

Southern Huntingdon County High School Handbook 2007-08



“Home of the Rockets”

Mission Statement:

The Southern Huntingdon County School District in partnership with community citizens shall create a positive educational environment which provides each student the opportunity to develop his/her potentials and interests in areas of sciences, arts, and humanities in order to become a responsible, productive citizen and a life-long learner in a global society.

Students Here Can Succeed

SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL

GREETINGS

It is a pleasure to have the opportunity of welcoming you to the SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL. The purpose of this handbook is to provide you with first hand information concerning the organization, plans, and policies of the school. These rules and regulations have been established for your well-being and to foster a climate which will maximize your potential for academic achievement. Again, our goal is to provide you with the requisite skills necessary for future success in the workplace and/or the core courses necessary for post-secondary education.

Southern Huntingdon County School District Administration

Grant E. Stiffler, Superintendent

David R Fassett, High School Principal

Timothy J. Miller, Middle School Principal

M. Catherine Brouse, Elementary Principal

Stacey J. Miller, Assistant Elementary Principal and Special Education Coordinator

Contact Information

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A WORD TO PARENTS

It is impossible to overstate the importance of your involvement in your child's education. The time a student spends in school each year account for only 15 percent of their life. The other 85 percent is spent in your care and under your guidance, nurturing, and supervision. If you take the time to show your child that a good education is important, you will make a tremendous difference in your child's achievement and his or her attitude towards school.

The Southern Huntingdon County High School is part of a precious heritage of the local public school. It is your child's school; it is your school; it is the product of past generations; and it is the symbol of our investment in future generations. The accomplishments of our students become your accomplishments: the problems of our students become your problems. An excellent school system is our greatest local investment. Please help us see to it that this investment "pays off in an enlightened citizenry".

So, what can you do? First, be a positive role model for the importance of education. Consider turning off the TV and reading as your child does homework. Work with your son or daughter; let your child see how much value you put on education. Provide a study area and set study hours to encourage good study habits. Talk with your child about school and ask questions, but don't be content with one or two-word answers. In particular, don't accept "Nothing" as the answer to the question, "What did you do in school today?"

Parents can help by becoming involved in school activities. Parents are also welcome to attend any assemblies for which we have the extra space. Parental support of the teachers and school staff is always welcomed.

Third, parents are encouraged to ask teachers for personal or phone conferences to discuss their child's progress. The student organizer is also an excellent way to communicate to your child's teachers. Don't wait until you think there's a problem— by that time, it's often too late to correct it. Please remember that the teachers and staff want what's best for your child *and* the other 400+ children in the school, so our perspectives may differ. However, as partners, not adversaries, we can collaborate to ensure that the school fulfills its primary role of student learning.

Think in the long term when you make decisions about your child's education. Sometimes it's easier to "give in" and allow the child to go to a ball game, a dance, a party, whatever—instead of requiring the homework to be done or the test to be studied for. As your parents have probably told you, no one ever said it was going to be easy.

HISTORY OF SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL

The Southern Huntingdon County School System became effective on July 1, 1956. The Articles of Agreement were signed by the boards of Cass Township, Cassville Borough, Clay Township, Cromwell Township, Dublin Township, Orbisonia Borough, Rockhill Borough, Saltillo Borough, Shade Gap Borough, Springfield Township, Tell Township, and Three Springs Borough. Two high schools were consolidated under the jointure: Orbisonia High School, Orbisonia, Pennsylvania and Saltillo High School, Saltillo, Pennsylvania.

Construction of the new high school building, SOUTHERN HUNTINGDON COUNTY JUNIOR-SENIOR HIGH SCHOOL in Cromwell Township, began with groundbreaking on July 11, 1960. The seniors of Orbisonia High School and Saltillo High School were combined as the first graduating class of SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL with Commencement Exercises on June 1, 1962. School use began with occupancy on September 1,

1962. The building was dedicated on November 4, 1962.
 Four elementary centers are included in the System:

- 1956 Rockhill Elementary
- 1956 Shade Gap Elementary
- 1961 Spring Farms Elementary
- 1961 Trough Creek Valley Elementary

It is interesting to note that in the course of the consolidation movement, a total of 55 one-room schools were closed in the twelve districts.

The final action to form ONE SCHOOL DISTRICT of the former existing twelve districts was mandated by law effective July 1, 1966. We now have one school district called Southern Huntingdon County School District.

In 2004, after renovations of the existing structure, a middle school was added to the site. Once the project was completed, the building name was changed to Southern Huntingdon County High School / Middle School.



Throughout the years, many have served in administration positions for the Southern Huntingdon County School District

Supervising Principal:	
Fred G. Angle	1962-1971
Superintendent:	
Fred G. Angle	1971-1978
John O. Yetter	1978-1982
Dr. Gerald D. Bau	1982-1987
Acting Superintendent:	
Dr. Edwin Hasson	1987-1988
Superintendent:	
Harry J. King	1988-1994
Dr. Charles J. Borchetta	1995-1997
Anthony F. Labriola	1997-1997
Acting Superintendent:	
Robert W. Holmes	1997
Superintendent:	
Ronald G. Fortney	1998-2002
Charles P. McCabe	2002-2005

Acting Superintendent:		
	Charles P. McCabe	6 &7/2005
Superintendent:		
	Grant Stiffler	2005-Present
Principal:		
	John O. Yetter	1962-1971
	Robert S. McCoy	1971-1981
	Dr. Edwin Hasson	1982-1987
	John Hodge (Acting)	1987-1988
	Dr. Edwin Hasson	1988-1993
	Robert A. Alcaro	1993-1997
	M. Catherine Brouse	1997-2006
	Fred E. Foster	2006-2007
	Dr. David R Fassett	2007-Present

SCHOOL BOARD OF DIRECTORS -

PRESIDENT: Mr. J. Richard Speer

VICE PRESIDENT: Mr. Waylon Glunt

SECRETARY: Mrs. Donna Clark

BOARD MEMBERS:

- Mr. Robert Kough
- Mr. Joseph Giebel
- Mr. Benjamin Whitsel
- Mr. David Hockenberry
- Mr. Robert Parsons
- Mr. Thomas McMath
- Mr. Frank Hooper

Board Meetings:

- SHC High School/Middle School Library
- 8:15 PM EST & EDST
- Scheduled for the third Tuesday of the month.

Note: Agenda items must be received by the Board Secretary ten (10) days prior to the scheduled Board meeting.

OUR SCHOOL

School Colors: Blue, White, and Gold

School Nickname: Rockets

Alma Mater

ALMA MATER, hail to you,
Be forever wise and true,
Show your colors to behold,
Blue and White and Gold.
So, through the years gain memories,
Ever changing destinies,
Alma Mater, hail to you,
Dear old SOUTHERN HIGH.

We the proud of SOUTHERN HIGH
Stand we now our heads raised high
Honoring your noble ring,
To your name we sing,
We pledge to you our loyalty,
Hearts and minds eternally,
Now your name we will uphold,
Blue and White and Gold.

ACCREDITATION

Southern Huntingdon County High School/Middle School is on the accredited list of the Pennsylvania State Department of Education.

EDUCATIONAL PHILOSOPHY

It is necessary and vital that a school have a basic underlying philosophy in order that it will have a disciplined sense of direction and function for more effective teaching and learning.

The efficient operation of the school depends on how well you understand the policies and regulations and how willing and capable you are in carrying them out. Team spirit is essential in developing a superior school. That a school system may pursue its important function, it is necessary that it be guided by a statement embodying the purpose of its program and principles.

We believe that education is a continuing process fostering growth in ability to do those things which will enable the individual to live a more satisfying life. To this end, it involves development of each student physically, socially, mentally, and spiritually through his association in and reaction upon the natural and social environment. It shall be our task to develop the individual student to the fullest extent possible with the resources available.

We believe that the quality, success, and preservation of our AMERICAN WAY OF LIFE is a fundamental responsibility of education, in general, charging each citizen to acknowledge to the fullest his privileges and his responsibilities in our Democracy.

General Objectives:

To substantiate our philosophy, we subscribe that public school should:

1. Provide opportunities for each student to develop his capacities to the fullest for self-realization.

2. Provide each student with a fundamental core of knowledge, concepts, ideas, and skills in a changing world to prepare him for life's work.
3. Develop in each student an appreciation of a democratic free society and a keen respect for human dignity.
4. Develop deep worth, lasting values, and attitudes in each student enabling him to have the highest ethical and moral character.
5. Promote the health and physical well-being of each student.
6. Provide experiences for rational thinking (scientific reasoning).
7. Develop the skills for originality, creativeness, and worthwhile use of leisure time.
8. Provide adequate guidance, personal, and vocational education for each student.

Specific Objectives:

More specifically, the following should be the essential provision of education:

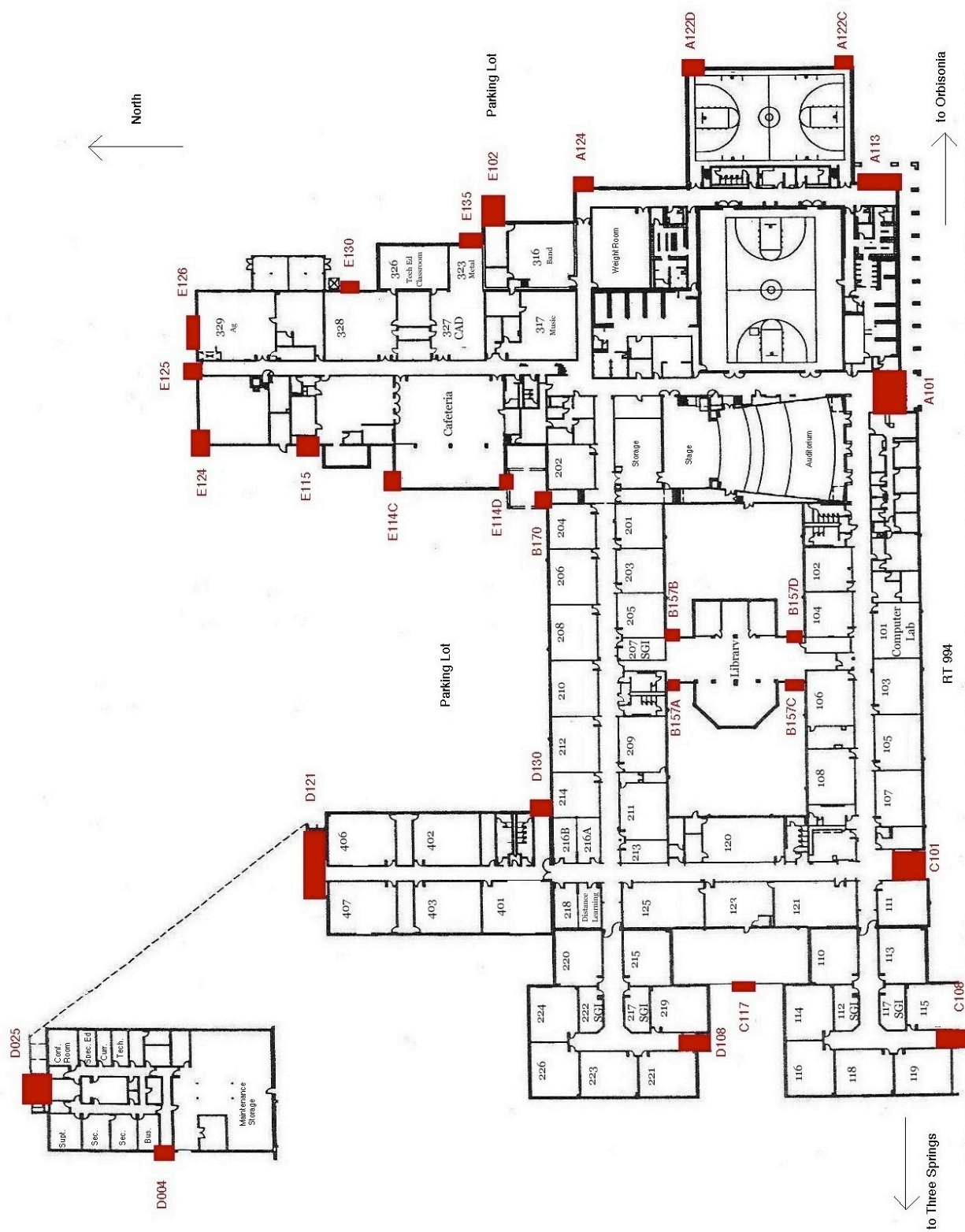
1. School is a realistic segment of life.
2. Education must be functional.
3. Learning is a continuous life process for all.
4. School is for the students; students are the most important people in the school.
5. The curriculum is the sum total of experiences provided for each student.
6. Self-discipline is more desirable than forced discipline.
7. The entire educational community should:
 - A. Inspire and stimulate intellectual curiosity.
 - B. Insure that Education is functional.
 - C. Adjust the curriculum to fit individual abilities and aptitudes.
 - D. Provide training for useful citizenship by example and practice through social, civic, and economic activities.
 - E. Provide for the appreciation and enjoyment of the Arts.

Vision & Values:

Our vision is:

- ✓ to have a learning environment where all students are achieving at their greatest potential, including meeting or exceeding the goals set by the No Child Left Behind Act of 2001;
- ✓ to have all employees continue to grow professionally in order to provide a quality educational experience for the students within the school district;
- ✓ to establish a learning community to offer excellence in education.

We place great value in the belief that every child possesses innate worth and goodness. Our school's function is to instill in each student a positive self-image based on unique talents and abilities of the individual. By striving to offer the best in educational programs, materials, facilities, and teaching methods, we make every effort to ensure that each child is a winner everyday.



SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT 2007-2008 SCHOOL CALENDAR

August 21, 2007	New Teacher Induction	No School for Students
August 22, 23	Teacher In-Service	No School for Students
August 27	Students' First Day	
September 3	Labor Day	No School
October 8	Act 80 Day	No School for Students
November 9	Parent/Teacher Conference Day	No School for Students
November 12	Veteran's Day	No School
November 22 - 23	Thanksgiving Vacation	No School
November 26-27	Deer Season	No School
December 21	Early Dismissal-12:45 PM	
December 24-31	Winter Vacation	No School
January, 1-2, 2008	Winter Vacation	No School
January 21	Act 80 Day	No School for Students
February 15-18	President's Day Break	No School
March 10	Act 80 Day	No School for Students
March 20-25	Spring Break	No School
April 4	Teacher In Service	No School for Students
May 26	Memorial Day	No School
June 4	Student's Last Day-Dismissal at 11:30	
June 5	Teacher In-Service	No School for Students

Early Dismissals

December 21, 2007
June 4, 2008

Year

Report Cards

Report cards are generally given out the week following the end of the marking period except for End of report card.

Act 80 Days

October 8, 2007
January 21, 2008
March 10, 2008

Snow Make-Up Days

Make-up days will be used in the following order.

1st- February 15, 2008

2nd- February 18, 2008

3rd- March 20, 2008

4th- March 25, 2008

5th- March 24, 2008

Additional days may need to be used.

Marking Period Ends

1st- October 29, 2007

2nd- January 18, 2008

3rd- March 31, 2008

4th- June 4, 2008



GRADUATION REQUIREMENTS

Courses and Grades—In order to graduate, students must have a minimum of 24 (class of 2010 must have 24.6) credits from the following lists.

Full day students:

4 credits	English
3 credits	Math
3 credits	Science
4 credits	Social Studies
2 credits	Humanities*
1 credit	Child Development & Parenting
0.6 credit	Health 9
0.6 credit	Health 11
0.6 credit	Physical Education
0.6 credit	Pre-DP or DP1 by-- the end of 11 th grade

HCCTC Students

4 credits	English
3 credits	Math
3 credits	Science
4 credits	Social Studies
2 credits	Humanities*
1 credit	Child Development & Parenting
0.6	Health 9
0.6	Health 11
0.6	Physical Education
0.6 credit	Pre-DP or DP1 by-- the end of 11 th grade
3 credits	Per year HCCTC Shop

Students will need to earn the remaining credits from electives or additional courses in areas such as Math and Science.

*Humanities include: Music, Art, Mechanical Drafting, Foreign Language, and Understanding the Film

Teachers have recommended that students do not advance in academic English, Math or Science without a minimum of a 75% average. For example, if a student is in Chemistry I, s/he should have at least a 75% in order to register for Chemistry II.

Also, students should have successfully completed—

- Algebra I before taking Chemistry I
- Algebra II before taking Chemistry II
- Geometry before taking Physics

In order to advance to the next homeroom, students in grades 9-12 must have completed the following number of credits:

- 10th grade homeroom = 6 credits
- 11th grade homeroom = 12 credits
- 12th grade homeroom = 18 credits

DEPARTMENT CODES

ENG	English		MAT	Math		BIO	Science
HUM	Humanity		BUS	Business		VOT	HCCTC
HPE	Health & Physical Education		ELE	Elective		HIS	History

SOUTHERN HUNTINGDON COUNTY

Graduation Requirements Action Plan

The Graduation requirements action plan has three essential parts. Part I is the course completion and grades section. Part II is the culminating project section. Finally, Part III is the locally developed assessment section.

Part I describes the number of credits and the courses required for graduation by the Southern Huntingdon County School District.

Part II describes the graduation project that is required of each senior for graduation.

Part III describes the local effort designed to ensure students are proficient for graduation in accordance with the PSSA standards.

PART I. Course Completion and Grades – 24.6 Credits (Beginning with The Graduating Class of 2010)

English	4.0	
Science	3.0	(9 th and 10 th grade students will take Earth & Space Science and Biology)
Mathematics	3.0	
Social Studies	4.0	(including one of the following Psych/Soc or Gov't./Finance)
Health 9	0.6	
Health 11	0.6	
Child Development	1.0	(typically ninth grade)
Physical Education	1.8	
Electives	4.0	
Humanities	2.0	
Pre-DP or DP1	0.6	(must be completed by the end of 11 th grade)
TOTAL	24.6	

PART II. Graduation Project

The Southern Huntingdon County High School conducts an Advisor/Advisee program for all high school students. Every student is required to keep a portfolio of his/her career project. The portfolio should include the following items listed in the Graduation Project Checklist.

GRADUATION PROJECT CHECKLIST

- 1. Advisor/Advisee Record Sheet
- 2. Record of Job Shadowing Experience – 5 total*
 May include a combination of any of the following:
 - Job Shadowing (*including permission slip, questionnaire, thank you note*)
 - Child Development Internship (*must include appropriate paperwork to verify*)
 - Business Internship (*must include appropriate paperwork to verify*)
 - Cooperative Education (*must include appropriate paperwork to verify*)
 - Vo-Tech Internship (*must include appropriate paperwork to verify*)
 - Child Develop & Parenting Elementary School Observation
 (*must include appropriate certificate to verify*)
- * Each student will give a 1 to 2 Minute oral presentation to his/her advisor/advisee group about the job shadowing that he/she completed.
- 3. Career Interest Survey – 4 total (1 each year grades 9-12)
- 4. BIO-YOU Survey – 4 total (1 each year grades 9-12)
- 5. Secondary Education Career Program – 4 total (1 each year grades 9-12)
- 6. Grade Level Checklist – 1 total
- 7. ASVABS Results
- 8. COIN Results
- 9. Career Research Paper
- 10. Resume
- 11. Cover Letter

Date Completed: _____

Advisee's Signature: _____

Advisor's Signature: _____

A copy of this page must be given to the Senior High Guidance Counselor when completed and the original should remain in the portfolio.

The graduation project must be completed by May 1st (year of graduation) in order to graduate.

PART III. Locally Developed Assessment

Local Assessments will consist of final examinations as well as grades from core courses to display proficiency, if proficiency is not achieved on the state assessment in either 11th or 12th grade. A student may be exempt from the final exam if s/he has maintained a 95% or higher for each marking period of the school year.

*****The graduation project will be presented to the board each year for approval of the updates.

ACADEMIC INFORMATION

SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL offers an educational, vocational, and culturally oriented program of studies to meet students' needs for the future. A program of studies and course descriptions booklet, revised as needed to include changes in educational and vocational trends, is given primarily to the incoming freshman for use with his/her parents in planning a realistic program of study.

The following courses of study are offered by the District:

1. ACADEMIC (COLLEGE PREP)
2. BUSINESS EDUCATION
3. VOCATIONAL EDUCATION
4. VOCATIONAL AGRICULTURE
5. VOCATIONAL TECHNICAL PROGRAMS

Each course of study has its own specific purposes and basic requirements. It is extremely important that each student becomes familiar with these five courses of study and then selects a program of study wisely and in accordance with his/her own personal interests, aptitudes, and abilities. When selecting a program of studies, students should consult with their parents, current teachers, and counselors. The counselors are available to assist students in answering questions and in selecting a course of study which meets their needs and interests. After students have completed their Pre-Registration Forms, the counselor will review each choice of program carefully and make recommendations when necessary.

Students may opt to graduate early. If a student chooses to graduate early s/he must request a meeting with the principal, then the policies and procedures can be reviewed and discussed.

Students that opt to enroll in the BLENDED CHARTER SCHOOL at the TIU will not receive a Southern Huntingdon County High School Diploma.

On the other hand, a student may choose to take BlendedSchools classes with the Southern Huntingdon County School District. **BlendedSchools** is Southern Huntingdon's version of an online cyber school. Students who attend BlendedSchools would have all the same benefits of a Southern Huntingdon education as a student who is attending the physical building. Schedules are individualized for each student.

SHCSD BlendedSchools Policy--General

1. Each student will have at least one highly qualified instructor/mentor to help with instruction, reviewing assignments, answering questions, correcting assignments, remediation, and completing quarterly and final grade reports. Each instructor will be available through e-mail and school district phone service. Instructors will have office hours before or after school to assist with any questions or problems with the course they are instructing.
2. The Southern Huntingdon County School District will provide all textbooks and workbooks necessary for completing each SHCSD BlendedSchools course.

3. The BlendedSchools curriculum is standards based and does not require a minimum number of hours for course completion. The average full credit course takes approximately 165 to 170 hours to complete.
4. The Southern Huntingdon County School District will provide technology equipment and services as needed by the student. Equipment includes a home personal computer, printer and reimbursement for dial-up internet service. Reimbursements will be quarterly. (end of September, December, March, and June.) Services will include general installation of school district equipment and one service call to repair any problems with school equipment. Additional service calls may be billed to the student's family. The Southern Huntingdon County School District will not provide any special requested equipment or internet service that is not mentioned above without prior approval of the superintendent. Any specially requested equipment may be subject to a fee charged to the student's family.
5. BlendedSchools courses may be utilized by students who are involved with home schooling, homebound instruction, remediation, summer school, credit recovery, enrichment, alternative education, and regular education students.
6. The number of BlendedSchools classes that may be taken at one time and during a single school year by a student is based on guidance review and administrative approval.
7. The requirements for having exams proctored at school will be determined by the course instructor and designated building facilitator.
8. Accommodations and adaptation for Special education students who are taking BlendedSchools course must be specifically addressed in the student's IEP and approved by the administration.
9. Students who are taking BlendedSchools courses and are working toward an SHCSD diploma are required to take the appropriate state assessments.
10. Students who drop a BlendedSchools course after the 2-week drop/add period, will be charged the full price of the course.
11. Home-schooled students must pay for their BlendedSchools courses if they are not enrolled in an approved SHCSD diploma program.
12. Students taking a BlendedSchools course for remediation, summer school, early graduation or credit recovery will be charged a designated fee for the course and any other applicable fees.
13. Students enrolled with the SHCSD BlendedSchools who complete the required curriculum and credits of the Southern Huntingdon County School District successfully will receive a high school diploma from the district.
14. Students enrolled with the SHCSD BlendedSchools will be provided with the same opportunity as a regular education student at Southern Huntingdon County School District. SHCSD BlendedSchools students will have the opportunity to participate in programs, events, and activities such as: graduation, class field trips, Vo-Tech, Vo-Agriculture program, chorus, band, school concerts and programs, sports, and more.

15. Students/families will be provided with hands-on training prior to using BlendedSchools courses.

16. All secondary teachers will receive BlendedSchools training by the summer of 2007. Different levels of training will be offered depending on the individual needs of staff members. All instructors teaching online courses will receive in-depth training.

17. The administration must continuously monitor and assess the rapidly growing demand for BlendedSchools courses and provide the necessary support personnel to avoid overwhelming the existing guidance personnel, technology support staff and BlendedSchools coordinator.

18. Since attendance is still an important factor for students, all BlendedSchools students will be required to contact his/her teachers at least once a week to ensure that all work is being completed. This contact may be done through email, phone call, or in person. Any student not contacting his/her teachers within any given week will receive an email requesting such contact, and will be marked absent for the week. Any student not making contact for two consecutive weeks will be dropped from their courses, and will be charged for each course in which he/she was enrolled.

Student Guidelines and Policies

1. All students interested in SHCSD BlendedSchools must complete an application form for the program.
2. An initial face to face interview with the student, parent/guardian, coordinator and building level administrator will be required to determine if a student qualifies for SHCSD BlendedSchools. Students must show an interest and be self-motivated to qualify for the program. The coordinator may ask the student to provide teacher recommendation letters. Qualifying students and parents will meet bi-annually or annually to discuss the student's current school year schedule and needs or services.
3. Students or parents/guardians are required to have an e-mail address in order to participate with SHCSD BlendedSchools.
4. Students must agree to follow the Southern Huntingdon County School District Acceptable Use Policy.
5. All Elementary and High School schedules will be formatted to meet the end of the year course completion requirement. No high school student can begin courses after the last day of the 3rd 9 weeks. All courses must be completed by the last day of school.
6. Any materials and technology equipment borrowed by the student must be returned to the Southern Huntingdon County School District in the same or satisfactory condition in which it was issued. Failure to return materials or equipment will result in the student/family paying for the cost to replace the materials or equipment.

7. Enrolled students are required to complete all assignments and tests for each course to be complete. Assignments and tests must be completed solely by the student registered for the course. All assignments and tests must be submitted to the instructor electronically or hand written work.

8. All Southern Huntingdon County School District policies and rules apply to SHCSD BlendedSchools students, which includes any school district programs, events, trips, and activities. Failure to follow school district policies and rules may result in loss of privilege to participate in current or future programs, events, trips, and activities.

9. A student who does enroll in a BlendedSchools class(es) will stand the expense of that class(es) if the student does not complete the assigned course work.

***** ELECTIVES *****

INDUSTRIAL ARTS

Vocational-Technical
Vocational-Agriculture
Cooperative Education
Wood Shop Elective
Metal Shop Elective
CAD
Drafting

FINE ARTS

Early American Crafts
Advanced Art
Band
Chorus
Understanding the Film
Journalism
Digital Media
Elective Voice

FAMILY CONSUMER SCIENCE (Must choose a minimum of 1 credit)

Foods
Clothing I
Child Development/Nursery School

BUSINESS

Accounting I
Document Processing I
Vocational-Technical credits may be used in lieu of home school credits.

