

STUDENT HANDBOOK

Kiski Area High School

2019-2020

FOREWORD

Dear Student and Parent/Guardian,

We wish to take this opportunity to welcome you to Kiski Area High School. This handbook has been designed to help you understand the policies and procedures at your school. Please read it carefully and do not hesitate to contact us with questions. We are looking forward to helping you have a safe and enjoyable school year.

Sincerely,

Mr. Chad Roland
Principal

Mr. Matthew Smith
Assistant Principal

Mr. Anthony Gonnella
Assistant Principal

NOTICE OF GENERAL INFORMATION

Section 1317 - Pennsylvania School Code states: Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P. L. 315)

**What would it look like in our schools if
we really meant it when we said our fundamental
purpose is to ensure all students learn at the
highest levels they ever have?**

What would people see us doing?

WE BELIEVE...

Learning has no boundaries:
Every child. Every classroom. Everyday.

TABLE OF CONTENTS

| | |
|--|----|
| Assemblies | 5 |
| Athletic Guidelines | 5 |
| Athletic Eligibility Rules | 5 |
| PIAA Academic and Curricular Requirements | 5 |
| Study Table Requirements and Academic Eligibility Probation Requirements | 6 |
| Suspension & Extra-curricular Activities | 6 |
| Registration and Application Procedures for Athletics | 7 |
| Physical Education Guidelines | 7 |
| Attendance Procedures and Guidelines | 8 |
| Attendance | 8 |
| Truancy | 9 |
| School Day | 9 |
| Excused Absence | 9 |
| Unexcused/Unlawful/Illegal Absences | 10 |
| Excessive Absences | 10 |
| Tardiness to School | 11 |
| Tardiness during the School Day | 11 |
| Early Dismissal | 11 |
| Vacation During School Term | 11 |
| College Visitations | 11 |
| Perfect Attendance | 12 |
| Attendance/Grading Requirements | 12 |
| Bullying/Cyberbullying | 13 |
| School Setting | 13 |
| Education | 13 |
| Consequences | 14 |
| Cheating | 14 |
| Complaint Procedure | 14 |
| Dances | 14 |
| Destruction of School Property | 15 |
| Section 777 | 15 |
| Care of Building | 15 |
| Lost and Destroyed School Property | 15 |
| Discipline Policy | 15 |
| After School Detention | 15 |
| Work and Transportation are not legitimate reasons for missing detention | |
| Temporary Suspension (3 days: in-school or out-of-school) | 16 |
| Full Suspension | 17 |
| Aggravated Assault | 17 |
| Carrying a Weapon on School Property | 18 |
| Leaving High School Campus | 18 |
| Bus Misconduct | 18 |
| Food Items | 18 |

| | |
|---|----|
| <u>Discrimination Policy</u> | 19 |
| <u>Dissemination of Material</u> | 19 |
| <u>Dress Guidelines</u> | 19 |
| <u>Drug Policy</u> | 20 |
| <u>Tobacco</u> | 20 |
| <u>Electronic Devices</u> | 20 |
| <u>Emergency Closings</u> | 20 |
| <u>Emergency Drill Instructions</u> | 20 |
| <u>English Language Learners</u> | 21 |
| <u>Entering the Building</u> | 21 |
| <u>Exceptional Students</u> | 21 |
| <u>False Alarms</u> | 22 |
| <u>Field Trips</u> | 22 |
| <u>Grading Policy</u> | 22 |
| <u>Report of Pupil Progress</u> | 22 |
| <u>Incomplete Grade Policy</u> | 22 |
| <u>Scheduling Procedures</u> | 22 |
| <u>Schedule Changes</u> | 23 |
| <u>Withdrawal from a Course</u> | 23 |
| <u>Honor Roll</u> | 23 |
| <u>Repeating Subjects</u> | 24 |
| <u>National Honor Society</u> | 24 |
| <u>Class Rank</u> | 25 |
| <u>Student Commencement Speaker Selection</u> | 27 |
| <u>Student Council Members & Officers</u> | 27 |
| <u>Honor Cords</u> | 27 |
| <u>Graduation Requirements</u> | 28 |
| <u>Specific Graduation Requirements</u> | 28 |
| <u>Senior Graduation Project</u> | 29 |
| <u>Seniors Attending College Part-Time</u> | 30 |
| <u>Dual Enrollment Program</u> | 30 |
| <u>School Counseling Services</u> | 30 |
| <u>Harassment</u> | 31 |
| <u>Definitions</u> | 31 |
| <u>Delegation of Responsibility</u> | 31 |
| <u>Guidelines</u> | 32 |
| <u>Complaint Procedure for Student</u> | 32 |
| <u>Discipline for Student</u> | 32 |
| <u>Appeal Procedure for Student</u> | 32 |
| <u>Health Services</u> | 33 |
| <u>School Nurse</u> | 33 |
| <u>Screenings</u> | 33 |
| <u>First Aid and Illness</u> | 33 |
| <u>Homecoming Queen</u> | 35 |

