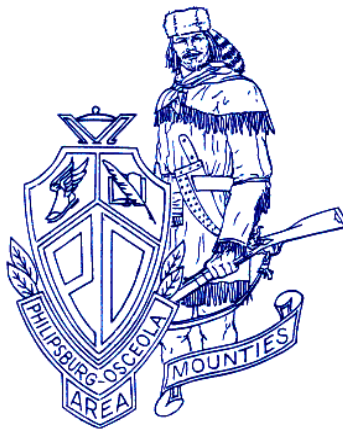


STUDENT HANDBOOK

2012-2013

Version 1.1



PHILPSBURG-OSCEOLA HIGH SCHOOL

Home of the Mounties

502 Philips Street, Philipsburg, Pennsylvania 16866
814-342-1521 (Main) – 814-342-7521 (Fax) – 814-303-WARN (Tip Line)
www.pomounties.org

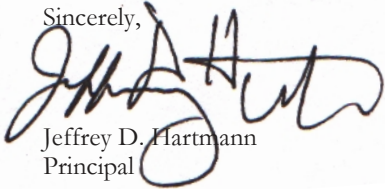
2 | Student Handbook – Philipsburg-Osceola Area High School

Dear Students and Parents,

This handbook has been designed for the benefit of both parents and students of the Philipsburg-Osceola High School. It is our hope that the reader will be able to better understand the philosophy of our district and high school and will be better prepared to take advantage of the curricular and extra-curricular programs and activities we offer. Our student handbook also contains rules and regulations of the school, awards, honors, activities, and other information that will help acquaint you with our high school. It is essential that both parent and child invest the necessary time to read and understand the information presented throughout this handbook. Please note that there may be changes to this handbook throughout the year. Changes to this handbook can be noticed by looking at the different version numbers on the cover page.

We anticipate a great year here at Philipsburg-Osceola. With cooperation and communication on the part of all parents, students, faculty, support staff, and administration, 2012-2013 should be a rewarding year for all of us as a school community.

Sincerely,



Jeffrey D. Hartmann
Principal



David L. Simcox
Assistant Principal

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Bell Schedule

Period 1 7:30 – 8:17
 Period 2 8:21 – 9:06
 Period 3 9:10 – 9:55
 Period 4 9:59 – 10:44

5A-Lunch 10:48 – 11:18
 Period 5B/6A 11:22 – 12:07
 Period 6B/6C 12:11 – 12:56

Period 5A/5B 10:48 – 11:33
 6A Lunch 11:37 – 12:07
 Period 6B/6C 12:11 – 12:56

Period 5A/5B 10:48 – 11:33
 Period 6A/6B 11:37 – 12:22
 6C Lunch 12:26 – 12:56

Period 7 1:00 – 1:45
 Period 8 1:49 – 2:34

Two Hour Delays: On days of two-hour delays, AM CCCTC students will not report to school until 11:30 AM. No AM busses will transport students to the CCCTC if there is a two-hour delay.

Weather Early Dismissals: PM CCCTC students must complete and return a parental permission form to be released from school on days there are early dismissals for weather or days the CCCTC is not in session. Dismissal time will be 11:33 AM.

Calendar

Students can access the calendar for this school year [here](#) or online at www.pomounties.org > Our School > Calendar.

Keystone Exam Testing

Please take note of the Keystone Exam testing windows at right. POAHS requests that students not schedule vacations or educational trips during these time periods.

PENNSYLVANIA DEPARTMENT OF EDUCATION		
Keystone Exams		
2012-2013 KEYSTONE EXAMS TESTING WINDOWS		
The testing windows below reflect both online and paper/pencil administrations of the Keystone Exams in the 2012-2013 school year. The testing windows also include all make-up testing. Specific policy guidelines for setting testing schedules will be forthcoming.		
Winter 2012-2013		
Subject	Wave 1	Wave 2
Algebra I	December 3-14, 2012	January 9-23, 2013
Biology		
Literature		
Note about the winter administration: Schools will choose one of two testing windows ("waves") for the winter administration. Two windows are being provided to accommodate different semester end dates for schools with block scheduling.		
Spring 2013		
Subject	Date	
Algebra I	May 13-24, 2013	
Biology		
Literature		
Summer 2013		
Subject	Date	
Algebra I	July 29-August 2, 2013	
Biology		
Literature		

PART 1 – STUDENT RESPONSIBILITIES

Rights

- To a public education.
- To learn.
- To be safe at school.
- To a clean school building.
- To get help from counselors, teachers, and administrators.
- To try to solve problems in a reasonable manner.
- To be respected by others.
- To a set of rules that is applied in a fair and consistent manner.

Responsibilities

- To come to school regularly and on time.
- Not to interfere with other students’ right to learn.
- To act in ways which do not threaten, scare or injure others. Not to litter in the building.
- To ask for help in a polite manner and at a time that does not deny others a fair chance to get help.
- To bring ideas and problems to the right people. To respect each other and all staff.
- To obey rules and use proper means for telling staff members about rules they believe to be unfair

Where Do I Go?

Please use the following matrix to guide you to the right person in some of these very common situations:

	Nurse	Main Office Secretary	Attendance Secretary	Guidance Secretary	Technology Coordinator	School Counselor	Your Teacher	Assistant Principal	Principal
I need to turn in an excuse			1 st						
I have a problem with my teacher							1 st	2 nd	3 rd
I have a questions about an unexcused absence letter I received			1 st					2 nd	
I have a question about my tutorial referral								1 st	2 nd
I want to join an athletic team		1 st							
I need another report card, progress report or transcript				1 st					
I can't log in or I lost my log in info					2 nd		1 st		
I need to pay my obligation		1 st							

Agendas

Students have a responsibility to use their agenda as a hall pass throughout the school day. These planners can be replaced at a cost of \$5.00 and can be purchased in the Main Office.

PART 2 – ACADEMIC AREAS

Glossary

<u>Term</u>	<u>Definition</u>	<u>Term</u>	<u>Definition</u>
Freshmen	9 th grade students	Administrator	Assistant Principal, Principal, Superintendent, Director of Student Services, Technology Coordinator, Director of Human Resources
Sophomores	10 th grade students	Underclassmen	9 th and 10 th grade students
Juniors	11 th grade students	Upperclassmen	11 th and 12 th grade students
Seniors	12 th grade students	ISS	In School Suspension
Charging	Paying for up to three (3) lunches at a later date	Period	Approximately a 45 minute instructional session during the school day
Alt. Ed.	The POASD Alternative Education Program	OSS	Out of School Suspension
Obligation(s)	Holds on a student account for supplies, books or other items that need returned or paid to the school	Commencement	The ceremony whereby students receive their diplomas
Graduation	The date of fulfilling all required academic requirements for a POHS diploma	POAHS	Philipsburg-Osceola Area High School
POASD	Philipsburg-Osceola Area School District	OneCall	This system provides immediate information to all parents/guardians via the telephone, when necessary. This system contacts the telephone number provided on your child’s Emergency Card

Class Rank

Class rank is calculated by using a formula which recognizes achievement and challenge. Class rank is usually expressed as a fraction. For example, a class rank of 12/120 indicates that a student is twelfth from the top in a class of 120.

Achievement

Determined by the final grade earned in each course

Challenge

Determined by the weight of the course. Courses are weighted from a level of 1.0 to 4.0. The weight of each course is listed in the course selection booklet.

Class Rank Improvement

Students may improve class rank by:

- Improving grades
- Selecting academically demanding courses

Final class rank, upon graduation, is based on the students Grade Point Average (GPA) and is calculated at the end of the year. It incorporates all grades from the 9th through 12th grade years.

Commencement

The Philipsburg-Osceola School District schedules one (1) graduation ceremony, known as commencement, at the conclusion of the academic year. Students may participate in commencement if they completed the graduation requirements.

Commencement Honors

Valedictorian and a Salutatorian will be recognized for each graduating class. These honors are defined as students having the highest and second to the highest rank in a graduating class.

Students may determine their class rank from the Guidance Office if they are electing to apply for selected scholarships and/or honors.

Grading Procedures

The following statements describe grading procedures in use at POHS:

- A: 93-100%
- B: 85-92.9%
- C: 77-84.9%
- D: 70-76.9%
- F: 69.9% and below
- Teachers know to contact parents/guardians should grades be at or below 70%.
- Incomplete or “I” grades will be issued if students do not complete the course requirements as outlined by faculty.
 - Deadlines to convert “I” grades will be made at the discretion of individual faculty members.

In no case shall a student’s grade be based solely on one criterion. It is recommended that faculty utilize multiple types of assessments, both formative and summative, in determining a student’s grade:

- Class recitation and participation
- Examinations
- Lab reports
- Homework
- Projects
- Reports
- Themes
- Quizzes
- The extent to which performance matches ability.