DROP AND ADD

NO COURSE MAY BE DROPPED OR ADDED AFTER TWO WEEKS FROM THE START OF SCHOOL. All changes must have a parent signature and signatures of both the sending and receiving teachers.

MAKE-UP OF TESTS OR ASSIGNMENTS

Make-up work: Students should make up tests, quizzes, projects, etc. during their study halls. If this is not possible, then the classroom teacher will allow them to use class time, before school, or after school for make-up work pertaining to tests and/or quizzes.

Prior Knowledge of Absence: Students are to obtain missed assignments prior to their absence. They will have their assignment ready for the next class period unless the assignment was incomplete when given.

Unexpected Absence: **For all half day and one day absences students are expected to have in their possession the work assigned before they were absent.** Students should obtain their assignments upon their return to each class. Allowed make-up time will equal the time the student was absent, with coursework to be completed in the order that it was assigned. If parents wish to have missed assignments for their son or daughter, they **must** call by 9:00 AM to have the assignments ready that day.

Extenuating circumstances will be dealt with on an individual basis.

Reminder to students: If you wish to appeal an earned grade, you will need to contact your guidance counselor or the principal.

SUPPLEMENTARY REPORTS

A Supplementary Report will be mailed at the mid-point of every nine weeks period (*or as the level of concern rises*) to provide parents/guardians with an early awareness of any academic difficulties (*"D" or lower*) of their sons/daughters may be facing. Academic difficulties frequently lead to other problems reflected by misbehavior, absenteeism, etc. These reports are mailed approximately twenty-seven days into the marking period, or as warranted.

GRADING SYSTEM

A=93-100	F=below 70
B=85-92	P=PASSING
C=75-84	I=INCOMPLETE
D=70-74	H=HONORS

Each teacher shall fill-in the correct area for comments on their grade entry sheets for each nine-week period for each subject class as the comments apply. A full list of comments follows:

1. Commendable Work
2. Good attitude/ interest
3. Improving attitude/ interest
4. Good class participation
5. Works beyond requirements
6. Good work habits
7. Well-prepared for class
8. Uses time well
9. It is a pleasure to have your child in class.

10. Conference requested by teacher
11. Poor test performance
12. Poor class preparation
13. Poor attendance
14. Poor attitude/interest
15. Works below ability
16. Fails to make-up missed work
17. Fails to follow directions

HONOR ROLL

Cumulative Grade Point Average (GPA) of all graded subjects
85-89.99= HONORS
90-94.99= HIGH HONORS
95-100= HIGHEST HONORS

*** A grade of D or F in any class will preclude any student from making the Honor Roll, regardless of GPA.

REPORT CARDS

A REPORT CARD IS ISSUED EVERY NINE WEEKS TO INFORM THE STUDENT AND HIS/HER PARENTS OF ACHIEVEMENT IN EACH SUBJECT AREA. IT IS SUGGESTED THAT THE PARENTS RETAIN THE REPORT CARDS FOR THEIR PERSONAL REFERENCE. Report Cards are distributed approximately one week following the end of the marking period.

GRADE APPEAL

Please address your concern(s) in writing to the Principal. He/She will investigate the situation and you will receive a ruling in writing or at a conference.

CLASSROLL INFORMATION ONLINE

Parents have the ability to log onto a website (classroll.com) and be able to check their children's assignments and grades in real time. You will be able to see when assignments are due and the graded result of the assignment. Up to the minute attendance is also being considered but is not available at this time. If you would like access to this website, please contact Ms. Beidelman by e-mail at mbeidelman@tiu11.org or by phone at 814-447-5529 and leave a message, stating you are interested in receiving your login information and giving the name of your son/daughter. The preferred method is through email.

HOMEWORK POLICY

By definition, homework is that study taking place outside the time allotted for classes that supports the learning taking place in class.

We recognize homework as a logical extension of classroom activity. The time scheduled for classes is inadequate to permit all the activity necessary to effective learning, making the work done outside the classroom an integral part of the learning activity.

There are several purposes served by homework, namely:

1. To provide practice in the use of skills and concepts learned in scheduled class time. Teachers would be expected to provide practice exercises to further develop learning from the classroom.
2. To provide preparation for further scheduled class activity. Teachers could reasonably be expected to require students to have studied new material before it is dealt with during scheduled class time.
3. To provide extension of learning into new areas. Teachers could reasonably expect students to individually study certain skills, concepts, and segments of knowledge that have not been formally taught in scheduled class time.
4. To provide practice in creativity. Teachers could reasonably expect students to apply thinking abilities to existing knowledge, skills, concepts, and attitudes to the solution of problems and the development of creative expression.
5. We recognize that students, parents, teachers, and administrators have separate responsibilities in making homework of maximum value to the learning process. These guidelines are provided to assist each group in assuming its responsibility.

Responsibilities of Students

1. Be sure to understand the directions given by the teacher for completing assignments.
2. Develop a system for recording assignments made by teachers.
3. Give a serious effort to completing the assignment.
4. Budget time to complete homework assignments.
5. Seek help from the teacher, parents, or other students when needed to complete assignment
6. Promptly arrange for and complete make-up assignments when absent from class.
7. Complete homework assignments without copying from others.

Responsibilities of Teachers

1. Be familiar with school policy related to homework.
2. Evaluate homework assignments in light of school policy, course objectives, and desired outcomes of learning.
3. Be sure that all students understand what is expected from homework assignments and how they relate to scheduled class activity.
4. Develop clear and consistent criteria for the evaluation of homework and carefully explain them to the students.
5. Establish appropriate penalties for not completing homework assignments.
6. Be sure that all homework given is checked or otherwise recognized as having been completed. Use feedback in planning further scheduled class activity.
7. Attempt to assign homework with progressively more difficult exercises to allow students to have at least some success in completing assignments.
8. Develop an efficient record-keeping system to evaluate students' progress in homework assignments.
9. To the extent possible, provide adequate means for students to obtain necessary supplementary help in completing assignments.
10. Communicate unusual homework difficulties of your students to parents.

11. Be considerate of the student's age and level of maturity when making homework assignments.
12. Expect a reasonable time commitment from your students for homework, but be considerate of the students' other activities.
13. Individualize homework assignments, as possible, and avoid unnecessary repetition in skill practice activities.

Responsibilities of Parents

1. Provide an area at home with the usual resources for study.
2. Set aside a regular, designated period of time each evening for homework.
3. Set an example for study by turning off the television and reading during study time.
4. Show an interest by inquiring about your child's homework.
5. If possible, work along with your child when help is needed, but do not do the work for him/her.
6. If your child continually has difficulty with homework, consult the teacher or guidance counselor.
7. Contact the guidance counselor or teacher(s) for assignments if your child is absent for extended periods of time.

Responsibilities of School Administrator

1. Continually monitor the application of this policy and evaluate its effect.
2. Take necessary measures to alter and improve this policy in a systematic manner.
3. Stand available to discuss homework concerns with students, parents, and teachers.

CHANGES OF NAMES, ADDRESSES, & TELEPHONE NUMBERS

Students must report changes in names, addresses, and telephone numbers as soon as possible for school records to be kept up to date. This updated information is especially valuable in case of an emergency at school that would require school personnel to contact someone at a student's home.

BUS TRANSPORTATION

The Board of School Directors has granted the privilege of school bus/van transportation to students who live beyond 1-1/2 miles (elementary) and two miles (secondary) from their assigned school. The privilege is conditioned upon certain behavior expectations which are listed below. The privilege of riding a bus or van may be removed by the school principal for improper conduct. When the bus/van privilege is removed, parents have the obligation of finding alternative ways to transport their child to and from school.

PROCEDURES FOR PARENTS WITH ANY BUSING CONCERNS

1. Call the busing coordinator at the district office or the building principal with any questions or concerns that pertain to your sons/daughters bus driver.
2. Please do not try to meet with the driver at a pick up point or try to enter the

bus, the driver does not have the convenience to meet with you at that time and attempting to enter the bus is an illegal act which may lead to a citation.

PROCEDURES FOR STUDENTS

1. Students will be assigned to specific buses and will be assigned seats. Changing buses or seats, once assigned, is allowed only with permission of the principal or designated person.
2. Student bus stops are designated by the Board of School Directors and may not be altered unless approved by the School Board.
3. Buses and vans will stop to pick up and dismiss passengers at designated bus stops only. No other stops are permitted unless there is an emergency.
4. When students walk along a highway to their bus stop, they must walk on the shoulder of the road on the side facing traffic. (Left side)
5. Students are expected to wait for their bus in an orderly manner. School officials have authority over students from the time they leave their home in the morning until they return in the afternoon.
6. Students will wait for their bus to come to a full stop before attempting to enter (or exit) the bus. The bus driver has the authority and is expected to regulate entry and exit of students on and off the bus.
7. The bus driver will not move the bus until all students are seated. Students must be seated when the bus is in motion.
8. Each bus has an emergency door to be used only in an emergency. Students may not use the emergency door for routine exit and entry.
9. The major responsibility of bus drivers is to complete their rounds between home and school safely and on time. Proper behavior of students is required at all times so that the drivers' attention is on the road.
10. The following behavior of students will result in disciplinary action: opening windows, throwing objects out of windows, eating, drinking, smoking, chewing tobacco or snuff, spitting, littering the bus, damaging or defacing property, rough-housing, using improper language or gestures, throwing objects, fighting and being out of their seat. In addition, any behavior not mentioned in this handbook that jeopardizes the safety of others or is deemed inappropriate by the administration, is prohibited and will be cause for disciplinary action.
11. Students must report to the bus driver any condition which needs attention to insure a safe trip.
12. The bus driver is in charge of students between pickup points at school and home. When problems arise, the bus driver will fill out a Discipline Referral form and present it to the principal or teacher in charge. Certain behaviors and repeated minor misconduct may result in the denial of the privileges of riding a school bus/van and/or other disciplinary action.
13. Students who walk to and from school are responsible for respecting private and public property along the route. Taking short cuts across private property, littering, and creating disturbances are not behaviors condoned by the school district. Walking routes may be changed by the school administration when there is evidence that private and public property or persons are infringed upon by students.
14. Twice each year bus drivers, in cooperation with the principal, must conduct emergency

bus evacuation drills to familiarize students with proper procedures to be used in the event of an accident or other emergency. Students are expected to be attentive and cooperative during these important drills.

PROCEDURES AT BUS STOPS

1. Be on time- others are depending on the bus to keep on schedule.
2. Always conduct yourself in an orderly manner.
3. Wait off the highway and out of the way of traffic.
4. Do not play games or chase anyone- someone may run into the street or highway in front of traffic.
5. You must be sure the road is clear and wait for the driver's signal before you cross the road. Always cross in front of the bus.
6. Enter the bus promptly in an orderly manner after the bus comes to a complete stop.

PROCEDURE ON THE BUS

1. Students must be seated before the bus can move and remain seated while the bus is in motion.
2. Do not tamper with the bus or any of its equipment.
3. Do not extend any part of the body from the bus.
4. Do not eat, drink, smoke, or use smokeless tobacco on the bus.
5. Do not try to save seats for friends, and always leave room for a third student, if necessary.
6. You must be courteous to the driver and obey him or her, as you would a teacher.
7. Do not talk to the driver while the bus is in motion or distract his or her attention by loud talking or disorderly behavior.
8. Ride only on your assigned bus and get off only at your assigned stop, unless you have an extraordinary reason written by your parents and approved by the principal.
9. Students must sit in designated seats if they are assigned by the bus driver.
10. All school rules apply when being transported on the bus.

STUDENT ATTENDANCE—ATTENDANCE REQUIREMENTS

Any child who has attained the age of eight years prior to September 1 of any school year or who has entered school at an earlier age and who has not yet attained the age of seventeen years shall be required to attend school regularly during the entire school year.

The school year usually consists of 180 class days between August and June with a number of weekdays and the entire summer devoted to vacations. If there are any additional days to make up to complete the 180 days of school, they will be added either during the school year or at the end of the school term.

The Board of Education of the Southern Huntingdon County School District recognizes its obligation to require students enrolled in its school to be present in class in order that they may gain the maximum benefit from their educational experience. Consistent with this

philosophy, it is necessary to establish a minimum number of days of attendance and participation as a requirement for the awarding of course credit.

The Southern Huntingdon County School District is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes. Developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

This policy is adopted for the benefit of the students (grades 9-12), parents/guardians, and the communities in which the school serves. Students will be expected to be in attendance on all of the days and hours that school is in session unless appropriate reasons exist to justify their absence. **ABSENTEEISM FROM SCHOOL WILL BE CATEGORIZED AS EXCUSED, UNEXCUSED, OR ILLEGAL.**

ILLEGAL ABSENCE- Charged to any student 16 years of age or younger for a violation of the State's Compulsory Attendance Law pertaining to truancy.

UNEXCUSED ABSENCE- Charged to any student 17 years of age or older for truancy.

ILLEGAL/UNEXCUSED ABSENCES

1. Truancy
2. Forged excuses
3. Sleeping in, helping at home, baby-sitting, running errands, shopping, missing the bus, disapproved trips and outings, and all other absences not classified as excused.
4. Parental request at administration's discretion (see Extenuating circumstance below).

EXCUSED ABSENCES

1. Illness verified by a doctor's or dentist's excuse, including his/her signature.
2. Death in the family (maximum of three days without doctor's excuse.)
3. Serious personal or family problems.
4. Medical appointments which cannot be scheduled during non-school hours.
5. Religious holidays as designated by the Department of Education.
6. Administrative reasons: school activities, college visits, etc.
7. Suspension
8. Court order
9. Pre-approved educational trips
10. Extenuating circumstance

ATTENDANCE POLICY

1. A written parental excuse on an official excuse blank provided by the school is necessary for an absence to be recognized as excused.
2. All parental excuses for absences must be turned into the attendance office within three (3)

- days of the absence to be recognized as excused.
3. After ten (10) cumulative days of absence, a doctor's excuse accompanied by a parental excuse is necessary for each subsequent absence to be recognized as excused. Excessive absences will bar a student from participating in school sponsored trips.
 4. Absences which have been excused upon receipt of a doctor's excuse, or those occurring because of an educational field trip approved by the school district will not be counted toward the initial ten (10) day period of absence.