| | |
|--|----|
| <u>Library</u> | 35 |
| <u>Lunch Time Regulations</u> | 35 |
| <u>Music Department Guidelines</u> | 35 |
| <u>Director’s Prerogatives</u> | 36 |
| <u>Use of School Owned Equipment</u> | 36 |
| <u>Challenging Rules</u> | 36 |
| <u>Principal Passes</u> | 36 |
| <u>Hall/Restroom Passes</u> | 36 |
| <u>Private Property Protection</u> | 36 |
| <u>Card Playing, Games, and Gambling</u> | 37 |
| <u>Public Displays of Affection</u> | 37 |
| <u>Student Assistance Program</u> | 37 |
| <u>Summer School</u> | 38 |
| <u>Technology</u> | 38 |
| <u>Use of Technology</u> | 38 |
| <u>Software/Programs</u> | 38 |
| <u>Abuse of Technology</u> | 38 |
| <u>Internet Usage and Policy</u> | 38 |
| <u>Testing Program</u> | 39 |
| <u>College Board Number</u> | 39 |
| <u>Transportation</u> | 40 |
| <u>Rules of the School Bus</u> | 40 |
| <u>Driving to School</u> | 40 |
| <u>Bell Schedule</u> | 41 |
| <u>Northern Westmoreland Career Technology Center Schedule</u> | 41 |
| <u>Directory</u> | 41 |
| <u>Mission Statement</u> | 42 |
| <u>Vision Statement</u> | 42 |
| <u>Belief Statements</u> | 43 |
| <u>Alma Mater</u> | 43 |
| <u>Cavalier Song</u> | 45 |
| <u>Hail to the Varsity</u> | 44 |
| <u>SIGN-OFF</u> | 45 |

ASSEMBLIES

Through a variety of assemblies, Kiski Area presents to the student body cultural and educational experiences. It is the responsibility of each student to conduct him/herself as a lady or gentleman, respectively. Remember, our conduct at assemblies is observed by any visitors who are present and their opinion of our student body is determined by our actions. The following rules should be upheld:

1. A comparative quietness is to prevail upon entrance to the assembly area.
2. Absolute quiet and attention is expected as soon as the person in charge of the assembly appears.
3. Students are to participate in any group activity which is in the program.
4. While students may show appreciation cordially, wild applause is to be avoided.
5. Until properly dismissed, students are to remain seated.

ATHLETIC GUIDELINES

Athletic Eligibility Rules

Eligibility is in accordance with the by-laws of the Pennsylvania Interscholastic Athletic Association (PIAA) and the policies of the Kiski Area Board of Education:

1. **Age** - maximum 15 years if birthday is on or after July 1st.
2. **Amateur Status**- must maintain an amateur status; cannot play on a professional team or on a team which includes professionals. Cannot receive cash or awards equivalent to cash for performance, ability, participation, or services. Cannot sell or pawn athletic achievement awards.
3. **Attendance** - must be enrolled and in full-time attendance. If absent 20 or more days a semester, a pupil shall be ineligible to participate until in attendance for a total of 60 school days following the 20th day of absence.
4. **Parental Consent**- must have consent of parent or guardian before eligible to practice in an athletic contest.
5. **Physical Examination**- must be examined before each sport season by a licensed physician of medicine or osteopathic medicine before eligible to practice or participate in any interscholastic contest.
6. **Period of Participation**
 - a. Maximum of twelve semesters beyond 6th grade
 - b. Maximum of four seasons beyond 8th grade
7. **Representation** - cannot participate in an athletic contest as an individual and as a member of a team in the same sport during the same season unless waiver is approved by Principal in writing and filed.