Grade Point Average Calculation

For Year-Long Courses:

Marking Period MP1 + MP2 + MP3 + MP4 = Total marking period grades

{(3 x Total marking period grades) + Final exam} / 13 = Final average

For Semester Courses:

MP1 or 3 + MP2 or 4 = Total marking period grades

{(6 x Total marking period grades) + Final exam} / 13 = Final average

Graduation Requirements

See *Course Selection Guide*

Field Trips

Field trips are an extension of the school day and classroom experience. As such, teachers must be reasonably assured that students will conduct themselves appropriately during the field trip. Students that do not meet conduct or academic requirements for field trips may be denied permission to attend.

Honors and Advanced Placement Courses

See *Course Selection Guide*

Honor Roll

To recognize outstanding academic achievement, two honor rolls have been established:

High Honor Roll	Students whose average is 94% or higher
Honor Roll	Students whose average is 87%-93.99%

All grades must be at least a 70%. Any failing grade will disqualify a student from either honor roll.

Make-Up Procedure

If a class or classes are missed due to an absence, students will be allowed to make up all work required using the following criteria:

<u>Absence</u>	<u>Days to turn in work:</u>
1 day	1 day
2 days	2 days
3 days or more	3 days or more at the discretion of the teacher
REMEMBER: It is the student’s responsibility to make up the missed work!	

The school will make contact on behalf of students that have been suspended to determine what work will be covered during the suspension period. If the missed assignments are satisfactorily completed and received by the teacher on the first day of the student’s return to school, full credit will be given.

Progress Reports

The Guidance Office will inform individual teachers if a specific student needs a progress report printed from a class. Teachers are NOT to print grades with the intention of turning them into the Main or Guidance Offices unless requested to do so.

Remedial Coursework

If students fail a course at POAHS there are several options available to remediate the course:

- Summer school opportunities if they are available. Pre-approval is required and information can be obtained from the Guidance Department.
- In select cases, collegiate coursework can be used to fulfill graduation requirements. Pre-approval is required.
- Virtual learning/correspondence courses may fulfill the remedial requirement. Prior administrator approval is required.

Report Cards

Grades are officially recorded at the end of every marking period. Report cards will include:

- Grades for each current subject
- Attendance
- Comments made by teachers

Parents/guardians are urged to study these reports carefully. Please call or email the specific teacher or the Guidance Office if you have questions.

Summative Assessments (aka: Final Exams, Cumulative Assessments)

Courses that are administering summative assessments at the end of the semester and/or end of the year must submit those assessments to the building administrators at least one marking period prior to the end of the course. For example, a semester courses would submit their summative assessments at the beginning of the second marking period and a year course would submit at the beginning of the fourth marking period.

All courses are expected to have a summative assessment except:

- All Springboard courses
- UCSMP (Chicago)
- Students taking the AP test
- Courses with an assigned Keystone Exam

Textbook Responsibilities:

- All textbooks are to be checked out from the student’s teacher. Students are responsible for their textbooks.
- Students will have to pay for any broken bindings, removing barcodes and repairs.
- For repairs, students should turn in their textbook to the teacher from which the student checked out the book.
- All textbooks must be returned to the teacher from which the student originally checked out the book at the conclusion of the student's class.

Virtual Classes

See *Course Selection Guide*

PART 3 – ACTIVITIES, STUDENT RECOGNITION & ATHLETICS

Activities

- Color Guard
- Drama Club
- Key Club
- Silver Cord Volunteer Service Program
- National Honor Society
- Prom Committee
- Jazz Band
- Students Against Destructive Decisions (SADD)
- Choir
- Spanish Club
- Student Council
- Marching Band
- Class Officers (Freshmen, Sophomore, Junior, Senior)

Athletic Awards and Letters

See *Student-Athlete Handbook*

Athletic Physical Examinations

Students must be certified as physically fit by a physician or other approved provider before they begin to practice. Physical forms may be downloaded [here](#) or online at www.pomounties.org > Activities > Athletics.

Athletic Sportsmanship

Good sportsmanship is part of being a good school citizen. Students should not “boo” or make any other disrespectful comments/gestures towards officials or opposing team members. Decisions of officials are final and should be respected. Visiting teams and coaches are POHS guests and should be treated as such. School officials reserve the right to remove rowdy and/or offensive spectators or participants.

Consequences for Poor Sportsmanship Violation	
<u>Violation</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Meeting with the coach and an administrator
2	<ul style="list-style-type: none"> • Meeting with the coach and an administrator • Determination as to future participation

NOTE – These consequences may change given context, cooperativeness and administrator discretion

Athletic Ineligibility Appeals

Students may appeal their ineligibility status within two (2) school days after notification. Eligibility status may be appealed, not the grade. The appeals process is as follows:

1. A faculty-administrative committee will meet within two (2) schools days to render a decision on the appeal.
2. All discussions of the committee will be confidential.
3. There will be no appeal from the committee’s decision.
4. A majority vote of the committee will decide.
5. The coach or advisor will inform the student of the decision.
6. The appeals process committee will include the following:
 - a. One (1) administrator
 - b. The student’s coach or advisor
 - c. One (1) school counselor
 - d. The department chairperson of the subject(s) failed
 - e. One (1) teacher chosen by the student

Athletic Eligibility

According to the Pennsylvania Interscholastic Athletic Association (PIAA), student must be passing four (4) credits. Students not passing a marking period will be ineligible for a time period as specified by PIAA guidelines. Further information can be located in the *Student-Athlete Handbook*

Athletic Injuries & Insurance

See *Student-Athlete Handbook*

Extra-Curricular Participation, School Attendance and Conduct

Students have the opportunity to participate in a great number of extra-curricular activities. Students participating in these activities are reminded of their academic and attendance obligations. As per board policy, students:

- Must be in attendance during the school day to practice or engage in the scheduled activity for that same day.
- Who are tardy and have proof of medical, dental, or court appointment will be permitted to participate as long as proof of the appointment is provided upon arrival.
- May not miss more than 180 minutes of the school day. Proof of a legitimate absence must be submitted if the student misses more than 180 minutes.
- Must be in school by 9:00 AM on the day of the activity and must provide a written parental excuse explaining such an absence. Those who are tardy because of legally excusable emergencies (such as a vehicle accident) and who arrive before 9:00 AM may be excused without written parental excuse by a building administrator.
- May not exceed three (3) instances of tardiness per year.

Any student who has been suspended may not participate or be a spectator in any school activity during the term of the suspension.

Interscholastic Athletic Teams

POAHS offers the following Pennsylvania Interscholastic Athletic Association (PIAA) sanctioned high school sports:

- Baseball
- Football
- Basketball**
- Cross Country**
- Softball
- Wrestling
- Track and Field**
- Girls Volleyball
- Soccer**
- Cheerleading
- Golf**
- Bowling

**For girls and boys

National Honor Society (NHS)

Membership in this chapter shall be based upon scholarship, service, leadership, character and citizenship. A candidate shall have spent at least one (1) semester in POAHS and be a member of the junior or senior class. Credits earned in summer sessions will be included in determining the average required to meet the Philipsburg-Osceola Honor Society.

To be considered, candidates must:

- Exhibit positive school citizenship and self-responsibility as determined by faculty review.
- Involvement in multiple school and community activities that demonstrate leadership and service.
- Have an untarnished character by not cheating, plagiarizing or committing any offense that results in:
 - ISS or OSS
 - Civil/criminal offense that results in legal action
- Have a cumulative high school GPA of 90%.
- Have earned a grade of at least 70% or higher for all courses taken or previously taken during the high school years.
- Graduation project requirements must be fulfilled as appropriate to the student's grade level.

Candidates will complete a waiver in which they understand their requirements as a National Honor Society candidate or member. An incomplete (I) for the graduation project at the end of a year will be considered the same as a course grade below 85% when determining academic eligibility and probation.

Any member who falls below the academic standards which were the basis of his/her election shall be promptly warned at the end of the marking period. If during the next regular marking period the member fails to meet the standards used as the basis for his/her election to the society, he/she is on probationary membership. If at the end of the next regular marking period a member has not maintained the required averages or better for the three previous marking periods, he/she is automatically dismissed and will be notified in writing by an administrator.

Members may be dismissed from NHS for:

- Being assigned ISS or OSS
- Committing cheating or plagiarism
- Committing any offense that results in civil/criminal offense that results in any legal action

Once a member is dismissed from membership, he/she is not eligible again for membership. Dismissed members MUST RETURN all membership designations (certificate, membership card and pin). Failure to turn in membership designations will result in an obligation and could result in holding diplomas. An active member of the NHS who transfers to this school will automatically be accepted for membership should they meet the standards of the POHS chapter.

Chapter members are expected to participate in NHS activities.

Prom and Homecoming

Attending Homecoming and Prom are classified as privileges at POAHS. As such, proper conduct during the school day and at after school activities is required for attendance. Students may bring non-POAHS guests and must fill out a Dance Request form at least one week prior to the event. Guests must be at least high school age and not in excess of 20 years old.