PENNSYLVANIA COMPULSORY ATTENDANCE LAW (SECTION 1333)

STUDENTS UNDER SEVENTEEN (17) YEARS OF AGE

3RD ILLEGAL ABSENCE- An official first notice is sent by certified mail to parents/guardians

4TH ILLEGAL ABSENCE- Student will be referred to Huntingdon County Children and Youth Services

STUDENT AND PARENT/GUARDIAN MUST APPEAR AT A HEARING ESTABLISHED BY THE DISTRICT JUSTICE.

UPON CONVICTION

1. The parent/guardian will be sentenced to pay a fine not exceeding \$300.00;
OR
2. The parent/guardian will be sentenced to perform community service within the school district for a period not to exceed 6 months;
OR
3. The parent/guardian will be sentenced to complete a parenting education program if one is available;
OR
4. Upon default of such payments or community service, the parent/guardian shall be sentenced to county jail for a period not to exceed 5 days.

IF THE PARENT/GUARDIAN IS NOT CONVICTED BECAUSE HE/SHE TOOK EVERY REASONABLE STEP TO INSURE ATTENDANCE THEN:

1. The child, upon conviction, shall be sentenced to pay a fine not exceeding \$300 for each offense;
OR
2. The child shall be assigned to an adjudication alternative program;
OR
3. The Department of Transportation shall suspend the student's driving privileges or eligibility to apply for a driver's license (Learner's Permit) for ninety (90) days.
OR
4. A SECOND CONVICTION WILL RESULT IN THE SUSPENSION OF A STUDENT'S DRIVING PRIVILEGES BY THE DEPARTMENT OF TRANSPORTATION FOR SIX MONTHS.

STUDENT SEVENTEEN (17) YEARS OF AGE AND OLDER

3RD UNEXCUSED ABSENCE- An official first notice is sent by certified mail to parents/guardians.

4TH UNEXCUSED ABSENCE- Students driving privileges to school may be **REVOKED FOR NINETY DAYS AND/OR 1 NIGHT'S DETENTION.**

5TH UNEXCUSED ABSENCE- Students driving privileges to school may be **REVOKED FOR SIX MONTHS AND/OR 2 NIGHT'S DETENTION.**

6TH UNEXCUSED ABSENCE- 3 nights detention and a letter sent by certified mail regarding non-credit status.

7TH UNEXCUSED ABSENCE- 5 nights detention

8TH UNEXCUSED ABSENCE- Certified letter sent to parents notifying them that their son/daughter has been placed on "non-credit status". The student placed on non-credit status receives a grade of "W" (Withdrawal) and will be permitted to remain in the class to audit the course.

APPEALS PROCEDURE

1. A written petition for a hearing must be presented to the principal by the parent/guardian no later than ten (10) school days after the receipt of the notification of non-credit status.
2. An attendance appeals committee will be established to hear cases brought by petition from parents/guardians of effected students concerning non-credit status. The committee may excuse one or more of the absences for reasons of sickness, hardship, or other extenuating circumstances and shall consider academic standing and course performance of the student when making the decision.

The committee will be comprised of five people, each serving in one of the following capacities:

- A. PRINCIPAL
 - B. ATTENDANCE OFFICER
 - C. GUIDANCE COUNSELOR
 - D. 2 CLASSROOM TEACHERS
3. Appeals to the superintendent relating to decisions of the Attendance Appeals Committee must be made in writing within seven (7) school days of the receipt of the committee's decision.
 4. Appeals to the Board of Education relating to the decision of the superintendent must be made in writing within ten (10) days of the receipt of the superintendent's decision.
 5. BOARD OF EDUCATION DECISIONS SHALL BE FINAL.

****Nothing in this policy excuses any student from making up the school work missed while absent. It is the student's responsibility to inquire as to what work was missed and make arrangements to make up the missed work, homework, or test on the day of his/her return. If the student does not make up the work missed while absent, he may fail courses and be retained.**

Written Excuses

Students are allowed three days to present a written excuse to the attendance office. Excuses must be written and signed by the student's parent, guardian, or person in parental standing. Failure to submit a written excuse for an absence within 3 days will result in the absences being recorded as unexcused or illegal. Excuse blanks for absence or tardiness can be obtained from homeroom teachers, the attendance office, or the main office.

The following information must be included in the written excuse:

1. Full name of student
2. Grade and homeroom of student
3. Date(s) of absence; date excuse was written
4. Reason for absence
5. Signature of parent, guardian, or person in parental standing

MORNING PUNCTUALITY

Students are expected to be in their assigned seats in homeroom when the tardy bell rings. **In addition, all breakfast students must be in the cafeteria by 8:10 if they plan to eat breakfast.** Unless your bus is late, the names of students who are tardy will be submitted to the attendance officer with the daily absentee slips. Remember homeroom doors will be closed at 8:12. All students arriving after 8:12 need to report to the attendance office.

3RD TARDY- Detention assigned & letter mailed to parents.

4TH TARDY- Revocation of driving privileges for 20 school days (if applicable) and/or two (2) nights detention.

5TH TARDY- Revocation of driving privileges for 25 school days (if applicable) and/or three (3) nights detention.

6TH TARDY- Revocation of driving privileges for remainder of school term (if applicable) and/or one (1) day ISS. * (REFER TO DISCIPLINARY CODES)

***EXCESSIVE TARDINESS RELEGATES THE STUDENTS INVOLVED TO SCHOOL TRANSPORTATION. (BUSSING)**

EARLY DISMISSAL BECAUSE OF ILLNESS

Students who become ill at school must notify their teacher who will send them to the school nurse. Students will not decide to leave school because of illness without seeing the nurse. The nurse will decide if the student should be sent home or to a hospital. The nurse, **not the student**, will make the necessary phone calls to parents and make arrangements for transportation. Students are to sign out in the office.

EARLY DISMISSALS FOR MEDICAL APPOINTMENTS

On the day you have a medical appointment, present a written request from your parent or guardian to the principal's office. For early morning appointments, the written request should

be presented the school day before the appointment. Upon returning from a medical or dental appointment, students are requested to submit the signed appointment card from the doctor or dentist to the attendance officer. All requests must be filled out on an official excuse blank issued by the school and contain the specific reason for the early dismissal.

PRE-APPROVED EDUCATIONAL FIELD TRIPS

In order to meet our state requirement of 90% attendance, we have to closely monitor parental requests for excused absences during the school year. Students who have demonstrated excessive absences may be denied a pre-approved trip. Additionally, with the State evaluation of our School District and the PSSA testing procedures, days that are requested within the testing window for the Writing (mid February) and Math/Reading (mid March) will be denied. In order to assist you in your planning, we would ask that you plan after the mid-march testing window (suggest April/May) for any pre approved trips. This would maximize your son/daughters preparation for the state test. Pre-approved trips prior to the testing windows will be considered at the discretion of the Board of Education.

Expectations upon return from pre-approved trip: Please review Prior knowledge of absences policy to ensure success of the student on their return. A daily log and a written journal of events should be turned into the Principal upon the return.

WITHDRAWAL FROM SCHOOL

Young people are required by state law to attend school until the age of 17. Students who wish to withdraw from school, or students of any age who plan to transfer to another school must submit the following to the guidance counselor.

1. A written and signed statement from a parent containing the name and grade of the student, date of withdrawal, and reason for the withdrawal.
2. A written statement from all teachers that all books, lab materials, and other equipment has been returned.
3. A statement from the principal's office that all financial obligations have been satisfied.
4. Obtain a Withdrawal Form from the office.

CUT DAY

The practice of "cut day" is not sanctioned by the Board of School Directors or the Administration. Students are reminded that the past practice of selecting a day of school to hold an outing which is without Board approval and proper supervision is a violation of school policy. Trips, outings, and other class activities which take place off of school property and during school time must be formally approved by the Board of School Directors. **PARTICIPATION IN CUT DAYS MAY JEOPARDIZE FUTURE CLASS TRIPS, including the SENIOR TRIP and/or COMMENCEMENT!**

WORK PERMITS

Students 14-17 years of ages who wish to work during vacations and after school hours must first obtain an employment certificate (work permit).

Students must:

1. Secure an Application for Employment Certificate or Transferable work.
2. Complete the form according to directions. A parent/guardian must sign the form in the presence of a high school secretary or have an Attestation Document notarized.
3. Go to the prospective employer and have the appropriate section of the form completed.
4. Have a physical examination conducted by a doctor.
5. Take the completed form to the District Office for processing and issuance of a Vacation Employment Certificate or Transferable Work Permit.
6. If a student changes jobs with a Vacation Employment Certificate, a new application must be secured.

MEDICAL CARE AND HEALTH EXAMINATIONS

The School Board has adopted the following rules and procedures related to medical care.

1. If a student becomes ill while in school, the student must inform a teacher or staff member who will take the student to the health suite for treatment by the school nurse. If the nurse believes the student should go home or to a hospital, contacts with the parents or guardians will be made. If the nurse is not in the building, the student should report to the main office.
2. Health laws require that school officials see that the following tests are administered to students:
 - An annual vision screening
 - A hearing test in grades 7 and 11
 - Measurement of height and weight annually
 - A tuberculin test when notified by the Pennsylvania Department of Health
 - A complete medical questionnaire, when entering school for the first time and when entering junior-senior high school
 - A scoliosis screening program for students in grades 5 through 10
3. Under certain conditions students may be excluded from school for medical reasons.
 - Homebound instruction will be provided if requested by a physician.
 - Students that must take medication during the school day **MUST** secure a medication permission form from the nurse.

GUIDELINES OF HEALTH AND SAFETY RULES

The following rules are listed for your general information:

1. The use or possession of tobacco, alcohol, and drugs is forbidden.
2. As a safety measure, the following are not permitted at school:
 - Fighting, either play or real
 - Guns (real or toys), B.B. shot or other ammunition
 - Firecrackers, matches, cigarette lighters
 - Knives (pocket knives) or other weapons, or toys representing weapons
 - Laser pointers
 - Small hand-held pencil sharpeners
 - Glass containers of any kind or any open drink containers
 - High heeled or cleated shoes
 - Skateboards or roller blades, this also includes sneaker with the roller skate
 - Backpacks on rollers
 - Motorized bikes
 - Harassment or intimidation of any kind
 - Animals of any type should be left home unless a teacher grants permission in certain classes.
3. Radios, boom boxes, walkmans, and personal CD players, iPods, digital cameras, or other personal electronic devices are not permitted. *Exceptions will be made if these items are part of a classroom assignment.* **The school is not responsible for lost or stolen items.**
4. Cell phones are not permitted to be on during school hours.
5. Do not litter or damage buildings, furniture, or grounds. Parents will be responsible for any costs for replacement of damaged items.

ASSEMBLIES

Assembly programs are an integral part of our educational program. They are planned and selected by faculty members, students, and the principal. Student participation is encouraged. Any suggestions to improve the programs are welcomed by the administration. Students are to be seated in their assigned seats, **by homeroom. Failure to sit in the assigned seats will result in a discipline referral. Orderly dismissal will occur by homeroom and will be the responsibility of the sponsoring organization.**

ADVISOR-ADVISEE CONFERENCE

All students will be assigned a faculty advisor. They will meet with their advisor seven (7) times during the school term to discuss student portfolios, graduation projects, curricular and career choices, and other individual areas of interest. We will use a Modified AM Schedule for Advisor meetings.

BELL SCHEDULE

7:50	Homerooms open/ teachers on duty
8:10	Warning Bell
8:12-8:22	Homeroom
8:24-9:05	Period 1
9:07-9:48	Period 2
9:50-10:31	Period 3
10:33-11:14	Period 4 / A Lunch
11:16-11:57	Period 5 / B Lunch
11:59- 12:40	Period 6 / C Lunch
12:43- 1:24	Period 7
1:27- 2:08	Period 8
2:11-2:52	Period 9/Channel One/Announcements
2:52-3:04	Channel One
3:04- 3:05	Announcements
3:05-	Student Dismissal

HCCTC AM/PM SCHEDULE

Current	Homeroom	8:12	8:22
HCCTC	Period 1	8:24	9:05
PM	Period 2	9:07	9:48
	Period 3	9:50	10:31
	Period 4	10:33	11:10
	Lunch/Travel	11:10	11:45
	HCCTC	11:45	2:30
HCCTC	Travel	7:50	8:25
AM	HCCTC	8:25	11:10
	Travel/Lunch	11:10	11:59
	Period 6	11:59	12:40
	Period 7	12:43	1:24
	Period 8	1:27	2:08
	Period 9	2:11	2:52
	Channel One	2:52	3:04
	Announcements	3:04	3:05
	Student Dismissal	3:05	

DAILY SCHEDULE

An "A" through "F" cycle will replace our traditional Monday through Friday weekly schedule. This schedule was implemented to equalize the number of meeting times for classes scheduled less than five (5) days per week. Classes affected by this schedule are: Physical Education, Health, Driver's Education, Chemistry Labs, Chorus, Band, and Physics Labs.

The “daily” schedule will be posted on the office window, broadcast on the morning announcements, and printed on the daily attendance sheets. In addition, the afternoon announcements will inform students of the following day’s schedule.