PIAA Academic and Curricular Requirements

You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility *from the immediately following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.* You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 15 school days of the next grading period, beginning on the first day that report cards are issued.

In addition to PIAA standards, the following *Kiski Area Standards* must be met for weekly eligibility:

1. Students failing two courses will be academically ineligible to participate in any Kiski Area school event, or associated event.
2. If a student is failing any course that student/athlete will be placed on academic eligibility probation.

In addition to PIAA standards, the following *Kiski Area Standards* must be met for **nine week eligibility**:

1. PPA: a student must maintain a cumulative PPA of 69.5% or better at the end of each nine week period to remain eligible. If any student/athlete fails to meet this standard he/she will be ineligible to participate in an event for 15 school days.
2. The Final PPA for the school year determines the eligibility status for the first 15 days of the succeeding year.

In addition to PIAA standards, the following *Kiski Area Standards* must be met for nine week/semester eligibility:

1. Any student/athlete that fails any part of a nine week grading period due to the Kiski Area School District attendance policy shall be ineligible for the following nine week period. Any student/athlete that fails any part of a semester because of the attendance policy shall be ineligible for the following semester.

Student-athletes whose work does not meet the standards listed above, who acquire credit recovery and meet the minimum 69.5% cumulative PPA shall be eligible. **Credit recovery will not impact PPA: it will only recover the necessary credits for eligibility.**

- **School event-** is all PIAA athletic events
- **Associated event-** is any event, activity, or appearance that requires any of the following: administrative approval, district transportation, or Kiski Area staff supervision. This includes but is not limited to field trips, drama productions, concerts and/or performances (if not graded event), and any other event requiring students to miss classes.

Study Table Requirements and Academic Eligibility Probation Requirements

An ineligible student must complete the following prior to regaining eligibility:

- Students who failed to meet the weekly eligibility requirements must attend two one-hour mandatory study table sessions. These will be held after school from 3-4 pm on Tuesday and Thursday (Times and Days subject to change).
- Students who failed to meet the nine week eligibility requirements must attend six one-hour mandatory study table sessions.
- Students must also meet the PIAA and Kiski Area Weekly Eligibility Requirements to regain eligibility.

A student who is on Academic Eligibility Probation must complete the following:

- The student must complete the Academic Eligibility Probation Form and turn it in to their coach/sponsor by Friday of that week (or the last day of the week if school is not in session on Friday).
- To complete the Academic Eligibility Probation Form, students must meet with the failing class teacher during tutoring hours (Cav Time), during class (if no tutoring hours are offered), or must attend gym makeup (if failing gym). The failing class teacher must sign the form verifying the meeting, and may write down missed assignments or comments for improvement.

If a student on Academic Eligibility Probation fails to complete the form correctly, turn it in on time to their coach/sponsor, or falsifies any information, then that student will be assigned a detention after school, and continue to be on Academic Eligibility Probation for the following week.

Suspension & Extra-curricular Activities

Any student assigned a temporary or full suspension may have his/her membership in school organizations terminated for the school year. Please check the bylaws of any school-sponsored activities in which you participate.

No student is permitted to participate in extracurricular activities the entire duration of their suspension!

Registration and Application Procedures for Athletics

1. Students must register and pick up application forms at a registration meeting prior to the season.
2. All forms must be properly completed and returned prior to the first day of tryouts and/or practice.

Form 1

- Section 1 Parent/Guardian Permit
- Section 2 Waiver And Release From Liability
- Section 3 Injury Risk
- Section 4 Student Athlete Guidelines, Training Rules, Coaches Prerogatives, Equipment

Form 2

- Coaches' Information Card and Emergency Consent

Form 3

- Health History and Physical Examination Record and Emergency Information.
- Physical examination dates will be assigned to students who were not examined by a personal physician. Student will have to get a physical examination from family physician if he/she fails to report on day of scheduled physical examination.
- Students will not be permitted to attend any team meeting, practice, or session until all forms have been properly completed by student, parent, and physician and approved by the Athletic Director, or his appointed coach-representative.

Physical Education Guidelines

In order to develop a clearer understanding of requirements for Physical Education, the following outline of rules and regulations is being presented for you to read and retain.