Student Recognition

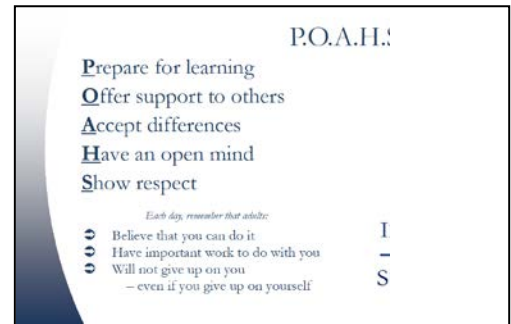
POAHS provides many opportunities to recognize a variety of student activities within our school community. POHS provides the following recognition programs:

- Commendation Letters
- Pizza with the Principals
- Honor Roll & High Honor Roll
- Silver Cord Volunteer Service
- Students of the Month

Commendation Letters: These letters are awarded to students who demonstrate conduct that are in keeping with our POAHS norms. Teachers, staff and fellow students can nominate a student for a Commendation Letter.

Pizza with the Principals

Pizza with the Principals is open to any student at POAHS. Students are nominated by teachers or staff members and receive an invitation to Pizza with the Principals. Students are able to bring a friend if they wish and have a choice of pepperoni or plain pizza or can bring their lunch if they do not wish to eat pizza.



Honor Roll & High Honor Roll

Students meeting the GPA requirements for Honor Roll or High Honor Roll receive a notation on their report cards. In addition, students will receive the following recognitions:

Honor Roll Recognition <i>(Honor Roll OR High Honor Roll)</i>	
2 of 4 Marking Periods	• Academic Achievement Certificate
3 of 4 Marking Periods	• Silver Outstanding Academic Achievement Certificate
4 of 4 Marking Periods	• Gold Outstanding Academic Excellence Certificate

Silver Cord Volunteer Service Program

The Silver Cord program is a distinguished award available to high school students with the purpose of recognizing their out of school volunteer efforts. Program participation is voluntary for all Philipsburg-Osceola High School students. Students who complete the required 100 volunteer service hours will be recognized at their graduation by wearing a silver cord with their cap and gown and with special mention in the Commencement program. More information can be found on the high school homepage.

Students of the Month

This is a formal recognition of a student’s actions. Students of the Month are awarded a certificate and a reward, selected from a “menu” of items. There are four students from each grade level (sixteen in total) per month recognized.

Student Elected Recognition

POAHS faculty, staff and administration believe that students should have an equal opportunity to participate in honors which are given through student body balloting. Elected honors include, but are not limited to:

- Class Officers
- Those nominated for Homecoming King and Queen
- Those nominated for Prom King and Queen

To receive an elected honor, students must meet and agree to the following criteria:

1. Must possess at least a 75% average in each enrolled course.
2. Agree to dress in an appropriate manner and bring dignity to the honor and the student body that elects them.
3. Students may decline their nomination in anticipation of a future contest.
4. Students may be honored as members in more than one "court."
5. Students honored as queen and king of yearly activities must agree to the following criteria:
 - a. Receive the honor of King or Queen only once in any academic year.
 - b. Adhere to all criteria for members of the court as listed above.

PART 4 – STUDENT SERVICES

Cafeteria

The food service program is a vital part of wellness promotion in the Philipsburg-Osceola School District. To encourage good nutrition, well-balanced breakfast and lunch programs are offered daily at reasonable prices. Students who carry their lunches may purchase milk, 100% juice, water, and other nutritious extras.

Parents will be able to check their child's cafeteria account balance and activity on-line as well as make electronic cafeteria account payments. Instructions can be found on the school district website under “Departments” and click on “Food Services.” Parents may also deposit money into their student’s account via the traditional envelop method. Envelopes are available in the Cafeteria or the office. Please contact the Food Service Office at 814.342.1904 for further information.

Up to three (3) lunches may be charged. Snacks and al-a-carte beverage purchases may not be charged. Water is available free of charge. Bottled water is available for purchase as well. We encourage parents/guardians to communicate regularly with their students about the Cafeteria balance and purchasing habits.

POAHS participates in the Federal School Breakfast and Lunch Program. Students and/or parents/guardians may request the necessary forms for Free and Reduced School Meals Household Applications from the office, Cafeteria, or school website.

Cafeteria Rules:

1. Be seated as directed by the cafeteria monitors.
2. Be in seats assigned by a monitor if the monitor determines there is a behavior problem occurring. Do not have outside deliveries of food items.
3. Listen to the lunch monitors for dismissal.
4. Deposit all lunch litter in the proper receptacles.
5. Return all trays and utensils to the appropriate area.
6. Leave the table and floor around the seat clean.
7. Deposit all recyclables in the proper bins.
8. Consume all food and beverages in the Cafeteria.
9. Remain in the cafeteria unless given permission to leave by the monitor.

Any violation of Cafeteria guidelines may result in alternate lunch, assigned seating, loss of Cafeteria privileges, and/or other consequences.

Communicable Disease

If students have a communicable disease they will be immediately excluded from school. Examples include: Impetigo, pink-eye, strep throat, and ringworm.

Students may return to school when there is a written statement from a physician stating when they may return to school. Students must be completely recovered to be readmitted to school.

Health Services

The school nurse is available for students and parents/guardians. Immediate attention and first aid will be given for illness and injury. Parents/guardians will be notified if further care is needed or if it is necessary for students to leave school. Transportation is the responsibility of parents/guardians unless in the case of an emergency.

Help

Teachers may be available after school, before school, during teacher preparation periods and during Math Labs to help you. You should make arrangements with the teacher for remedial help in any subject. Teachers may require you to stay after school when they deem it necessary to improve your performance. Students are encouraged to report after school for extra help prior to tests. Students should also see teachers for extra help after an absence from school.

Insurance

School insurance is offered to students if they are interested in such protection. The policy outlines the benefits and is a contract between students and the insurance company. Details of the coverage provided are available in the high school office. Students and parents/guardians are encouraged to consider the program unless it is felt that adequate insurance is already maintained.

Lockers

Students are assigned their own locker. It is for the convenient storage of clothing and books. These lockers remain the property of the school district and shall under no condition be considered private property. Lockers shall be subject to regular, random search.

- Please close the locker door completely
- Please do not share you locker or lock combination with anyone else
- Please do not leave food or drink in the lockers for extended periods of time
- Locks may be purchased in the main office.

If students have something that they do not want to place in the locker, please give it to the office.

We cannot be held responsible for any theft which occurs from district owned lockers.

Medication

We do not encourage the dispensing of medication at school. Please arrange the medication schedule to give doses at home. When medication must be given, we ask that students follow the school rules:

1. Obtain a written order from the physician to the school nurse stating the dose and time the medication is to be given. A physicians order is available in the Nurses' Office.
2. The parent/guardian must give written permission to the nurse to dispense medication at school. Permission forms are available in the Nurse's Office.
3. Medication must be in the original labeled container from the pharmacy stating the student's name, medication, dosage, and instructions.
4. The school nurse must have a written order from the doctor to discontinue or change the dosage of the medication.
5. The first dose of all medications should be given at home.
6. Medication (antibiotics) ordered three (3) times a day should be given at home.

Any medication taken without a doctor's order, parent/guardian permission and school nurse knowledge is not appropriate.

Pennsylvania Mandated Screenings

We require that students entering their junior year have a comprehensive health examination. If students need to have a "medical exam," they are encouraged to have it done by a family physician. If students cannot have a family physician conduct the exam, the School Physician will be available. Juniors who do not receive their physical exam will not be eligible for activities or athletics. The school nurse will do the following screenings:

- Height & weight – in all grades
- Vision screening – in all grades
- Physical Exams – K, 6, & 11
(Family physician should do this exam)
- Hearing screening – 1, 2, 3, 7, & 11
- Scoliosis screening – middle school
- Dental exams – K, 3, & 7
(Family physician should do this exam)

PART 5 – GUIDANCE SERVICES

Adolescence is a time of substantial growth; such changes occur quickly and can prove to be confusing. The Guidance Department is available to work with students to meet their academic, social, and emotional needs in a variety of ways.

- Our staff seeks to ensure that students are appropriately scheduled for high school classes based on POAHS graduation requirements and student talents, aptitudes, and postsecondary plans.
- We provide information and preparation strategies for the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), the American College Test (ACT), the Armed Services Vocational Aptitude Battery (ASVAB), and Advanced Placement exams.
- Our “Guide to College Planning,” available in the Guidance Office, details the steps involved in choosing a postsecondary institution, completing the application process, and applying for financial aid.
- We meet with Seniors several times during the year to discuss progress in postsecondary planning.
- We encourage and solicit parent involvement during these planning meetings and throughout the year.
- We aid in completing job or college applications, coordinate references, and provide official transcripts.
- We host a Financial Aid Night each year and provide information on scholarships to students preparing to enter postsecondary education.
- We facilitate peer tutoring when students struggle with their class work.
- We offer conflict resolution strategies and individual counseling opportunities as the need arises.
- Both counselors are members of the school’s SAP team (Student Assistance Program), which works to identify, intervene with, and refer students who are at-risk for drug, alcohol, and/or mental health issues.