FIRE DRILLS

A distinct fire alarm shall be used for fire drills only. The same alarm shall signal the return to class. It is the responsibility of each person to move quietly and orderly.

BOOK BAGS/SPORTS BAGS

Students may bring book bags to school but they must put them in their hall lockers. Students are not permitted to carry book bags from class to class. Sports bags **must** be taken directly to the locker rooms upon arrival at school. The Southern Huntingdon County School District is not liable for the contents of these book or sports bags.

HALL LOCKERS

The school provides lockers to students for their convenience. Lockers are not totally secure from forced or otherwise unauthorized entry. The school cannot accept responsibility for items stolen from either corridor or gym lockers. In gym class, have your teacher hold valuable items or, better yet, don't bring them to school. Giving your locker combination to others is inviting trouble, as is "setting" the locker. Remember that the locker is school property and is subject to inspection under the terms of District Policy. Further, the school can assume no responsibility for items lost or stolen from lockers. Next, students are not to share lockers with anyone else, nor are they to give others their locker combination. In the past, we have had a great deal of difficulty removing stickers and other adhesive items from lockers. Often paint has been removed with the sticker. Accordingly, students are not permitted to place any adhesive items on or in corridor lockers. Periodic locker cleanouts/checks will be conducted during the school year. Pictures or photographs put on the inside of the lockers must be of proper decorum for a school.

Students are not permitted to leave possessions including textbooks on top of the lockers. Items left on the lockers are brought to the office by the custodians, with a service charge made upon return to the owner. Disciplinary action may also be taken. Damages to any locker will be charged to the students. In the event of willful vandalism, additional charges will be pressed.

Due to the short amount of time between classes, students may only go to their lockers as follows: Before Homeroom, after 2nd period, before and after lunch and after seventh period. Students may return to their lockers after school as long as they are not late for their busses.

GYM LOCKERS

All valuables must be turned in to the physical education teacher. The District will not be responsible for any valuables left in your gym locker.

LOCKER SEARCHES

1. 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, juvenile, or criminal proceedings. When a student's locker is being searched, the student shall be notified and given an opportunity to be present.
2. The courts have upheld the claim that school lockers are property loaned to the student for his/her convenience. School authorities may search a student's locker without prior warning in seeking contraband, because standing in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Constitution, but a reasonable exercise of Board power in the interests of the health, welfare, and safety of all students. Therefore, students shall have no reasonable expectation of privacy regarding their lockers.

LOST AND FOUND

The lost and found department is located in the general office. Articles will be held for a reasonable length of time and then discarded if not claimed. After a student has made a thorough search for any lost item, he may then ask the office to make an announcement concerning its whereabouts.

INTERNET USAGE

All use of the Internet computer must be in support of education and research and consistent with the purposes of the Southern Huntingdon County School District. All students and their parents/guardians must sign the District Internet Use Agreement and will be held accountable for any violations of such. **NO PERSONAL EMAIL ACCOUNTS WILL BE PERMITTED FOR STUDENTS.** (This agreement will be distributed to students during the first week of school and must be returned to their homeroom teachers).

LIBRARY/Media Center

The value of the library is not the total number of books on the shelves, nor the amount of money spent annually for book purchases, nor the number of students who go into the library each year; rather the number of faculty members who use the library facility themselves and who help and require their students to use these resources. Learning to locate and use the resources of the library should be an important part of our students' education.

The Media Center at the High School/Middle School will strive to be a vibrant part of the school program by providing the space and materials for creativity research, study and enjoyment. Proper care and return of materials are the responsibilities of each student and parent. Charges will be assessed for damage or loss of any materials.

Policy, Procedures and Rules

1. A maximum of 25 students will be permitted in the library periods one through seven, and period nine.
2. Due to the amount of study halls eighth period, a maximum of 35 students will be permitted, with preference given to middle school students.
3. Students will be permitted in the library under the following conditions:
 - a. students have a library pass from a teacher (see attachment)
 - b. students have a specific reason for coming to the library
 - c. students may only come to the library for leisurely reading and personal interests twice per day
 - d. students must be engaged in a constructive activity while they are in the library
 - e. students are permitted to leave the library until five minutes before the first bell rings
4. The number of students coming to the library will be limited if class instruction has been scheduled in the library. Limits will range on the basis of the class sizes using the library.
5. Classes scheduled for instructional library time will have preference to library resources, including computers.
6. Students on the weekly ineligibility list will be permitted in the library but only for academic purposes.
7. Students will be subject to the Southern Huntingdon County School District Policy Manual Internet Use Agreement. In addition, students will specifically not be permitted to engage in the following computer activities:
 - a. games that are not educational or have met the approval of the librarian
 - b. on-line purchasing or E-Bay usage
8. Students who need to be on the computers for research or for study purposes will be given preference to the computers.
9. Damage, vandalism, or theft will lead to a written disciplinary referral and automatic suspension of library privileges.
10. Failure to comply with rules set forth in the library will result in:
 - a. 1st offense - dismissal from the library;
 - b. 2nd offense - dismissal from the library and a one-week suspension from the library;
 - c. 3rd offense - dismissal from the library, a one-week suspension from the library and a written disciplinary referral to school administration;

- d. failure to comply with Internet usage will lead to discipline set forth in the Internet agreement form.

HALL PASSAGE

It is the goal of the SHC HS/MS that no unsupervised interactions occur between high school and middle school students. At no time shall high school students be in the middle school hall past the Attendance Office. High school students are not to use the restrooms across from the nurse's office during the school day.

Students are allowed a brief amount of time (2 minutes) to go from class to class during the day. Hall Passage time will not allow time for students to visit with friends, go to the restroom, or to stop at another room. Students should proceed to the next assigned area or room by the most direct route and make arrangements with the classroom teacher before going elsewhere in the building. FOR SAFETY OF ALL, ACTIONS SUCH AS RUNNING, PUSHING SHOVING AND TRIPPING ARE NOT ALLOWED.

CAFETERIA SERVICES AND REGULATIONS

The school cafeteria provides a nutritious lunch for students at the lowest possible price. It operates under strict state and federal regulations governing preparation and serving food. Lunch Prices are set by the Board of Education or the food service if applicable. Please check with your homeroom teacher for the current prices.

Students are reminded of the following rules and regulations pertaining to cafeteria operation:

1. All students including those who carry their lunch are required to eat lunch in cafeteria at their scheduled time.
2. All schools in the Southern Huntingdon County School District observe a "closed" lunch period. Students may not leave the cafeteria or the school building at lunch time without permission from the principal, a teacher, or a cafeteria supervisor. Students may not leave the building without written permission from their parent or guardian. (This policy applies all the time, not just at lunch time.)
3. When going to the cafeteria, students are expected to walk quietly and orderly as other classes may be in session.
4. Students must abide by seating arrangements if they are imposed by school officials.
5. Good etiquette and manners are expected behaviors in the cafeteria. Respect is to be shown to employees of the cafeteria, custodians and professional staff. "Thank You" and "Please" are words we expect to hear quite often.
6. Students are responsible for the appearance of the area in which they sit and are expected to leave their space in a neat and clean condition.
7. Students are responsible for returning trays, dishes, and silverware to the washing area after lunch. Damaged or lost dishes or utensils will be charged to responsible offenders.
8. **Students who do not behave in an appropriate manner in the cafeteria will be disciplined. Loss of the cafeteria privilege may be one of the actions imposed. Students are not permitted to play hacky-sack in the school building. Playing card games are permissible as long as the lunch procedure is not interrupted.**

9. Throwing food, poor manners, excessive noise, running, roughhousing, not cleaning immediate area, failing to take containers, utensils, dishes, trays to the washing area are not acceptable behaviors and they will not be tolerated.
10. **Throwing food is not permitted. You will lose cafeteria privileges.**
11. Keep hands off trays and food of other students.
12. All food must be eaten within cafeteria. No food is to be taken from the cafeteria.
13. Students will clean up their eating area prior to departing the cafeteria.
14. Students will not leave cafeteria without permission from the cafeteria supervisors.
15. SODA BOTTLES ARE NOT PERMITTED IN THE SHC HIGH SCHOOL BUILDING.

Cafeteria supervisors are in direct charge of all students during their lunch period. Those supervisors have the authority to take whatever disciplinary action necessary to maintain a desirable atmosphere for eating as well as the safety of all present. (i.e. hallway dining)

STUDY HALL

The study hall is to be regarded as important as any other class period by all teachers and students. The teacher should move about the room assisting the students. At no time should any study hall be without teacher supervision. Teachers can be of paramount service to students during a study hall. Good study habits can be developed and encouraged. Careful and close supervision is a must in all situations. STUDENTS ARE TO REPORT TO A STUDY HALL WITH STUDY MATERIALS OR WORK TO DO. SLEEPING IS PROHIBITED. PLAYING CARDS AND/OR BOARD GAMES ARE ALSO PROHIBITED. STUDY IS THE ONLY PURPOSE OF STUDY HALL ASSIGNMENTS. STUDENTS MAY NOT BE EXCUSED TO RETURN TO THEIR LOCKER WITHOUT TEACHER APPROVAL. All students must be seated, quiet, and accounted for before any passes are accepted or anyone is excused. **At no time may students be excused to use the telephone.**

Administrators, guidance counselors, and subject teachers may issue a pass for a student, but this is to be completed **before** the student enters study hall. A student may be excused to go to the library from a study hall by:

1. A pre-issued pass by a subject teacher. However, the student must first report to the study hall teacher on time and exhibit the pre-issued pass and must receive the study hall teacher's permission.
2. A pass issued by the study hall teacher. A limit of two (2) students per **study hall** may be excused to go to the library. One student at a time may be excused for restroom purposes from the study hall. Each student must have a pass. Persistent request by students to be excused should be discouraged and investigated for need. Study hall teachers, as well as all other teachers, must keep a log on their students for accountability.

HOMEROOMS

Students are assigned to homerooms, usually alphabetically, by section, or grade. The classrooms will be open at 7:50AM. Students are not permitted to be in the hall before the 7:50AM bell. Students, upon reporting to school in the morning will go to their lockers and get

the necessary materials for the day and then report directly to their homeroom. Senior high school students are to remain in the senior high school area and middle school students are to remain in the middle school hall area and all must be in their homerooms at 8:12AM and seated for the morning announcements and attendance unless they are going to breakfast.

A warning bell will ring at 8:10AM. All students need to move to their homerooms at this time. All students eating breakfast must be in the cafeteria by 8:10AM. A late bell will ring at 8:12AM. ALL HOMEROOM DOORS WILL BE CLOSED AT THIS TIME. STUDENTS WHO ARE TARDY WILL REPORT TO THE ATTENDANCE OFFICE FOR A LATE PASS.

Early Arrivers

Students are not expected to arrive at school before 7:50 a. m. Those who, due to special circumstances, need to be in the building before 7:50 am shall report directly to the auditorium. This applies to all students except those coming for a teacher-sponsored activity who may be in the building under the teacher's supervision. Parents may deliver their child to the school entrance until the buses start arriving.

BREAKFAST

Breakfast will be provided during homeroom. Students must first go to homeroom and sign in with their teacher. They should have all of their materials for the morning classes before going to breakfast. Students will be dismissed from the cafeteria directly to 1st period class. *Breakfast is a privilege, not a right*; those students who can not make it back to 1st period on time or have any other problems in the cafeteria will be denied breakfast privileges.

STUDENT RECORDS

Your counselor and administrators observe the State Regulations and recommendations that govern information about you in your student records' file. Basic information such as name, age, sex, grades, and attendance, will be available to prospective employers, college admissions officers and other responsible persons. Information about your personality, test results, and other reports are maintained confidentially and may be released only with your written consent.

If you want further information about how your records are maintained, see your counselor.

*Please Note: The revised Family Educational Rights and Privacy Act permits school districts to transfer disciplinary records to another school entity in which a student seeks enrollment or is enrolled without parental permission.

STUDENT SUPPLIES/ SUPPLIES FOR CLASS

Every student will be required to have the following materials for each class.

1. Textbook
2. Notebook
3. Student Organizer

4. Writing utensil – which may be a pencil or a **dark blue** or **black** pen (Math teachers may require a pencil only if indicated.) If students do not bring a writing utensil they may borrow or buy one. Borrowing or buying a pencil must be done at the beginning of class.

CARE OF BOOKS

Textbooks and school supplies are furnished to students at school district expense. All textbooks are identified by a stamp and number and condition recorded by a teacher. The student is responsible for returning the same text at the end of the term. Students are accountable for damages and lost books.

Report to the classroom teacher all books or other property which are lost. A student's classrooms and the school's lost and found area of the office should be checked before assuming the books and property are lost. Teachers may provide additional textbooks; however, students are responsible for both the original and replacement texts. Books will cost the actual replacement prices.

DAILY ANNOUNCEMENTS

Daily announcements will be made during homeroom, 3:04PM, or as emergencies arise.

All announcements to be made are to be submitted on a "PA Announcement" form. Forms are available in the office. Personal or outside of school announcements will not be accepted. Students must have permission of the faculty members (sponsor or club, etc.) and their signatures to record announcements.

Daily Announcements will be circulated via e-mail and will to be posted in strategic locations around the school.