Uniform

1. Gym shoes
2. Socks
3. All students will be required to wear the approved unisex T-shirt and blue shorts identified by the lettering *Kiski Area Physical Education*. The uniforms will be available only through the Senior High School Store.
4. Towel necessary for pool classes
5. Equipment should be marked for easy identification—do not expect instructor to help locate unmarked equipment.
6. Cooler weather—classes will go outdoors in cooler weather. Heavy jersey, sweatshirt or sweat suit is recommended. Cool weather clothing will be permitted following roll call and prior to exiting for outdoor activity
7. Pool classes—a suitable, modest swimsuit should be worn.

Class Procedure

1. Be in locker room when late bell rings.
2. Students are responsible for securing their valuables during class. Students are permitted to use lockers during their class period and combination locks should be utilized. Students may purchase a lock at the student store or supply their own.
3. Report to roll call 5 min. after late bell rings.
4. Conduct yourself with proper discipline and respect during roll call and all class activities. Participation will be included in your grade.
5. Report to locker room when excused from class. Change at this time.
6. Leaving an assigned area before dismissal bell or cutting class results in a discipline referral.
7. Cutting a class results in a discipline referral.

Make-ups and Medicals

1. Absences from class will result in daily points being deducted. Absences from class may be made up and the deducted points replaced.
2. All students, even those with short-term medical excuses, must dress for class.
3. Medicals, both short and long term, will be dealt with on an individual basis.
4. Long term medicals will be assigned to an adaptive assignment or activity and the expectations for that period of time will be explained, i.e., due dates for written assignments, required dress, areas to report to, etc.
5. Students needing assignment to adaptive physical education must:
 - a. Check with the physical education teacher for adaptive guidelines.
 - b. A doctor's excuse must be submitted at the beginning of the medical, specifying the reason and length of time the student is to be excused from physical education. No medical excuse shall be retroactive.
 - c. The adaptive program is a written program and the folders must be completed on a daily basis for each regular or pool class missed.
6. Pool or regular physical education classes intentionally missed (refusal to dress with no written excuse) must be made up within that nine-week period.
7. School Activity - A student shall be excused from regular physical education class to participate in a school activity, which is being held at the same time the class is scheduled. The class does not have to be made up, but any skill or written tests missed must be made up in class.

Lockers and Valuables

Lockers in the gymnasium locker and shower areas are not made to provide security for valuables. Students are urged not to have valuables in school. However, if valuables are brought to school, students are to turn them in to the physical education teacher. The teacher will hold the valuables until the student reclaims them. Remember: turn all valuables in to the teacher. The school will not be responsible for the loss of personal valuables. **Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.**

Weight room Usage

Because of the risk of serious injury associated with lifting weights, only those being supervised by their sport specific coach or physical education teacher will be permitted to use the weight room. All others will be required to leave the facility

Individuals using the weight room must be properly dressed. Shirts, shorts, and shoes must be worn at all times.

All equipment must be returned to its proper storage facility when finished. Equipment must be wiped clean with disinfectant when finished. Disinfectant will be available at the weight room.

ATTENDANCE PROCEDURES AND GUIDELINES

Attendance

Compulsory student attendance is a requirement of the Pennsylvania School Code 1326 and 1333. The Kiski Area School District is required by law to adopt and enforce policies and procedures regarding the daily and regular attendance of all students within the District. The Kiski Area School District believes that regular attendance in the classroom is conducive to learning and that frequent absences of pupils from regular classes disrupt the continuity of the instructional process. We believe there is a strong correlation between regular classroom attendance and academic achievement. The District cannot educate students or provide them with support and assistance when they are absent from school. Therefore, in accordance with the laws of the state, Kiski Area School District requires regular attendance each day that school is in session of all school age children (six to seventeen) of the Kiski Area School District. Regular attendance is defined as attending school for the full day on each day during which school is in session. Students for whom individualized educational plans have been developed as well as students enrolled in vocational training, work/study and alternative education programs are expected to attend all sessions provided for in their programs. Students are required to attend all sessions unless properly excused by school authorities for temporary absences when satisfactory evidence of such mental, physical or other urgent condition which may reasonably cause the student absence. Such absences may be investigated. The Assistant to the Superintendent must approve all exemptions from compulsory school attendance or requests for alternative educational programming.

Truancy

Being absent from a class or classes without permission or authorization. Being absent from the building during some or all of the school day without permission from an authorized school official.

