mission of the Philipsburg-Osceola Area School District
is to provide challenging learning opportunities for ALL students.*

Philipsburg-Osceola Area Senior High
School
SAP team...
Helping yourself and others



Student Referral Form Sample
(Forms are located outside the Assistant Principal's office)

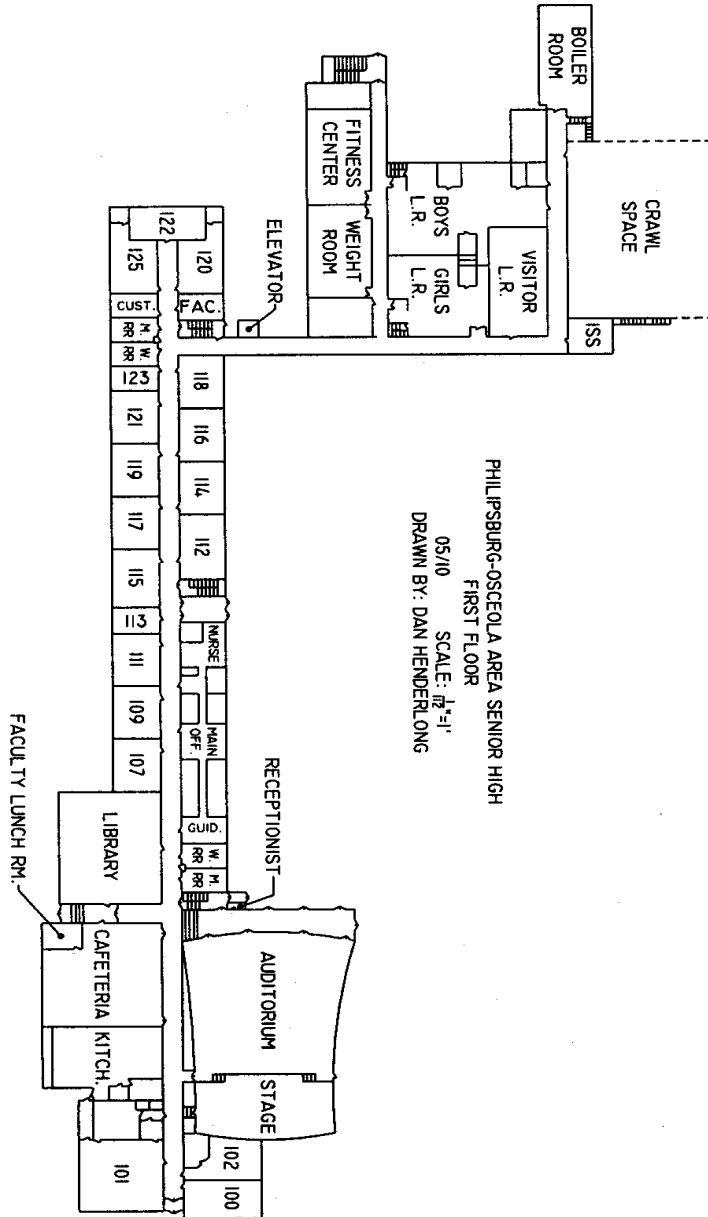
I want to refer: _____ Date _____

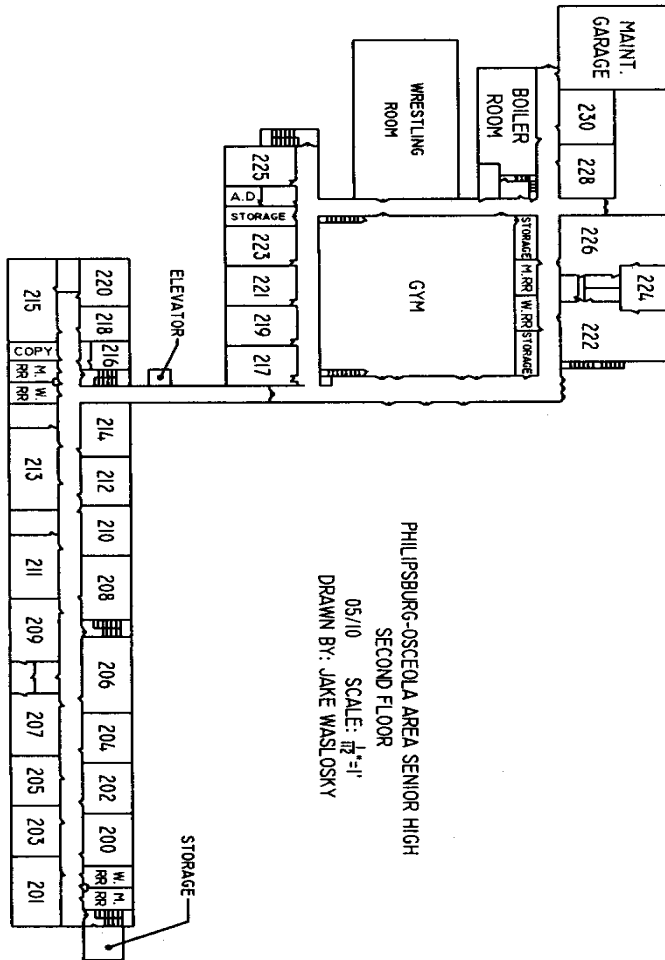
Reason: (It is important that you give a reason)

Is this an emergency? Yes () No () If it is an emergency, tell a counselor, the Assistant Principal or Principal immediately. When in doubt get help now!

This form can be placed in the mailbox of any SAP Team member: Ms. Lane, Mr. Minarchick, Mr. Shetrom, Mrs. Whitehead, Mr. Witt, Mr. Simcox, Mrs. Levonick, Mrs. Torres. **Your referral is kept confidential.**

THANK YOU FOR CARING!!!





PHILIPSBURG-OSCEOLA AREA SENIOR HIGH
 SECOND FLOOR
 05/10 SCALE: 1/8"=1'-0"
 DRAWN BY: JAKE WASLOSKY