Finally, our Guidance team works with teachers, administrators, and staff to ensure that our high school provides a safe, effective environment for our students. We maintain an “open door” policy for students and parents alike. Feel free to contact the Guidance Department with questions or concerns.

- Ms. Lane: School Counselor for White Team students
- Mr. Sankey: School Counselor for Blue Team students

Career and Technical Education Programs

POAHS provides vocational education via the Clearfield County Career and Technical Center (CCCTC). There are some students that have special needs and each has the ability to enroll in a vocational education program. We will ensure that those students are assessed in order to determine the student’s interests, abilities and special needs. If special needs are identified, special services and modifications will be made available.

Course Selection

Course selections during a student’s high school years provide a foundation for the rest of his/her life. Students are urged to discuss possible vocations with parents/guardians, teachers, and the significant others in their lives. It is of extreme importance that students have contact with their counselor when making course selections. The counselor’s recommendation will be made with the student’s educational and vocational goals in mind. While students do have flexibility in selecting subjects, please keep in mind that we have specific requirements that students must fulfill.

Course Withdrawals

Courses dropped after the beginning of the semester will necessitate a grade of 60%. Students may drop a course only after having a conference with the teacher and school counselor and parent/guardian and it has been determined that this is the best course of action for the student. Parent/guardian and students must sign a form requesting a class drop and acknowledging a failing grade of 60% for that course.

Educational Records

The school maintains a record of attendance, achievement, and other test data required to administer the educational program. Students and/or parents/guardians may review their education record within a reasonable period of time, but in no case more than 30 days after the request. Parents/guardians shall make the request in writing to the principal who will set up the appointment at a mutually convenient time. A fee may be charged for copies made of educational records.

Homebound Instruction

If students become ill or disabled during the school year they may receive instruction at home. A letter from a physician must be sent to the Guidance Office requesting homebound instruction. It must explain:

- The nature of the illness or disability
- State that the student will be homebound for a minimum of two weeks.

A parent/guardian should also notify the Attendance Office. Students may receive up to six (6) hours of instruction each week. When approved by the school board, a certified teacher will be assigned. Subjects requiring special skills or equipment such as gym, technical education, etc. are not available on a homebound basis.

Job Shadow

Job shadowing experiences are encouraged and are arranged and preapproved by the Graduation Project Coordinator.

Schedule Changes

Schedule changes **MUST** be completed at least **one week prior to the first school day**.

Exceptions to the deadlines will be granted to extenuating circumstances or new students. All changes require faculty consultation, parent/guardian confirmation, and approval from a school counselor.

Student Assistance Program (SAP) Team

The purpose of the SAP Team is to identify and make referrals for students who are experiencing problems with substance abuse and/or depression. The SAP Team will receive referrals from parents/guardians, students, school personnel, or any other concerned individuals. Data will be gathered by the SAP Team, and, if an intervention is deemed necessary, the facts will be presented to the identified student and her/his parent/guardian. Recommendations for action, consistent with school policy, will be made in association with school and community resources.

Current members of the SAP team include:

- | | | |
|-----------------------|------------------|----------------|
| • Mr. Hartmann | • Mr. Simcox | • Ms. Lane |
| • Mr. Sankey | • Mrs. Whitehead | • Mrs. Torres |
| • Mr. Terry Trude | • Ms. Grunthaner | • Mrs. Howe |
| • Mr. Mike Minarchick | • Mrs. Anderson | • Mrs. S. Long |
| • Mrs. Selfridge | | |

Withdrawal from School

If a family is about to move from the Philipsburg-Osceola School District or for some other reason students wish to withdraw from high school, they must complete the following steps:

1. Parents/guardians are required to complete and sign withdrawal papers stating when students are leaving and giving the name and address of the new home and/or school within the area to which the student is transferring.
2. Secure from the Guidance Office a withdrawal form to be signed by the student's teachers indicating that they have accounted for all books, locks, keys, or other obligations.
3. Return the signed withdrawal forms to the Guidance Office. All outstanding obligations must be met before a transcript will be forwarded to another school or before employment papers, references, or any other types of papers will be issued.

Work Permit

Work permits are issued through the Central Office located at the PO Junior High School.

PART 6 – LIBRARY SERVICES

The library is a service to students, faculty and staff, whether it is for pleasure reading or fulfilling class assignments. Use all the services the school library has to offer. In order to best serve students cooperation is needed. It is essential that the library rules be followed. If a problem arises, or students need assistance, they are asked to contact a member of the library staff.

We ask that students obtain a library pass in order to be admitted to the library during the regular school day including lunch periods. Passes may be obtained from a member of the library staff, **before the start of school**. Teachers may request that admittance for students by issuing a pass if there is a need to complete a special project.

Remember that the librarian reserves the right, for just cause, to refuse any student's admission to the library.

Lost and Overdue Materials

Students are responsible for all materials which are checked out. Please notify the librarian immediately if Library materials are lost.

Rules:

1. All students must present a pass at the circulation desk upon entering the library.
2. No one is permitted to leave the library before the bell rings or without a pass.
3. **No food or drink is permitted in the library.**
4. Student conversations should be done so in a manner that will not disturb others. Be considerate!
5. Students are not permitted to go behind the circulation desk, into the professional library areas, or into the computer room without permission from a member of the library staff.
6. Students creating a disturbance in the library or abusing library privileges will be asked to report to the office.
7. Not following these rules will result in disciplinary action.

Signing Out Library Materials

- Books in general circulation may be checked out for three (3) weeks.
- Books that are on a teacher's reserve list may be checked out overnight only.
- Video tapes and DVDs may be checked out for three (3) days. Circulating reference materials may also be checked out overnight.
- Current issue magazines may not be checked out until the new issue arrives.
- Current magazines will be available for student reading pleasure in the library magazine area.
- Ask a member of the library staff if help is needed in locating them.
- Magazines, pamphlets and CDs from the vertical files area are checked out for two (2) weeks.
- Books or other materials which have been issued to another student may be reserved.
- When the book is returned it will be held at the circulation desk for three (3) days. Overnight books and all materials are due on the date as stamped on the card.

All materials must be returned to the library on the due day before the start of school. Evidence of abuse of library materials may result in the loss of library privileges and/or restitution for repairs or replacement.

PART 7 – ATTENDANCE POLICIES

Attendance

A direct correlation exists between attendance at school and academic success. Students must be in attendance at school unless it is for one of the following reasons:

- Personal illness (which still requires a written excuse).
- Death in the immediate family.
- A domestic/farm service emergency permit.
- Quarantine of the home or individual.
- In the case of a special needs student where absence is caused by or directly related to the student's exceptionality.
- A planned family vacation with the parent/guardian. Prior school approval must be obtained.
- Exceptional, urgent reasons pertaining to the individual student.
- Religious holidays.
- Required court appearance.
- Very unusual weather conditions.
- Suspension from school.

On days when parents/guardians know that a student will be absent, we request that they call the school prior to 7:30am to notify the Attendance Secretary.

Absences

Students must attend school in accordance with school law and district policies. The following definitions pertain to absences:

<u>Excused Absence Definition</u>	<u>Unexcused Absence Definition</u>
Any written excuse verified by parents/guardians (not to exceed ten (10) days in a school year) or a medical/proper legal authority written excuse submitted to the school explaining the absence.	Any absence not verified by a written excuse medical/proper legal authority or written by parents/guardians. Exceeding the ten (10) day parent excuses will require a medical/legal excuse.

Attendance Codes

COL	College Visit	HIP	Half Day Illegal PM
CRT	Court	HMB	Homebound
DIS	Dismissal Excused	ILL	Illegal
EXC	Excused	MDD	Doctor/Dentist
EXT	Exempt	OTH	Other
FDT	Field Trips	PLA	Placed
FUN	Funeral	RDS	Roads/Bus
HDA	Half Day Excused AM	TDE	Tardy Excused
HDU	Half Day Unexcused AM	SIS	In School Suspension
HDP	Half Day Excused PM	TDU	Tardy Unexcused
HDM	Half Day Unexcused PM	UNE	Unexcused
HIA	Half Day Illegal AM	UNV	Unverified
SOS	Out of School Suspension	VAC	Vacation/Educational Trip

College/Career Visitation

POHS recognizes the importance of college and career visitations and encourages students to make them when it is appropriate. Absence from school for the purpose of college and career visitations must have prior approval from an administrator. Unauthorized college and career visitations will be treated as an unexcused absence. Forms can be obtained in the high school office, need signed and returned.

Compulsory Attendance Law Process

Following Pennsylvania School Code, all students under the age of 17 are mandated to attend a school within the Commonwealth. Please see the *Absence Determination Chart* for details of the Compulsory Law Process including fines and court costs.