Announcements concerning school closing will be made over the following radio and television stations:

RADIO STATIONS

WCHA (820 AM)/WIKZ (95.1 FM), Chambersburg, PA
WCBG, WHGT, WSRT (101.5 FM), Greencastle, PA
WFBG (1290 AM)/WFGY (98.1 FM), WALY, WRKY,
WWOT, WVAM, Hollidaysburg, PA
WHUN/WXMJ (99.5 FM) (104.9 FM), Huntingdon, PA
WPSU (91.5 FM), Central, (106.7 FM), Altoona, PA
WMRF (96 FM), Lewistown, PA
WLAK (103.5 FM), Huntingdon, PA
WKYE-FM, WUZI-FM, WODZ-AM, WYOT, WRKW,
WNTJ-AM, Johnstown, PA

TELEVISIONS STATIONS

WJAC-TV (Channel 6), Johnstown, PA
WGAL-TV (Channel 8), Lancaster, PA
WTAJ-TV (Channel 10) Altoona, PA
WWCP-TV (Fox 8), Johnstown, PA
WATM-TV (ABC 23), Johnstown, PA
WPSX-TV (Channel 3), State College, PA

TELEPHONE CALLS

- Teachers and students are not to be called from class unless an emergency exists.
- If you wish to speak to a teacher, leave your number and she/he will return your call.
- **Important messages will be delivered to teachers and/or students.**
- No student is to use the phone unless an emergency exists and he/she has permission from a teacher or school secretary.
- Using the phone to make arrangements to bring forgotten homework is not considered an emergency.
- All necessary plans for after school care, etc., should be made with children before they leave home in the morning.
- When the school is closing due to weather conditions, students **will not** be permitted to use the telephone to call home. It is important that we keep the line cleared so we may receive incoming calls.
- **Cell phones are not to be used during the school day. Any student visibly possessing/using a cell phone during school hours will:**
 1. **have the phone taken from them and a parent will need to come in to school to pick up the phone;**
 2. **if a second offense occurs the student will receive the consequence as indicated in the school disciplinary code..**

VISITORS

The school is open to properly accredited visitors at all times. The principal and faculty extend a special invitation to parents of students and to out-of-town visitors who are interested in school activities. All visitors must report directly to the office and secure a visitor's pass. Students are not permitted to bring visitors into the school!

POLICY FOR GUEST ADMISSION TO SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL DANCES

This policy shall apply to all dances held by Southern Huntingdon County High School, or a high school club or organization, except for the Christmas dance and prom.

A Southern Huntingdon County High School student may bring one high school student guest who is 18 years of age or younger to any dance, provided that the student has been issued a guest pass prior to the dance.

The Christmas Dance is a special dance where students may bring outside guests as long as they are under the age of 21. The Christmas dance is open to all 9 through 12 grade students.

The Prom can only be attended by 11th and 12th grade students, no freshman or younger students may attend. Tenth grade students (age appropriate) are permitted to attend if invited by an 11th or 12th grade student. Outside guests must be at least sophomores and under the age of 21.

GUEST PASSES FOR DANCES

1. All guest passes shall contain the name of the student and the name of the guest.
2. Guest passes shall be used only by the guest whose name appears on the pass and may not be transferred to anyone else. A photo I.D. (driver's license) will be required for admittance into a dance
3. Students may obtain a guest pass from the office.
4. In order to obtain a guest pass the student must sign a request indicating the name and age of their guest, and accept responsibility for the proper conduct of their guest.

CONDUCT OF GUEST AT DANCE

1. It shall be the student's responsibility to inform his or her guest of the code of conduct and rules which apply at high school dances.
2. In the event a guest violates any of the rules or code of conduct applicable to dances at the high school, the high school principal may, at his discretion, impose any or all of the following sanctions.
 - A. Remove the guest from the dance.
 - B. Prohibit the guest from attending any future dances;
 - C. Revoke the students' guest privileges for up to one year;
 - D. Bar the student from future dances if the student was participating in misconduct with his or her guest.

SCHOOL FINANCIAL OBLIGATIONS

ALL STUDENTS WILL BE REQUIRED TO OBTAIN PARENTAL PERMISSION TO SELL ITEMS FOR FUND RAISERS.

Students who accumulate financial obligations to the school district during the school year must clear the obligations by the last day of school before diplomas (seniors) or report cards (all students) are awarded. Students may check at the office if they have questions about debts.

A student who owes money to the district (for lost/stolen books, destruction of property, failure to turn in funds for merchandise, etc.) and has not taken care of their financial obligations by the annual deadline will have their name sent to the district magistrate for further action. The student will not be permitted to sell fund-raising products for any organization/team, attend extra-curricular activities, and may lose their driving privileges when applicable.

STUDENT INSURANCE

The Southern Huntingdon County School District provides student accident insurance to cover all athletes participating in interscholastic athletics- grades K-12. Students wishing to purchase voluntary student accident insurance (school time coverage or 24-hour coverage) are given information when they begin school. The insurance can be purchased to cover School Time (covering accidents that occur on the way to and from school, in school or at a school-sponsored activity) or 24-hour around the clock protection. Each policy contains exclusions and limitations that should be read carefully. Once the insurance is in effect, students (or their

parents) must inform the High School Office of accidents and file a claim against the insurance company. Failure to report accidents prevents the company from knowing about them. When bills for medical treatment are received, they must be taken to the High School Office for processing. Questions about the school insurance program can be answered by the High School Office.

Students participating in interscholastic sports are automatically covered by accident insurance purchased by the school district. This insurance has limitations and exclusions- a copy of policy showing limitations is given to each player. The District does not provide insurance coverage for any athletic activities conducted during the summer.

STUDENT DRIVING of PERSONAL VEHICLES

Because the school district provides transportation for students who qualify, driving personal vehicles to school is discouraged. Special circumstances may justify a student driving to school. Accordingly, school officials permit a limited number of students to drive to school and park on school property. Granting the *privilege* to drive to school is at the discretion of the school principal. Likewise the school has the right to regulate the type of vehicle students can drive to school.

The Southern Huntingdon County School District is not responsible for any damages, thefts, or losses incurred as the result of a student driving a personal or family-owned vehicle to school and parking on school property.

To apply for the privilege of driving a motorized vehicle to school, follow these directions:

1. Complete an application form that is available in the office.
2. Demonstrate a reasonable knowledge of the responsibilities of good driving and regulations imposed by the school for students who must drive.
3. Assigned Parking numbers are required. They must be obtained from the office and will be assigned on a first come first served basis. If more than one car will be driven to school throughout the school year, each different vehicle must be registered at the office.
4. Student drivers must enter and exit the school property in accordance with school regulations.
5. **Students are not permitted to go to their vehicles during the school day.**
6. Students are requested to lock their vehicles. The district will not be responsible for losses incurred due to vandalism, accidents, stealing or for any other reason. Students who park on school property do so at their own risk.
7. **STUDENT DRIVERS MUST YIELD THE RIGHT OF WAY TO PEDESTRIANS AND SCHOOL VEHICLES.**
8. All drivers are expected to adhere to speed limits on and around school property and safe driving standards. Citizen arrests may be filed against student drivers who do not comply with driving regulations.
9. The loss of driving privileges will result when students demonstrate ignorance or disregard for safety.
10. No student is permitted on the upper dirt parking lot adjacent to the Orbisonia-side driveway at any time before, during or after school.
11. Students who only drive occasionally must first secure permission from the office

- and must then bring a note from home which grants permission to drive.
12. Students who are tardy when driving to school will have their driving privileges suspended.
 13. No motorbikes, mopeds, ATVs, or minibikes of any kind are permitted. Permission to ride motorcycles will be dependent on the operator having the appropriate certification.
 14. Student drivers who bring other students to school with them must register these student riders on their application from and parents must signify approval. Also, students who ride with student drivers must have a note signed by their parents which grants permission for them to ride to school in a private vehicle. Parental permission must specify their son(s)' or daughter(s)' names, the name of the student driver, and dates when they will be riding (whether for one day, all year, etc.).
 15. Refusal to comply with or disregard for the preceding rules and regulations or the driving laws of Pennsylvania will result in the loss or suspension of driving privileges.

STUDENT INTERSCHOLASTIC ALTHLETICS

Participation in interscholastic athletics is a privilege accorded to pupils. Athletics serve a valuable place in the school districts overall curriculum. Pupils are encouraged to participate in athletics. There are certain conditions which must be met when pupils decide to become a member of an interscholastic athletic team.

EXTRA CURRICULAR ACTIVITIES

The Southern Huntingdon County School District offers extra curricular activities for high school students after school hours. In addition, elementary, middle and high school students who wish to participate in extra curricular activities such as sports, music, band, and/or speech and special events such as prom, graduation, etc., must be enrolled in the Southern Huntingdon County School District curricular program for more than 50% of the instructional course work.

ACADEMIC ELIGIBILITY

Students are still held accountable for passing grades in order to attend sporting events, dances and any other school activity held on school property. This statement is for ALL STUDENTS participating in any school activity such as musicals, drama club, art club, FFA etc. or wanting to attend any of these activities held in school or after school.

CURRICULUM-STUDENT ELIGIBILITY SCHOLARSHIP

Section 1: To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full- time curriculum. Where required, this curriculum or its equivalent must be approved by, and conformed to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The pupil must be passing at least four (4) full credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading

period, shall be reported on a weekly basis, and shall be filed in the principal's office. In the case where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible to participate from the immediately following Sunday through Saturday immediately following the next Friday as of which his cumulative work from the beginning of the grading period meets the standards provided for this section. Where a school is closed on a Friday for any reason, the principal may, at his election, determine whether the student as of that day meets standards provided for in this section.

Section 2: Thus, in order to be eligible for interscholastic athletics or any other extracurricular activity at Southern, a pupil must have passed at least four (4) full-credit subjects during the previous week and must not have failed two (2) subjects. "Elective courses are also to be considered in determining eligibility." No make-up work is allowed in order for the student to raise his grade for that week. Once a student is put on the weekly list, he will remain until his grades improve to passing. The only exception in when a student has mistakenly been put on the weekly list. Students who are deemed academically ineligible to participate in extracurricular events will be allowed to continue to practice. However, they will not be allowed to accompany their organizations (teams) or to "dress".

Section 2. July 21, 1983, as amended December 7, 1985.

Article IX, section2 sets only the minimum academic standards for interscholastic athletic eligibility. Since the standards are minimum standards (passing "at least" four full-credit subjects), member schools may adopt higher or more stringent academic standards, but may not have lower academic standards.

Section 3.

In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen school days of the next grading period where the school has four (4) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5

Section 4. New Pupil Must Meet Eligibility Requirements On Curriculum.

Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

Section 5. Use of Final Credits at End of School Year.

At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

December 7, 1985

A pupil whose work does not meet the standard provided for in Article IX, who attends summer school and corrects his deficiencies, shall be eligible.

It is the responsibility of the student to maintain good grades. It is the responsibility of the athletic coach or advisor to encourage students to do their best in the classroom and to take immediate measures to correct problems when a student is not achieving to the best of his/her ability in the classroom. It is the responsibility of the school principal to devise a foolproof and regular system of reporting on pupil progress in the classroom on a weekly basis and to declare ineligible pupils who do not meet the regulations of the Southern Huntingdon County School District.

SCHOOL ATTENDANCE & ATHLETIC/Extra-curricular ELIGIBILITY

Attendance at school is also covered by the P.I.A.A. regulations governing interscholastic athletics. Attendance of athletes is carefully monitored as it is for all pupils. However, athletes must conform to additional attendance guidelines or be declared ineligible for participation. Athletic attendance is done by semester. There are two 90-day semesters in a school year. When a student-athlete is absent from school a total of 20 days in any semester, for whatever reason, she/he automatically becomes ineligible for any athletic team. When the 20th day is missed, the pupil is automatically dismissed from the team. Moreover, the dismissed athlete is not eligible for any sport until he/she has been in attendance at school for sixty (60) days since the 20th day of absence. When computing total days absent during a semester, days absent during a period of suspension shall count as part of the twenty days absence total in a given semester.

A pupil who missed 20 or more days during the second semester of the school year is not eligible to participate on any athletic team the next school year until she/he has been in attendance for minimum of sixty (60) days.

1. Summer school attendance **does not** count toward the sixty days.
2. Absence from school for an entire semester, or for several semesters, shall disqualify a participant for the same period as stated in this section.

It is important that pupils who are interested in participating on an interscholastic athletic team (or other extra-curricular activities) understand the academic and attendance requirements for eligibility. There are several other requirements and regulations that pertain to athletes:

1. When a pupil is absent from school, she/he may not participate that day in practices, scrimmages or games, unless they have a doctor's excuse and prior approval from the principal or the principal's designee. A pupil is eligible if he/she Attended school for at least a half-day (4 periods);
2. Pupils who are suspended or expelled may not participate in or attend any athletic practice, scrimmage or game, intramural activities or any other school-sponsored/school related event or extra-curricular activity during the period of suspension or expulsion. **ATHLETES MUST SERVE THEIR DETENTION TIME IN ORDER TO PARTICIPATE IN GAMES OR TRAVEL WITH THE TEAM.**
3. All students who are ineligible to participate are not permitted to leave school early, travel with the team, or have any interaction with participants before, during, or immediately after the event.

DISCIPLINE

Principles Governing the Formation of Disciplinary Practice

It is important that all individuals understand the principles underlying our present school discipline. If teachers and administrators understand and accept these principles and apply this philosophy in their daily routine, these methods should secure effective results.

- a. Disciplinary principles should be in harmony with both district and state goals of education.
- b. Disciplinary principles should be in harmony with the principles of a democratic society, i.e., equal justice for all, respect for the rights and dignity of the individual and humanitarian equal justice for all.
- c. Disciplinary principles should stress the responsibilities as well as the rights of an individual.
- d. Disciplinary principles should be primarily preventive, secondarily corrective, and never retributive.

Responsibilities for Maintaining an Orderly Environment

A good learning situation requires an orderly environment. Teaching effectiveness is enhanced when good order is maintained and the necessity for this is accepted by the students. Control shall be firm and friendly, with the goal in mind of providing a wholesome learning atmosphere. To attain this goal requires vigilance and exercise of responsibility on the part of every school employee at all times.