School Day

Two or more class periods. All students absent from classes for legal reasons, including suspensions, are required to make up all work and tests missed. It is the responsibility of the student to see his/her teachers to obtain the work and to obtain help, if needed, to make up the work. Students will be given a number of days equivalent to the number of days missed to complete make-up work. Students who will be absent a **minimum** of three consecutive school days may request homework from the guidance office. A request for homework for students who will be absent 3 or more days should be made as soon as possible (preferably the first day) during the expected period of absence.

Parents requesting homework should call the guidance office. Requested homework will be available to be picked up in the guidance office after 2:00 P.M. on the day following the phoned parental request.

No make-up work will be permitted for any class work missed during an absence marked unexcused or unlawful. There will be no possible make up of any tests missed during an absence marked unexcused or unlawful.

Excused Absence

A student's excused absence may be for reasons that include but not be limited to the following:

1. Death in immediate family
2. Educational trips pre-approved by the administration
3. Field trips, special programs, athletic and activity events pre-approved by the administration
4. Illness
5. Impassable roads when certified by the District
6. Out-of-school suspension
7. Pre-arranged medical, dental, clinic or hospital appointment
8. Quarantine
9. Religious holidays as certified by a written explanation signed by the student's parent/guardian or clergy person
10. Religious instruction
11. Short-term family emergency
12. Special circumstances or requests prearranged and approved in advance by the principal.

When a student returns to school following an absence, they may request an excuse blank from their 1st/5th period teacher or print it from the school district website. The form is to be completed and returned within three school days. It should include the date(s) of absence, the reason for the absence and the signature of the parent/guardian. The mere fact that the parent/guardian has sent a written excuse does not mean that the absence is excused. If the excuse is not received by the third school day, it will be counted as an unlawful or unexcused absence.

Students who have been absent (excused or unexcused) ten days will be required to have a doctor's excuse for every day of absence thereafter. Such doctors' excuses must be presented by the third day following an absence or the day(s) in question will be counted as unlawful or unexcused.

If students are absent from school the entire day, they are not permitted to participate in or attend an after-school activity that day. In order to participate in an after-school activity, students must be in attendance a minimum of one-half day.

Unexcused/Unlawful/Illegal Absences

Unexcused or unlawful absence is the absence of a student for any of the following reasons in addition to reasons not defined in this list:

1. Car problems/missing the bus
2. Child care
3. Illegal employment/work
4. Leaving school without office permission
5. Oversleeping
6. Shopping
7. Truancy
8. Unapproved trips

The principal or designee shall make the decision declaring an absence as unexcused or unlawful based upon information received from all available resources. The principal or designee shall record the unlawful absence on the student's attendance record and notify the parent/guardian.

When students receive one unexcused absence, the principal or designee will contact the parent/guardian informing them of the absence. This contact will be done in writing and sent via mail. The legal penalties established by law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments, the name and telephone number of a school contact person will be included.

For each additional unexcused/unlawful absence, the parent/guardian will receive a second notice of unlawful absence from the principal. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact person will be included.

When a student receives a third unexcused/unlawful absence, the parent/guardian will receive a third notice of unlawful absence by certified mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements will be liable without further notice. After the third unexcused/unlawful absence, a TEP (Truancy Elimination Plan) meeting will be held with all stakeholders of the child's education. This meeting is designed to correct the attendance issue without taking legal action. Any further absences of an unlawful nature will be directed to the magistrate who will investigate and direct to the proper service/agency.

Excessive Absences

Excessive absences can jeopardize a student's chances in passing his/her courses. The Pennsylvania School Code covers excessive absenteeism. It states, "A claim of continued or repeated illness justifies the administration, home and school visitor or teacher in asking for a statement from a doctor." The law further places responsibility upon the parent/guardian of a school-aged child for that child's school attendance. The Pennsylvania School Code gives the school authority to require a student to have a medical excuse when absenteeism is excessive. A doctor's excuse will be required when a student has:

1. Missed a total of ten school days in the year (excused or unexcused)
2. Accumulated three unexcused absences

If a student fails to present a medical excuse for any further absences, a "Notice of Unlawful Absence" will be sent to the Parent/guardian of that student. Any further illegal absences after the parent/guardian has received a "Notice of Unlawful Absence" will necessitate a citation being filed at the District Magistrate as provided for in the

Pennsylvania School Code Section 1332-1333.