Early Dismissal or Late Entry

- It is highly recommended that appointments be made after school so as to minimize absence from academic classes.
- Early dismissal from school requires a signed parent note prior to the start of school the morning of the early dismissal.
- Students **MUST** sign out of the building when leaving early and obtain verification of their absence. Students should take this paper to the appointment, have it signed and return it to the office the next school day.
- Students **MUST** sign in if they return to school after an appointment.
- Parent/guardian personal request will be honored in the case of an emergency.
- **Students leaving early due to athletic/extracurricular/other approved dismissals should use their in school time to make up work. For instance, if a student has a study hall before he/she leaves school and there is an exam, they should take the exam during the study hall rather than the day after their early dismissal.**

Excuse Note Due Dates

Excuse Type:	Parent/Guardian Excuse	Medical/Legal Excuses
Turn in Time:	THREE (3) SCHOOL DAYS AFTER THE ABSENCE	Three (3) SCHOOL DAYS AFTER THE ABSENCE

**Not receiving an excuse will result in an unexcused absence.
Written documentation is necessary. By law, phone calls can NOT be accepted for absences.**

Excuse Notes

State law requires a written excuse note be handed to the office after each absence. The excuse note should contain:

- The first and last name of the student
- The explanation of the absence(s)
- Grade level
- The parent’s/guardian’s signature
- The date of the absence(s)

Students arriving late from a medical/legal appointment must bring official verification that they were there. If official verification is not received, the absence will be considered unexcused.

Students leaving school for an appointment must pick up an appointment verification form in the office prior to the appointment. This form must be returned to the office.

Planned Family Vacations

An administrator may approve occasional absences from school for the purpose of planned family vacations, provided each family vacation is planned and conducted in accordance with the following:

- Each family vacation or excursion which requires a student absence from school shall be conducted only under the direct supervision of and in the company of the parent/guardian.
- Family vacations or excursions which are to take place on days when school is in session shall be preceded by a written request **at least one (1) week in advance**. A conference with an administrator may be required prior to the absence. **Requests not received at least one (1) week in advance may not be approved.**
- Students are responsible for making up work missed while absent from school and have one (1) day for each day of absence to complete all work missed. Students are encouraged to communicate with the respective teachers(s) regarding missed assignments.
- Student vacations may range from one (1) to five (5) days with permission of the principal and/or superintendent
- After ten (10) consecutive days and in accordance with Pennsylvania School Code, students will be withdrawn from POHS.

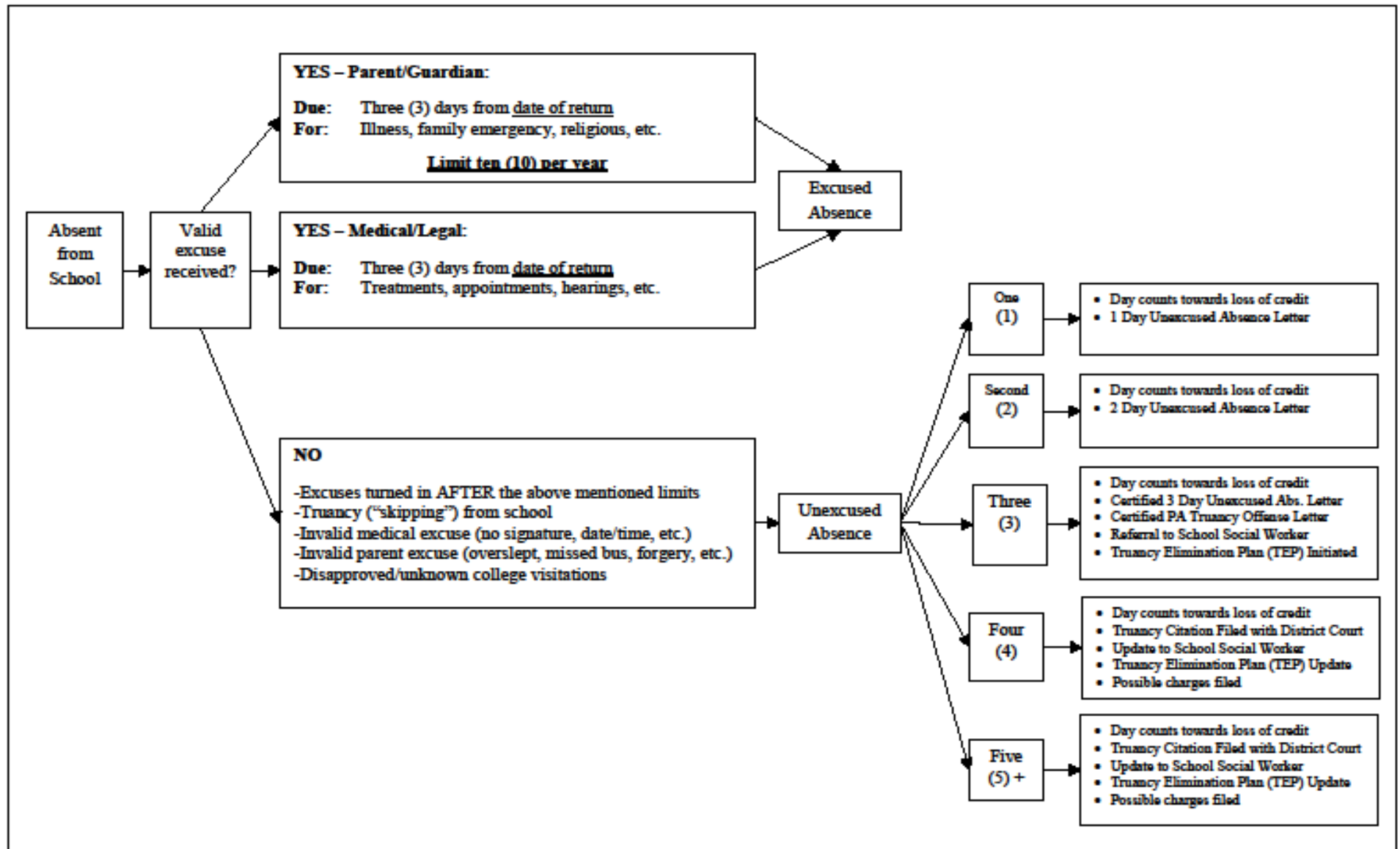
Truancy

If students “cut” school they will be subject to the consequences listed below:

Consequences for Truancy	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Tutorial Hours and/or suspension • Truancy Elimination Plan • Unexcused/Illegal Absence
2	<ul style="list-style-type: none"> • Suspension • Magistrate Referral • Unexcused/Illegal Absence
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	



ABSENCE DETERMINATION CHART



Tardiness to School

- If students come to school between 7:35 and 9:05 am they are considered tardy. Late students are to report to the office.
- A medical/legal note may be required for chronic tardiness. Constant lateness will necessitate a parent/guardian conference, possible disciplinary action, and/or legal action by the school. Minutes of unexcused/illegal tardies will accumulate to an unexcused/illegal day.
- Student who have incurred an “unexcused absence” and are also in extracurricular activities/athletics may not participate in practice or games/events for the respective day, if the absence is deemed “unexcused.”
- If students come to school between 9:05-11:50am, it will be considered a half (1/2) day unexcused absence.

Tardiness to Class

Students are to be in the classroom when the bell rings. The following consequences apply for that not in class when the bell rings:

Consequences for Tardiness to Class	
<u>Instance</u>	<u>Consequence</u>
1-3	• Warning
4	• 1 hour of tutorial
5-6	• 1 hour per instance
7+	• ISS/OSS as appropriate
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	

Skipping Class

Students present in school but choosing not to attend their assigned class will be subject to the following consequences:

Consequences for Skipping Class	
<u>Instance</u>	<u>Consequence</u>
1	• 2 hours of tutorial
2	• 4 hours of tutorial
3+	• ISS/OSS as appropriate
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	

PART 8 – STUDENT CODE OF CONDUCT

NOTES: School administrators reserve the right to modify discipline procedures during the course of the school year should the need be warranted and appropriate. The consequences below may change given context, cooperativeness and administrator discretion

Academic Integrity

A lack of academic integrity is cheating. Cheating of any kind is a very serious academic offense. Any form of cheating is unacceptable, including the use of any electronic device or technology (cell phones, PDA's, calculators, or any other wireless device). Cheating will be defined as the following and an attempt to do the following:

1. **Copying/sharing assignments:** Copying or giving an assignment to a student to be copied, unless specifically permitted or required by a teacher.
2. **Plagiarism:** The willful submission of any work that is not the student’s own. It also includes the submission or use of falsified data or records. Plagiarism is further defined as the act of appropriating the literacy composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one’s own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published or unpublished, by a person other than the student. Plagiarism may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student’s work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else’s thought without proper acknowledgement.
3. **Cheating on Exams or on Major Projects:** The use of unauthorized material including textbooks, notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor. It also includes supplying or communicating in a way with unauthorized material including textbooks, notes, calculators, or computer programs during an examination or major project.
4. **Forgery/Stealing:** The unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or grade book records or forgery of signatures for the purpose of academic gain as well as sabotaging or destroying the work of others.
5. This list is not all inclusive.