In dealing with student behavior problems, the faculty is assured that the school board and administration will support efforts to maintain good order. The board expects the faculty to be alert and prompt in diagnosing and exercise of responsibility on the part of every school employee at all times.

The school board and administration expects all employees to participate in the exercising of product control relating to student behavior and to assist directly in the enforcement of rules made for this purpose.

Application

This Discipline Policy will apply to all students of the Southern Huntingdon County School District, while attending school, going to and from school, attending any function, either as a spectator or participant, of which the Southern Huntingdon County School District is a sponsor or participant.

The Southern Huntingdon County Discipline code includes, but is not limited to the offenses and responses contained herein. The Principal, at his/her discretion, may make a determination of any case not specifically mentioned herein, following the guidelines for similar type offenses.

Penalties/Punishments will be carried over from one school year to the next, if necessary. Any penalties/punishments incurred during the end of one school year will start or be completed during the next school year.

SOUTHERN HUNTINGDON COUNTY DISCIPLINE POLICY AND PROCEDURES

INTRODUCTION

The administration, faculty, staff, and all employees of the Southern Huntingdon County School District will make attempts to work with students and family to ensure the opportunity for the student to succeed. Procedures such as teacher-student conferences, phone calls to parents, use of guidance personnel, administrator teacher-student conferences, and administrator –parent-student conferences will be used to maximize student potential. In some cases, for those attempts to work with students who are unwilling to cooperate and maintain order, we will apply various forms of consequences and loss of privileges.* The general procedures will be as follows:

- 1st Offense – Student/Teacher Conference, parent phone call/email message and Behavioral Warning Report sent home
- 2nd Offense – 1 hour Detention after School 3:10 – 4:10 pm, Student/Principal conference
- 3rd Offense – Saturday Morning Assistance Program, 3 hours – 7:00am to 10:00am, Parent/Principal conference
- 4th Offense – 1 Day In-School Suspension (ISS), Parent Conference w/Principal, discuss Alt Ed
- 5th Offense – 2 Days ISS, Parent Conference w/Teach/Principal
- 6th Offense – 3 Days ISS, Parent Conference w/Teach/Principal
- 7th Offense – 2 Days Out of School Suspension (OSS), Parent Conference w/Teacher/Principal
- 8th Offense – 5 Days OSS; possible Alternative Education Placement

Lunch detentions, removal of field trips, loss of driving/riding privileges, and/or no attendance to after school activities will be used as necessary, to be determined by the discipline coordinator. Students must have completed all assigned detentions to **qualify** for field trips and/or attend after school and other extra-curricular/school-related activities (including the Christmas Dance, Prom, senior trip and graduation). The student may be denied participation based on current discipline reports.

LEVELS OF CONDUCT

Level One

Acts that are minor, but interfere with normal classroom operations, school operations, and/or bus operation.

Examples include (not an inclusive listing):

- Classroom disturbance
- Dishonesty
- Inappropriate touching

- Possession of cell phones (visibly seen)
- Tardiness
- Violation of the dress code
- Inappropriate language
- Lunchroom misconduct
- Failure to be prepared for class

Disciplinary action will begin at the **1st Offense Level of the consequences listed previously** but not limited to this level where school policies/law may dictate otherwise.

Level Two

Frequent or serious acts that disrupt the learning climate of the classroom, school and/or bus.

Examples include (not an inclusive listing):

- Continued Level One Acts of Misconduct
- Defiance
- Forgery or the use of forged notes and excuses
- Giving false information
- Skipping class
- Stealing
- Truancy
- Use of cell phone and any other unauthorized use of electronic devices during school hours
- Bullying

Disciplinary action will begin at the **2nd Offense Level of the consequences listed previously** but not limited to this level where school policies/law may dictate otherwise. If there is more than one misbehavior under level two during the same incidence, discipline will begin at the **3rd Offense Level of the consequences listed previously**.

Level Three

Acts directed against persons or property that may endanger the health and safety of others in the school and which may be in violation of the law.

Examples include (not an inclusive listing):

- Continued Level Two Acts of Misconduct
- Fighting
- Vandalism
- Possession of matches or lighter
- Possession of tobacco products
- Trespassing

Disciplinary action will begin at the **4th Offense Level of the consequences listed previously** but not limited to this level where school policies/law may dictate otherwise.

Level Four

Behaviors so serious as to require action that will result in at least the temporary removal of the students from the school.

Examples include (not an inclusive listing):

- Continued Level Three Acts of Misconduct
- Bomb threats
- Possession of weapon
- Taking property of others with force or violence
- Possession or use of a controlled substance (drugs/alcohol) and/or drug paraphernalia or inappropriate use of inhalants.

Disciplinary action will begin at the **7th Offense Level of the consequences listed previously** but not limited to this level where school policies/law may dictate otherwise.

It is urged that in all cases, except those involving infractions of the penal code, the attempt be made to resolve problems informally. In doing so, school personnel should make full use of all supporting services, both those within the school and those outside.

CHEATING, COPYING, and PLAGARISM

Cheating/copying/plagiarism are forms of dishonesty which are morally deteriorating to the character of the individual and the good name of the school. Neither will not be condoned under any circumstance and a student found guilty will face the following disciplinary action: 1) If cheating, copying, and/or plagiarism occur on any quiz, test, report, or project which is part of the nine-weeks unit of work, the student will be given an “0” for that assessment; 2) If a second occurrence is found, the student may receive an “F” for that nine-week marking period; 3) If a third occurrence is found in the same class, the student will fail that subject for the year.

Plagiarism defined:

Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one’s own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment, also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism. (Indiana University Academic Handbook, 1997, p. 124).

VIOLATIONS OF SCHOOL POLICY AND STATE LAW

The following infractions are clearly of a most serious nature and are not only violations of school policy, but are violations of the State Penal Code. Because the District is concerned with the welfare and safety of its students and staff the following policies will be in effect commencing with the 1994-95 school term. The anti-bullying policy was implemented during the 2007-2008 school year.

VIOLENCE POLICY

I. General:

The legislature has passed a new “Safe Schools” law for the purpose of providing a safe educational environment in Pennsylvania Schools. Each school district is required to develop a written policy regarding expulsions for possession of weapon.

- A. **Expulsion for Weapon Possession:** Any student who is determined to have brought a weapon onto any school property, any school-activity, or any implement of school transportation will be **expelled for a period of not less than one year.**
- **Weapon** is defined to include, but not be limited to, any knife, cutting instrument, or cutting tools; nunchucks; firearms - shot guns, rifles, handguns; powered, liquid or aerosol chemical sprays; cigarette lighters and any other tools, instrument or implement capable of inflicting serious bodily injury.
1. The Superintendent may, in his discretion, recommend discipline short of discharge on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.
 2. The Superintendent shall take all steps necessary to comply with Individuals and Disabilities Education Act.
 3. Nothing in this policy shall be construed as limiting the duty of a school to make an alternative assignment or provide alternative educational service during the period of expulsion.
 4. An exception is when the weapon is being used as part of a school approved program.
- B. **Reporting Provisions:** The District shall immediately report all incidents involving the possession of a weapon to **local law enforcement** officials.
1. Reporting to the Local Law Enforcement Agency shall be made in accordance with a written procedure developed as a joint project with the law enforcement agency.
 2. The District shall report to the state **Department of Education**, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy. These reports shall include.
 - a. The student’s name, address, age, and grade;
 - b. The circumstance surrounding the incident, including type of weapon;
 - c. The sanction imposed by the school;

- d. The notification of law enforcement;
- e. The remedial programs involved;
- f. The parental involvement required;
- g. Any arrests, adjudication, or convictions, if known.

- C. **Affidavit of Parent/Guardian:** The District shall, prior to the registration of any student, obtain from the student's parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon.
- D. **Availability of Records:** Records created under this policy will be available to inspection to the student and his parent/guardian, other person having control or charge of the student, school officials, and state and local law enforcement officials as provided by law. Available records are:
- 1. A statistical summary of acts of violence on a school-by-school and a district wide basis.
 - 2. The disciplinary records of any student will be available to that student and his guardian.
- E. **Authority:** Any firearm and dangerous weapon possessed on or about a person while on school property, at any school-sponsored activity, or on any implement of school transportation is subject to seizure and forfeiture.
- F. **Terroristic Threats:** Police contact will be made and a recommendation for expulsion will be made to the School Board.

Legal References:
Act 26 of 1995

Replicas

All replicas (toy guns, rubber knives, etc.) are banned from school property. Since these items may be used to intimidate other students, possession of such will be subject to the District's Violence Policy.

Bomb Threats

Occasionally a bomb threat is made against the high school or to school official. When this occurs, the principal and school district officials are notified and the fire drill alarm is sounded. The fire department and local and state police are called to help search the school and investigate the bomb threat. Students may be sent home or they may remain outside the building under supervision of the staff until the building is declared safe for re-entry. School officials emphasize that bomb threats, even if made in jest, are serious crimes. Persons who make such threats violate state laws and are charged with a criminal offense carrying severe penalties. Students under the age of 10 who make bomb threats are expelled from school and tried in the local Juvenile Court.

Anti-Bullying Policy –

1. Purpose: The Southern Huntingdon County School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. SHC recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying can also escalate into serious violence.
2. Definitions: **Bullying** shall mean a pattern of repeated harmful behavior by a person toward another person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:
 - a. **Physical** - the most commonly known form; includes hitting, spitting, pushing and damaging, extorting or taking a student's personal property.
 - b. **Verbal** - includes taunting, malicious teasing, name-calling, and making threats.
 - c. **Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
 - d. **Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, or personal profile and social networking web sites. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.
3. Authority: It shall be a violation of this policy for any person to bully another person on district grounds, at any school activity, or on the way to or from school.
4. Delegation of Responsibility:
 - a. Responsibility of students, parents/guardians, families to adhere to policy and report bullying behaviors.
 - b. Responsibility of employees to take immediate, appropriate steps to intervene, including reporting bullying behaviors to the designated administrator.
 - c. Responsibility of the designated administrator to enforce the policy clearly and consistently coordinate education of students, parents/guardians, and teachers regarding the policy.

5. Guidelines:

Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, school counselors, building principal or other school employees supervising school sponsored activities. Parents/guardians may contact the building principal to report act of bullying. If employees cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal.

Investigation Procedures

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by student parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

II. ALCOHOL/CONTROLLED SUBSTANCE POLICY

The possession or consumption of any alcoholic beverage or controlled substance while being transported to and from school, on school property, or during an extra-curricular event (home or away) that the school is participating in will result in notification of the State Police of the violation, which may lead to arrest, prosecution, a 10 day out-of-school suspension, and a possible expulsion hearing before the School Board.

It is the intent of the school district to prevent misuse and abuse of restrictive drug and alcoholic substances within the district and to provide behavioral alternatives to drug and alcohol-influenced lifestyles. The policy is not restricted to prohibition but includes such areas as education and counseling. A basic intent, however, is that the sale, use, possession, or transfer of, or being under the influence of, alcohol, narcotics, hallucinogens, or restricted drugs by students on school property or at any school-related or sponsored activity will not be tolerated.

RESPONSIBILITIES OF THE STUDENT

1. The student is expected to be knowledgeable about the existing policy.
2. The student shall be aware of the availability of counseling provided by the district, directly or indirectly, for him or herself or friends.
3. The student shall be aware of the right to confidentiality when such assistance is sought. This right includes withholding any information about the situation and its treatment from any persons, including parent, unless authorization is granted by the student. A Student voluntarily seeking support is not subject to disciplinary action.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

1. EDUCATION

- (a) The district will educate its students, staff and administration of the students' rights to confidential counseling and to the procedure detailed below should intervention be required.
- (b) The district seeking to develop a curriculum in the area of health and living will

provide students with affirmation of the value of healthy human relationships.

2. INTERVENTION

- (a) An emergency situation related to drug use shall be recognized and treated as a medical emergency. All standard medical emergency procedures shall be followed. Parents will be immediately notified of a medical emergency. Confidentiality, particularly the knowledge of drugs being involved, shall be maintained.
- (b) Any incident of suspected violation of the policy will be reported to the principal by the person observing such use or possession. (See plan attached)
- (c) The principal will immediately report details of the incident to the district superintendent, and within twenty-four hours prepare a written report for a superintendent. In all situations confidentiality will be preserved.
- (d) If the principal believes that the policy has been violated, he will implement a preliminary hearing for the student in the principal's office. Pending the outcome of the preliminary hearing, he may order an out-of-school temporary suspension.
- (e) If necessitated, an informal hearing will be scheduled and attended by student, principal and representative of the superintendent. Parents and other appropriate people, as agreed on by all parties, will be invited. If evidence is presented that the district's policy appears to have been violated, a formal hearing will be scheduled before the Board of Directors, and suspension of the student will be continued. The principal and superintendent's representative may also suggest that the student meet with a counselor or support person prior to the formal hearing.
- (f) Pending the outcome of the informal hearing, a formal hearing before the Board of School Directors will be held on the seventh school day after preliminary hearing, consistent with all aspects of due process requirements. Further action, if any, will be the decision of the Board.

ALCOHOL TESTING OF STUDENTS

Schools need to be a safe environment for students to learn the fundamentals that will help them in the future. In order to make sure that we can provide this learning environment, we must be able to make sure students come ready to learn. If students are under the influence of alcohol, their learning capacity is limited.

The Southern Huntingdon County School District has purchased a Passive Alcohol Sensor (P.A. S.) to assist in identifying any student that may be under the influence of alcohol. The P.A.S. is used to check alcohol presence/absence. By simply breathing into the "flashlight", the P.A.S. can detect if alcohol is present. The P.A.S. can also be used to detect open containers

of alcoholic beverages.

If students are suspected of being under the influence or having a container with alcoholic contents, the student will be tested using the P.A.S. If a positive result is indicated, further testing may be required by law officials.

Our goal is to make our school a safe place to learn.

S.H.A.R.P. (Southern Huntingdon Assistance Referral Program)Team
-Student Assistance Program (SAP)-

The SHARP team is Southern Huntingdon's Student Assistance Program (SAP). SHARP is a team organized to assist students parents in developing alternative strategies for modifying the instruction or learning environment for students who are experiencing academic or behavior problems in the classroom, including issues related to substance abuse.

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

Referral - Anyone can refer a student to SAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process.

Team Planning - The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.

Intervention and Recommendations – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

Support and Follow-Up – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent's right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parents' role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted by a Commonwealth approved training provider, is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws protecting the privacy rights of parents and students.

The training of team members by a Commonwealth approved training provider, ensures the board of school directors, school administrators, parents, students, and the public that team members have received up-to-date professional training consistent with accountable standards and appropriate procedures. Guidelines for the Commonwealth Student Assistance Program training system contain training standards and competencies for SAP team professionals.

For those students receiving treatment through a community agency, the student assistance team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment. The team's effectiveness in helping the student and the parent remove the barriers to learning and improve student performance depends on the training of the individual team members, maintenance of the student assistance process, level of administrative commitment and board support, active parent and student involvement and the available resources both in school and the community.

SMOKING POLICY

The Board recognizes that smoking and other use of tobacco presents a health hazard which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, the Board prohibits smoking by students in school buildings, on school grounds and in school busses. For purposes of this policy, "smoking" shall mean all uses of tobacco, including cigars, cigarettes, pipes, and smokeless tobacco.

Legal Reference
Pro-Children's Act of 1994
PA Act 168 of 1988

Pennsylvania State SB 1315 calls for a summary offense and \$50.00 fine plus court costs for those students convicted of using or possessing any tobacco product in school buildings on school grounds, and in school busses.

Adopted: 101796

III. VIOLATIONS OF THE STATE VEHICLE CODE

Any driving practice which is a threat to the safety and welfare of our citizenry will result in the loss of driving privileges for duration to be determined by the severity of the incident. If the District believes a driving practice to be life-threatening, privileges will be revoked for one calendar year.

IV. OTHER VIOLATIONS OF THE STATE PENAL CODE

Disorderly conduct

Extortion or attempted extortion

Indecent exposure

Larceny, stealing, theft

Aggravated assault

The aforementioned violations may result in arrest, prosecution, suspension or a School Board hearing for expulsion.

V. VANDALISM OF SCHOOL PROPERTY OR BUSES

The destruction of school property or school busses will result in notification of the incident to the State Police, arrest, prosecution, suspension or a School Board expulsion hearing. In addition, restitution for all damages will be required.

STUDENT DRESS CODE

Dress Code Statement

Since educators and parents share the common goal of full and happy lives for their students and children, it is necessary to be aware of how competitive the attainment of good jobs has already become and will continue to become in the future. Thus, the school, as a place to prepare for these kinds of jobs, should reflect, as closely as possible, the attitudes, appearances, and dress found in the average successful workplace. Therefore, when school clothes are being purchased and as students prepare for school each morning, there are some considerations about their appearances that should be considered by them and by their parent(s) or guardians. What style of dress is appropriate for attending a place of learning? How should the student arrange her/his appearance when attending classes that are meant to prepare the student for the world of work? Is the same mode of dress appropriate in a teen club acceptable as most places of employment? Are provocative, outlandish hairstyles and colors judged appropriate by the average employer? Of course, they are not. How one dresses for a teen dance away from the school or for a group date with one's peers is quite different from how one should dress to attend an institution of learning. Therefore, the atmosphere needs to simulate the atmosphere of the average workplace and the student's attitudes; appearances and dress should be a reflection of the goals they are trying to attain: good grades for the present and good employment for the future.

Dress Code

Students are to dress appropriately for school. All shirts/dresses should have a minimum

2-inch shoulder strap with no undergarments showing. See-through shirts, muscle shirts, spaghetti straps, tank tops, tube tops, other revealing attire, as well as indecent, offensive, insulting, obscenely-inscribed attire, bare midriffs and bare feet are not allowed.

Shirts must be long enough to cover the midriff area.

Clothing apparel and jewelry which advertises, promotes, represents, implies or depicts drugs/alcohol, tobacco products, sexual messages, hate groups, violence, foul language gangs or racism are not permitted. Examples of excluded apparel include, but not limited to, Red Dog, Playboy, Pussycat, Marilyn Manson, Johnson, and Co-Ed Naked apparel which are not permitted to be worn. All messages must be positive in nature.

Short shorts, running shorts, boxer shorts or biker shorts, and pajama bottoms are not permitted to be worn as outer apparel. The hem of shorts and skirts must fall within the mid thigh, or to the end of the wearers extended fingertips in a standing position, whichever is longer.

Hats, headbands, bandannas, and head covering, sunglasses and visors shall not be worn inside the building. Coats and jackets will not be worn during school unless a heating problem occurs. Chains worn on wallets are not allowed. Heavy chains are not permitted around the neck or on other parts of the body. Clothes that are ripped, torn, or have holes that expose undergarments and clothing accessories that could be used as weapons, such as spiked jewelry, are not permitted.

Pants, slacks, shorts and skirts must be worn with the belt line at the waist. Additionally, pants and slacks must not extend over the heel of the shoe, nor may the pant leg be overly wide. All under garments should be covered at all times including boxers and bra tops.

Earrings and body rings worn in locations other than the ears are not allowed. These include, but are not limited to, rings worn in the nose, eyebrow, tongue, cheek or any other visible location besides the ears. Earrings must be removed or covered for physical education classes. Large hopped earrings or earrings which touch the shoulder are not permitted due to the health hazard they pose.

All hair, including facial and other body hair, must be cleaned and styled so as not to disrupt the education program or create a health concern. Those students whose unusual hair style/color results in the distraction of other individuals or disrupts, unsettles, or impedes the normal conditions of the school or classroom must correct the situation immediately. Examples of this are unnaturally colored hair, spiked hairstyles, or dreadlocks.

Any clothing attire, accessory or hair style/color that lends itself to a disruption or distraction of any kind is strictly prohibited. The Administrator in charge will make the final decision regarding violations of this dress code.

NO TOUCH POLICY

High school students are NOT permitted to intentionally touch other students while in the school building. Examples of this include, but not exclusive to, are: signs of affection (including hand holding), also slapping, punching, kicking, shoving etc.

SEXUAL HARASSMENT

It is the policy of the Southern Huntingdon County School District to maintain a learning and working environment that is free of sexual harassment.

It shall be a violation of this policy for any member of the districts staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of the policy for a student to harass other students through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, request 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.

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education or when
- b. Submission to rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but 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; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

Any person who alleges sexual harassment by any staff member or student in the district may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future employment grades or work assignments.

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

A substantiated charge against staff in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.

The Superintendent shall develop procedures outlining the chain of command through which incidents of sexual harassment shall be reported.

References:

Authority 703 of Title VII of Civil Rights Act of 1964
Definition EEOC Guidelines of Sexual Harassment, Fed.Reg.Vol 45, #219;PHRC
Guidelines PA Bulletin Vol. II, # Policy Memo Office of Civil Rights UDSE, August
1981

DUE PROCESS

Any time a pupil's right to attend school is in jeopardy because of a misconduct offense, the basic elements of due process will be followed before the pupil is barred from attending class(es) of school. An exception to the procedure would occur when the principal believes the offending pupil presents an immediate threat to the health, safety and welfare of himself/herself and to others, in which case the suspension would be immediate and the due process followed later either by telephone or other means. Due process would involve:

- * The Principal telling the offending pupil what rule, regulation or policy he/she has broken
- * The Principal will explain to the pupil, if breaking the rule, regulation or policy is denied, why he believes he/she is guilty.
- *The pupil/parent will be given opportunity to tell his/her/their version of what happened.

STUDENT GUIDELINES FOR CLASS TRIPS, FIELD TRIPS, TEAMS, CLUBS AND END OF THE YEAR PROGRAMS

Approved by S.H.C. School Board
Beginning 1983-84 School Year

1. The students are reminded that they are representing the Southern Huntingdon County School and are obligated to follow school policy regarding behavior, speech and conduct.
2. If any student violates school policy, they are subject to disciplinary action just as if they were in school.
3. Additional rules and guidelines may be set down by the chaperones. These include but are not limited to the examples listed below.
 - a. The use of profanity, defiance, fighting or disobedience-the student will receive the same disciplinary action as mentioned in the code. Chaperones may make additional onsite restriction to solve the problem.
 - b. The consumption or possession of alcohol and/or controlled substances or the destruction of property, will result in disciplinary action within the code, and in addition the student will not be permitted to attend or participate in the prom, class day, baccalaureate, or graduation exercises for that year. Also, the student will be prohibited to participate in or attend any extracurricular activities for the remainder of the year.
 - c. Breaking special rules set down by the chaperones will result in disciplinary action within the code and in addition the student may not be permitted to attend or participate in the prom, class day, baccalaureate, or graduation exercises for the school year. Also, the student may be prohibited from participating or attending any extracurricular activities for the remainder of the school year.
 - d. The students are bound by the school code, concerning alcohol, and not by the legal drinking age of that state or district they are visiting.

- e. Members of the class trip are not permitted in areas unauthorized by the chaperones.

4. A copy of the above rules, along with any additional rules will be sent to the homes of students going on the class trip. The parent/guardian and the student will sign and return the form to the school. These signatures indicate that all parties have read and understand what is expected of the student.

Failure of the student to abide by the rules may result in the student being sent home at the parent's expense.

Failure of the student or parents to sign the form will result in the student not going on the trip.

5. Students who are not allowed to attend graduation for disciplinary reason or personally choose not to attend will not receive their diplomas until the following business day after graduation exercises.

POST SCRIPT

It must be recognized that to establish and maintain an atmosphere of openness and mutual respect for the personal worth and dignity of each and every person at Southern Huntingdon County School District, the entire school community must work together to achieve this goal. The school community includes the student body, faculty, administration, school board and parents.

To comply with Federal Laws (including Title IX of Education Amendments of 1972), State Laws and State Department of Education regulations concerning equal rights and opportunities and to assure those within our community, the Southern Huntingdon County School District declares itself to be an equal rights and opportunities school district. As an equal rights and opportunities school district, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities. The School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Annual Public Notice of Special Education Services & Programs
Notice to Parents of Children who reside in Fulton, Huntingdon, Juniata & Mifflin
Counties

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 1997 (IDEA '97).

The IDEA '97 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '97 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations were amended in 1996). Pennsylvania special education regulations require each school district to fulfill the IDEA '97 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list. Note: The federal and state special education regulations upon which this notice was based were those regulations in effect on June 9, 2001.

The school district is required by the IDEA '97 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: the duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located). Pennsylvania must adopt state laws, regulations, and/or policies conforming with the IDEA '97 which school districts must follow. School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism
- Emotional disturbance
- Deafness
- Hearing impairment
- Specific learning disability
- Mental retardation
- Multiple disabilities
- Other health impairment
- Orthopedic impairment
- Speech & language impairment
- Visual impairment including blindness
- Deaf-blindness
- Traumatic brain injury
- Developmental delay

- Early Intervention

The IDEA '97 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Tuscarora Intermediate Unit (IU) 11 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact IU 11 at 814-542-2501 or 717-899-7143.

Screening

The Southern Huntingdon County School District has established and implemented procedures to locate, identify, and evaluate students and young children suspected of having a disability. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In buildings which have a Pre-Referral Team, Child-Study Team or Instructional Support Team (IST), the above screening activities may lead to consideration by the teams to move the next level of screening activities. The Southern Huntingdon County School District has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Parents, guardians or surrogate parents may contact their local school district's contact person to obtain specific information about the times and locations of screening activities.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and

a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request, at any time, that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral Team, Child-Study Team or Instruction Support Team (IST) activities do not serve as a bar to the right of a parent to request, at any time, including prior to or during the conduct of instructional support activities, an evaluation.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team must include at least two members in addition to the parent(s). Other required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, and a representative of the school district. The IEP team develops a written education plan called an IEP. The IEP shall be based on the results of the evaluation.

An IEP describes a student's current educational levels, goals, objectives, and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support

9. Speech and Language Support

Level of support options include:

- Itinerant – Regular classroom instruction for most of the school day
- Resource – Special education provided in a resource room for part of the day
- Part-time – Outside the regular classroom but in a regular school for most of the day
- Full-time special education class located in or outside of a regular school

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students in Accordance with Section 504 – The Rehabilitation Act of 1973

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped students” may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the school district.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Tuscarora Intermediate Unit 11. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information – confidential information that includes, but is not limited to, the student’s name, name of parents and other family members, the address of the student or student’s family, and personal information or personal characteristics which would make the student’s identity easily traceable.

- Directory information – information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student’s education records. They are:

1. Parents have the right to inspect and review a child’s education record. The school district will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records that parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the school district to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child’s records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents in writing of its decision. If the school district refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.

The school district will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student’s name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. “Destruction” of records means

physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

The school district will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

3. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Southern Huntingdon County School District and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

The Southern Huntingdon County School District will not discriminate in their educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and

federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For information regarding civil rights, grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the school district's special education contact:

Southern Huntingdon County School District Stacey J. Miller: 814-447-3330