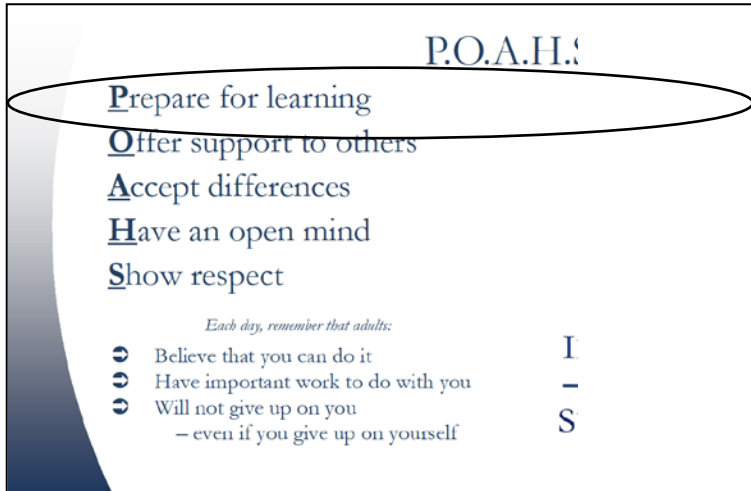
The following partial list would constitute plagiarism if not properly cited:

- Word-for-word quotations, except those of common knowledge.
- Statistics that have not been compiled by the student.
- Passages that have been summarized or paraphrased.
- Theories or interpretations that are not the student’s own.
- Charts, graphs, and diagrams that are not the student’s own.
- Key words/terms that have been taken from a special source.

Consequences for Cheating	
<u>Instance</u>	<u>Consequences</u>
1	<ul style="list-style-type: none"> • Receive a “0%” for the assignment • Four (4) hours tutorial • Academic Probation for the remainder of the school year
2	<ul style="list-style-type: none"> • Failure of the course the 2nd instance occurred in • Removal from the class (WF) with no credit • Suspension • Removal from elected/appointed positions • Removal from extracurricular positions
3	<ul style="list-style-type: none"> • Failure of the course the 3rd instance occurred in • Removal from the class (WF) with no credit • Suspension • Removal from elected/appointed positions • Removal from extracurricular positions • Recommend student to the School Board for an expulsion hearing
<p><i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i></p>	

Classroom & School Norms

The POAHS Norms for the high school encompass the five major aspects that teachers and staff believe are important to a successful learning environment. While your teacher may establish rules that may EXCEED THESE NORMS, they serve as the foundation for conduct within our classrooms and school. Conduct that violates these norms will be addressed by school administrators and may result in discipline consequences..



Backpacks

Students are to leave their backpacks in their assigned locker prior to the start of the school day. Students are not permitted to have backpacks during the school day (unless going directly to and from Physical Education classes) and may retrieve them at dismissal.

Bus Conduct

The school district provides bus transportation for the regular school day. This is a privilege that can be withdrawn if students abuse it.

Consequences for Bus Conduct Violations	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Warning • Students may receive after school tutorial hours or more severe punishment may be assigned
2	<ul style="list-style-type: none"> • Warning • Students may receive after school tutorial or more severe punishment may be assigned
3	<ul style="list-style-type: none"> • Loss of bus privileges for a period of up to three (3) school days • Students may receive after school tutorial hours or more severe punishment may be assigned • Consequences for subsequent bus conduct instances will result in a bus suspension for a period of ten (10) days to the remainder of the school year.
Serious	<ul style="list-style-type: none"> • Denial of bussing privileges for an appropriate period of time as determined by an administrator. • Destroying property. • Improper behavior which may endanger the safety and welfare of the students and/or bus driver.

NOTE – These consequences may change given context, cooperativeness and administrator discretion

Bus Riding Exceptions

Because of insurance concerns and to prevent overcrowding, it is necessary that students ride only the bus to which they are assigned.

If students wish to ride a different bus to a friend’s home, he/she must bring a written request to the office from a parent/guardian. Each request will be considered on an individual basis and will be initialed by an administrator for the bus driver. Requests will not be approved on a regular basis.

If students do not regularly ride a school bus they must also bring in a written request to ride a bus to a friend’s house. Again, these requests will not be approved on a regular basis.

Bus Embarking, Riding & Disembarking

Embarking

1. Please be at the bus stop at the time designated and be ready to board with the least possible delay.
2. Look for traffic in both directions before crossing the street and use cross walk areas and where crossing guards are posted.
3. Do not stand in the street while waiting for the bus.
4. Do not bring animals or any unlawful items onto the bus.
5. Ride only the bus to which students are regularly assigned.
6. No materials, student clothing, or student body parts may be in the aisle.

Riding

1. Students should conduct themselves in an acceptable manner at all times. Foul or unusually loud language or any other improper conduct (fighting, pushing, tripping, hitting, spitting, etc.) will not be tolerated.
2. Do not block the aisle or emergency door with lunch boxes, books or other possessions.
3. Do not extend arms or heads out of the bus windows at any time.
4. Remain seated while the bus is in motion, or if the bus is delayed on the road.
5. Do not operate the bus door or tamper with the emergency door.
6. Do not eat, drink and/or use tobacco on the bus.
7. Do not damage or deface any part of the bus and/or litter on the bus.
8. Students may be assigned seats on the bus by the driver or an administrator.

Disembarking

1. Do not depart the bus in the morning before it arrives at the designated school.
2. Do not depart the bus in the afternoon except at designated bus stops.
3. Cross the street after exiting the bus ten (10) feet in front of the bus while the eight-way lighting system is flashing.
4. Do not stand on the highway or street.

Cafeteria Thefts

Consequences for Cafeteria Theft Violations	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Restitution for stolen item(s) • Warning of State Police referral for theft (if cooperative) • State Police charges for theft (if uncooperative)
2	<ul style="list-style-type: none"> • Out of School Suspension • State Police charges for theft • Restitution for stolen item(s)
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	

Computer Use

Anyone caught tampering with school computers and/or another student's file and/or with lab software will be subjected to consequences. Offensive materials created or generated on computers is a violation of the POASD Technology Agreement that all students must sign prior to use of school computers.

Care of School Property

This is your school. Please help keep it neat and clean. Defacing the walls, books or other school property is not acceptable behavior. If students display such behavior they will be subject to prosecution by the Pennsylvania State Police. Students may also be charged for replacement costs as well as being subject to school disciplinary measures.

Conduct Before Classes Begin

Please take advantage of the time before classes begin to gather books and personal items from your locker, take excuses or requests for early dismissal to the office, or to obtain library passes. Students should be in their first period class before 7:35am. After 7:35 students are considered tardy.

Conduct in the Halls

- Pass in an orderly manner in the hallways.
- Excessive public displays of affection (PDA) are not appropriate.
- Students must not loiter in the halls, lavatories or the lobby.

Conduct During Assembly

- During any assembly, respectful attention is required.
- Disruptive students will be removed and face disciplinary action.
- Enter and leave the assembly in an orderly manner.

Conduct in the Classroom

- Have respect for fellow students at all times. Avoid interrupting another student.
- Always give undivided attention to the person addressing the class, whether it is the teacher or a fellow student. Do not leave the classroom without permission.
- Refrain from sitting on heating units, desks, cabinets, shelving, counters, at the teacher's desk, and putting feet on the furniture.

Infractions of this nature will subject the student to the discipline code. Students dismissed from a class or study hall for misconduct must report directly to the office.

Corporal Punishment

Philipsburg-Osceola School District does not administer corporal punishment. However, reasonable force may be used by teachers and school authorities in the following circumstances:

1. To quell a disturbance
2. To obtain possession of a weapon or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property.

Tutorial Hours

If students have tutorial they will be notified in advance. The following rules apply:

1. Report to the tutorial room prior to the beginning of tutorial (2:40pm).
2. If students arrive late they will not be permitted to serve tutorial that night and shall be subject to other consequences.
3. Remain silent and continue working until the end of tutorial. Students will be required to turn in the assignment to the tutorial monitor.
4. Violation of tutorial rules may result in the assignment of additional tutorial hours or suspension.
5. Use of cell phones is not permitted during tutorial.

Parents/guardians will be notified by letter of the offense and the consequences. If students choose not to attend assigned tutorial they will be given additional after school tutorial hours or suspension. Outstanding tutorial hour(s) that were not served will be reassigned and consequences issued to the student. **NO TRANSPORTATION IS PROVIDED!**

Dress Code – Formals/Semi-Formals

<u>Female Formal/Semiformal Wear</u>	<u>Male Formal/Semiformal Wear</u>
<ul style="list-style-type: none"> • No exposed midriffs. • Backless dresses may be worn as appropriate attire. • Strapless and “spaghetti” straps are appropriate attire. 	<ul style="list-style-type: none"> • Tuxedo, suit, or appropriate sports coat. -Button down shirt with or without a tie. • Dress slacks.
<p>No denim jeans, shorts or tee shirts will be permitted. If students choose not to conform to the established guidelines they will not be admitted.</p>	

Dress Code - School Day

Any article of clothing, clothing accessory, or insignia that possesses the potential of identifying a specific group or gang affiliation, or could cause fear or concern to other students or employees, is not acceptable school attire. An exception to the dress code will be athletic or extra-curricular uniforms which are approved and purchased.

Tops (Blouses, shirts, etc.)	<ul style="list-style-type: none"> • Must be long enough to cover the individual's midriff/back in the seated or standing position. • Must not be overly revealing, low cut or expose undergarments (no tops that are off one or both shoulders). • Will not be removed during class, sports practices, weight lifting, or any organized athletic event. • References to drugs, alcohol, sexual innuendo, ethnic origin, weapons, tobacco, or other designs or phrases, which may be offensive to others or are disruptive to the educational environment, are not appropriate for school attire. • No muscle shirts or tank tops are permitted; all clothing must have sleeves.
Bottoms (Pants, dresses, skirts, shorts, etc.)	<ul style="list-style-type: none"> • Shorts and skirts must not expose inside pockets, buttocks AND/OR be no shorter than fingertips with arms at your sides. • Rips or tears in clothing that expose undergarments or any undergarment area are prohibited. Rips and tears in clothing may not be above the fingertips with arms at your sides. No tight-fitting pants (Spandex leggings, etc.) without a top that covers the buttocks.
Footwear	<ul style="list-style-type: none"> • Shoes must be worn at all times. • Flip flops are permitted unless a safety concern arises. • No bedroom slippers.
Headgear	<ul style="list-style-type: none"> • Not worn inside of school except in the case of a religious observance or medical reason. • Hats will be confiscated when worn in school. • Bandanas are not permitted. • Hoodies on sweatshirts/shirts must remain down during the school day.
Accessories (Chains, jewelry, etc.)	<ul style="list-style-type: none"> • No studs, excessive exposed metal, or other jewelry that pose a safety concern
Outdoor wear	<ul style="list-style-type: none"> • Not permitted during the school day.
Undergarments	<ul style="list-style-type: none"> • Not visible
Body Piercings	<p>Ear, eyebrows, nose, tongue, and other body piercings shall be removed for safety reasons in the following curricular and extracurricular activities:</p> <ul style="list-style-type: none"> • Physical education classes. • Science lab classes in which protective eye glasses must fit securely around the eyes. • Industrial arts classes where equipment is used and protective eye glasses must be worn. • Extracurricular activities involving physical contact and those activities governed by the P.I.A.A. <p>The piercing of body parts and the insertion of jewelry or other objects which result in bleeding, oozing of bodily fluids or other physical condition which may reasonably pose a danger to the student or others is considered inappropriate and unacceptable. Appropriate medical treatment and covering of the area may be necessary. <i>Refusal to participate in classes due to the inability or refusal to remove body jewelry could result in a 0% for tests or assignments missed that day, failing the class, and or other disciplinary action. Subsequent offenses may result in suspension.</i></p>
<p><i>Note - Any other articles of clothing/jewelry considered to be unsafe or disruptive to the educational environment will be dealt with by the administration on an individual basis.</i></p>	

Consequences for Dress Code Violation	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Students will be required to change into appropriate clothing. Options for compliance to appropriate dress: <ul style="list-style-type: none"> ○ Students having appropriate clothing may opt to change ○ Student may change into appropriate clothing provided by the school ○ Parents may bring appropriate clothing for student to wear ○ Student may be placed in ISS for the remainder of the day; student may be removed from the school environment by the parent (illegal day)
2	<ul style="list-style-type: none"> • Same procedures as above • Parent/guardian notification • One (1) hour tutorial • Subsequent instances will result in progressively more severe consequences – Tutorial Hours, ISS, OSS
<p><i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i></p>	

Drug, Alcohol, and Mood Altering Substances – Board Policy 227 Abstract

This policy is violated when any student, visitor, guest, or any other person unlawfully manufactures, uses, ingests, abuses, possesses, constructively possesses, is under the influence of, distributes or attempts to distribute drugs, look-alike drugs, alcohol or any mood altering substances, or drug paraphernalia on school premises, or at any school-sponsored activity anywhere, or while traveling to and from school or school-related activities utilizing transportation approved by the school district; or one who conspires, aids, or abets in the use, abuse, and active possession or constructive possession or distribution of drugs, alcohol, or any mood altering substances. Anyone who conspires, aids, or abets in the use, abuse, and active possession or constructive possession or distribution of drugs, alcohol, or any mood altering substances shall also be disciplined under this policy. Any drugs, alcohol, or any other health endangering compounds are illegal and fall under the procedures inherent in the policy, including, but not limited to:

- Alcohol
- Alcoholic beverages
- Anabolic steroids
- Glue/solvent
- Amphetamines
- Synthetic opiates
- Other hallucinogen containing substances
- Look-alike drugs
- Marijuana
- LSD
- Tranquilizers
- Drug paraphernalia (any equipment, utensil or item which in an administrator's judgment can be associated with the use of drugs, alcohol, or controlled substance)

<u>Cooperative Behavior</u>	<u>Uncooperative Behavior</u>
The student's willingness to reasonably and helpfully work with school officials to comply with deducing facts of the incident in question.	The student's resistance or refusal, either verbal, physical, or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit, and flight are examples of uncooperative student behavior. Uncooperative behavior includes, but not by way of limitation, refusal to comply with Student Assistance Program requests and recommendations.

Searches

School administrators and/or designees have the right to search lockers and belongings when a reasonable, individualized suspicion exists that a student may be hiding contraband or exhibiting evidence of a prohibited act. School officials may seize any prohibited materials. Random locker searches will be conducted periodically, including school lockers and motor vehicles on school property. Student belongings that may be searched include:

- Backpacks
- Books
- Vehicles
- Purses
- Pockets
- Wallets

Cell Phones

The following are the rules and procedures governing cell phones. Cell phones:

- MAY be in possession of the student during the school day but are NOT allowed to use the device without teacher permission.
- MAY be used before and after school
- MAY NOT be used in any class during instructional time unless directed by the teacher. This includes going to the restroom, locker, etc.
- MAY NOT be used during tutorial hours.

Remember, during class cell phones must be: Invisible Inoperable Inaudible

Consequences for Cell Phone Violations	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Cell phone taken • Written warning
2	<ul style="list-style-type: none"> • Cell phone taken • 2 hours tutorial
3	<ul style="list-style-type: none"> • Cell phone taken • One day ISS/OSS
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	

The inappropriate use of cell phones or other electronic devices will subject the student to school consequences and/or the filing of charges. Inappropriate use includes, but is not limited to: bullying, harassment, or any other action which could be construed to be damaging to the character of another person.

Fighting and Other Altercations

The following consequences will apply to any student who fights or engages in any other type of disorderly altercation in school:

Consequences for Fighting in School	
Instance	Consequence
1	<ul style="list-style-type: none"> • OSS of up to 10 days • Notification of State Police • SAP Team Referral
2	<ul style="list-style-type: none"> • OSS of up to 10 days • Notification of State Police • Expulsion hearing
NOTE – These consequences may change given context, cooperativeness and administrator discretion	

Foul or Profane Language

Students are expected to comport themselves appropriately during the school day. Therefore, any students using profane, inappropriate, vulgar or foul language will be subject to consequences.

Harassment or Intimidation

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated. According to Chapter 33, sections 3307, 3503, and 5504 of Commonwealth Law, any person, who, with malicious intent, commits an offense toward the race, color, religion, or national origin of another individual or group of individuals, is guilty of ethnic intimidation.

Complaints of harassment shall be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality of all parties will be maintained, consistent with the Districts' legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

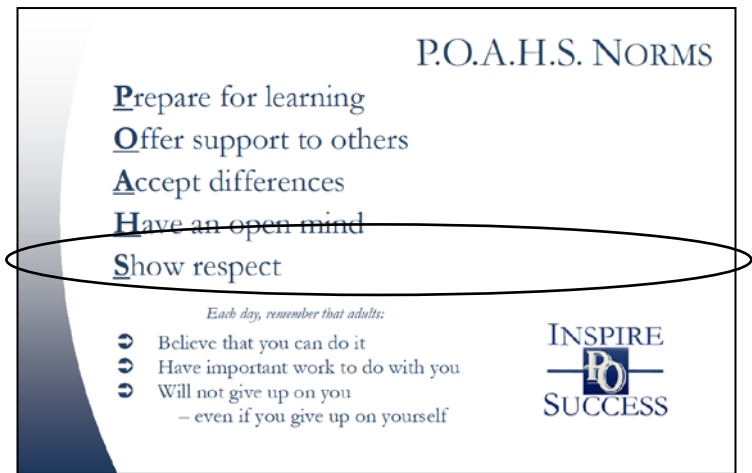
Malicious Intent – The intention to commit any act, whether verbal and/or physical, against a person or group of persons. If any form of malicious intent is found to be an element of a situation involving a student, the student committing the act will be prosecuted.

Harassment – The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

Ethnic Harassment – The use of any derogatory work, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

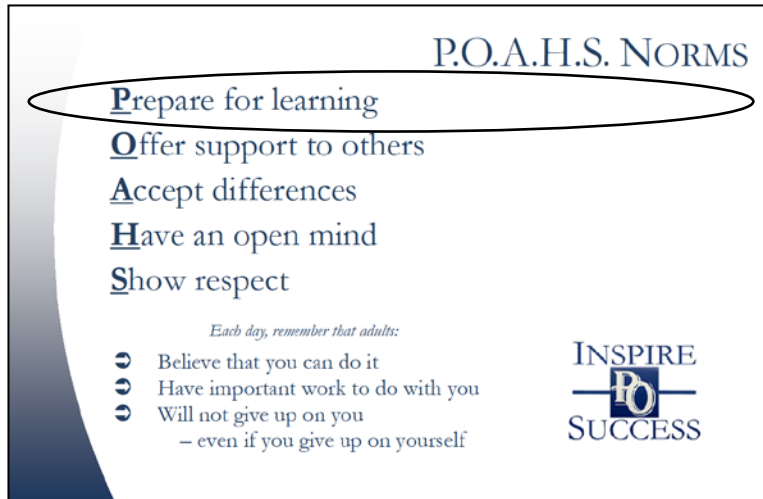
Sexual Harassment – Unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical contact of a sexual nature. Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or proposition; verbal abuse of sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, or sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

If students believe that they are being harassed, immediately inform the harasser that their behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, or if they feel the first incident is severe enough, initiate the complaint procedure by contacting any teacher, counselor, or administrator.



Hall Passes

Students must have a valid hall pass if they are outside their assigned classroom. Please remember, the responsibility for having a pass rests with the student. Student agendas are to be used as the primary hall pass at POHS.



Homework Policy

Homework is a natural extension of the educational program and is assigned for the student’s benefit. It contributes to the development of independence and responsibility. Specific information on types of homework assignments, their purposes, and their relationship to the grading procedure will be communicated to students and parents/guardians on a yearly basis.

Internet and Network Policy

The use of the school's Internet and Network is a privilege, not a right. While using the Internet and Network, students agree not to explore any topics of the Internet which would be inappropriate according to current standards and school rules. It is understood that this agreement is in effect even when not being directly supervised. Furthermore, it is also understood that if this agreement is broken, all further Internet and Network privileges may be lost and he/she may face disciplinary action if deemed necessary.

Insubordination

Students are expected to comply with faculty, staff and administrator directives at all times during the school day.

Leaving the Building or Grounds

Students are not permitted to leave the building while school is in session without permission. Upon receiving permission, the student must sign out in the office. Should students return to school from an early dismissal, they must sign in at the office immediately upon their return.

Students who leave the supervised areas (classes holding session outside) will be considered “cutting” class and disciplined appropriately.

Lighters or Other Incendiary Devices

No lighters, matches, etc. should be brought to school. These devices have no use in school and pose a health hazard to others. If students are apprehended with any incendiary device they will forfeit said device and it will not be returned. Parents/guardians may pick up these devices by coming to the school during regular school hours.

Lost and Found

Any found article should be taken immediately to the Main Office. Inquiries should be made at the office for lost articles.

Pledge of Allegiance

POHS believes it is the responsibility of all citizens to show proper respect for our country and its flag and requires that the Pledge of Allegiance and Flag Salute be conducted in school daily. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag but must stand and remain respectfully silent and NOT become disruptive.

Public Display of Affection

Public display of affection (PDA) within the educational environment is unacceptable. It is the goal of POAHS to establish proper modes of behavior for students throughout the school. Chronic offenders will be subject to disciplinary action. Keep in mind that this policy is designed to maintain a comfortable environment and to reinforce proper decorum throughout the school campus.

Restrooms

Students should use the restroom closest to a given classroom. They should neither be abused nor used as a place to loiter. A pass is required except when class is not in session.

Skateboarding, Rollerblading and other Forms of Transportation

Because of liability and legal concerns, we ask that students do NOT skateboard or rollerblade on school property. We also ask that student refrain from “acrobatics” defined as any action in which the wheels of any device are off the ground simultaneously.

Student Driving Conduct

If students have a vehicle, they may park it in the student lot above the high school. Parking is on a first-come, first-served basis. Students must complete a parking registration form, pay \$3.00 (non-refundable), and display a parking placard on their rear-view mirror at all times. Students may not park in any faculty/staff designated areas and are subject to school discipline, including loss of driving privileges, and towing if any violations occur. Students are expected to use safe and defensive driving techniques while driving vehicles on school property.

Suspensions and Expulsions

Out of School Suspension (OSS) – This is exclusion from school for a period of one (1) to ten (10) consecutive school days. The action is initiated by an administrator. It is the student’s responsibility to get assignments and complete them prior to returning to school. Students will be permitted to make up work, including examinations.

<u>Day Back</u>	<u>Procedure</u>
1 st	100% of the earned credit will be given for class work that is completed and turned in at the beginning of the class or examinations taken
2 nd	75% of the earned credit is given for completed work
3 rd	50% of the earned credit is given for completed work

Expulsion – This is exclusion from school by the School Board for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing as mandated by due process.

Terroristic Threat

Any threat meant to cause another to fear bodily harm is a terroristic threat. Terroristic threats are very serious and can result in suspension, expulsion, and arrest by the Pennsylvania State Police.


Tobacco Use

Use and/or possession of tobacco in school or on school property is illegal. The possession of tobacco products, including look alikes such as e-cigarettes, in school or on school property shall be construed as intent to use the product, and students will be subject to the discipline code.

Consequences for Tobacco Violation	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Citation to the District Magistrate • ISS • Referral to SAP Team
2	<ul style="list-style-type: none"> • Citation District Magistrate • ISS • Referral to SAP Team
<i>NOTE – These consequences may change given context, cooperativeness and administrator discretion</i>	

Tip Line

Students have the ability to call or text the PO Safe Schools Tip Line to report drugs, alcohol, weapons, bullying or suicidal tendencies.



**PHILPSBURG-OSCEOLA
SENIOR HIGH SCHOOL**

SCHOOL SAFETY TIP LINE

If you see these at school... <ul style="list-style-type: none"> • Drug(s) • Alcohol • Weapon(s) 	Call or text: <ul style="list-style-type: none"> • Bullying • Suicide <p style="text-align: center; color: red;">814-303-WARN</p>
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SEE SOMETHING – SAY SOMETHING

Weapons

Possession of weapons in the school environment is a threat to the safety of the school community and staff and as such is prohibited by law. State law prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity. Examples of weapons include:

• Knife	• Look-alike gun	• Cutting instrument	• Firearm	• Cutting tool	• Rifle
• Brass Knuckles		• Any other tool, instrument or implement capable of inflicting serious bodily injury.			

Possession means one of the following definitions:

- Found on the person
- In a locker
- On property being used by the school any school function or activity
- Under student control while he/she is on school property
- While students are on their way to or from school
- At any school event held away from the school

Consequences for Weapons Violation	
<u>Instance</u>	<u>Consequence</u>
1	<ul style="list-style-type: none"> • Expulsion for a period of not less than one (1) year • Report the discovery of the weapon(s) to parents/guardians • Report the discovery of the weapon(s) to the Pennsylvania State Police

PART 9 - GENERAL INFORMATION

Building Security

In order to provide a safe and healthful environment for faculty, students, and staff, the following rules will be in effect: All outside doors will be locked at 7:35am. The exception will be the main doors to the school.

- Students will be able to exit using the “panic bars” provided on all exits.
- All visitors must report to the office immediately upon entering the building.
- All visitors will be given a visitors' pass which must be returned when leaving the building.
- Visitors who wish to leave a message with a student may do so at the Main Office
- Students should not be interrupted during a scheduled class. An emergency situation is an exception.
- If students become aware of a visitor who does not display a POHS Visitor's badge, please inform a faculty/staff member immediately.

Emergency Accountability

Students in Class: Students will proceed designated exit posted in each classroom and report to their teacher once outside for attendance.

Students in the Cafeteria During Lunches: Students will report to the teacher responsible for their section of the alphabet.

Students during Class Change: Students will report BACK to the class from which they came.

Obligations

Outstanding obligations include lost or damaged textbooks, library books, calculators, protractors, career and technical education and family and consumer science fees, class obligations, unfulfilled disciplinary obligations, and lost athletic equipment. It is expected that all obligations are to be resolved as soon as possible. Obligations will be reviewed yearly with the following action(s) occurring:

1. Student notification
2. Parent/guardian notification
3. Report cards will not be issued until all obligations are satisfied
4. Diploma withheld

School Closings

In the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be made by the local radio and TV stations, school website and/or the OneCall system. If an emergency situation causes an early dismissal, it is recommended that students have a prearranged place to go should parents/guardians not be at home.