Students may also be assigned after-school detention after accumulating ten days of excused or unexcused/unlawful absences. Additional excused or unexcused/unlawful absences may cause the assignment of additional detention or suspensions.

Tardiness to School

Any student who arrives after the beginning time for period 1 and or 5 is required to present a parental excuse or an official excuse from a doctor, dentist, or agency to be coded as excused. The student must present this information to the attendance office upon arrival. If a student arrives after 7:45 A.M., he/she must report directly to the main office to receive a class admission slip. He/She may then report to class.

Students are permitted **five (5)parental tardies** for the year. Students who have been tardy five times will be required to have a doctor's excuse for every tardy thereafter to be considered excused. A letter will be mailed home notifying the parents/guardian when a student has reached his/her limit for parental tardies.

After the fourth unexcused tardy, a detention will be administered. Additional tardies will constitute additional detention or in-school suspension.

5-6 1 Detention **7-8** 2 Detentions **9-10** 3 Detentions

Tardiness During the School Day

Not being in one's assigned location by the time the tardy bell has rung.

Early Dismissal

Students must report to the office to secure permission to leave the building early. Written permission from home must accompany each request. A call from the office may be made to verify this request. The individual picking up the student must be listed on the student's emergency card and will be required to enter the building, report to the attendance window, and show proper identification in order to remove the student from school.

Students returning from the early dismissal must present printed documentation of attendance including time of appointment immediately upon return to school. Students who leave school without official documentation will be considered unexcused and subject to disciplinary action. In case illness develops during the day, the school nurse will contact the parent/guardian to discuss a recommended plan of action which may include an early dismissal.

If possible, doctor and dentist appointments should be made on Saturday, school holidays, or after 3:00 P.M. If a doctor or dentist appointment is made, which requires an early dismissal, **official documentation must be presented including the doctor's name, telephone number, and time of appointment must be on the early dismissal request.** It is the student's responsibility to take his/her dismissal slip and have it initialed by the dismissing teacher for those classes missed before the student exits the building.

Any student who misses two or more periods for an early dismissal will be considered one-half day absent.

Vacations During School Term

Students who go on vacation during the school term are technically unlawfully absent unless the Superintendent has given prior approval. Compulsory School Attendance Laws and No Child Left Behind legislation discourage the approval of vacations during the school year. Requests should be submitted to the building principal ten school days prior to the trip. An "Attendance Notice-First Offense" will be sent if pre-approval has not been granted. Students will be permitted to make up work during this first vacation. All other vacations will not be granted this same permission. If no other unlawful absences occur during the school term, the District will not take legal action.

College Visitations

During the school year, seniors are permitted up to two (2) college visitations. Juniors are permitted one (1) visit. Upon returning to school, the student must provide printed documentation from the college/university attended. Failure to return with the necessary documentation may result in an unexcused absence.

Perfect Attendance

Perfect attendance means a student must be in school more than 1/2 a day, every day of the school year. Early dismissal that extends beyond a 1/2 day of school will not constitute perfect attendance for each nine weeks.

Attendance/Grading Requirements

Students, who experience excessive absence during a nine-week grading period, may fail individual courses or all courses scheduled during that grading period. Excessive absences during the second semester of the academic year may constitute failure of that semester, subsequently; the student may fail individual course(s) or the entire school year.

Throughout the year, teachers maintain accurate daily attendance records and shall submit them to the office at the end of each nine-week grading period. At that time, the administration will then review all course(s) and nine-week or semester failures based on the lack of attendance. Input will be solicited from teachers, guidance counselors and school nurses. When a failing grade is recorded on the report card for excessive absence, the grade will be accompanied with the appropriate comment number that indicates that the “failure is due to excessive absence”.

Students are not permitted to be absent from an individual course(s) seven or more sessions during a nine week period. Students are not permitted to be absent from an individual course(s) thirteen or more sessions during the semester of the academic school year.

Absences that will not be counted under this policy will include:

- a. Absence due to illness verified by a physician’s written excuse
- b. Absence due to attendance at a pre-approved funeral
- c. Absence due to a court appearance verified in writing by an appropriate court document
- d. Absences pre-approved by the principal or his/her designee
- e. Absences due to out-of-school suspension
- f. Class absences due to in-school remediation

Parents/guardians may request a review of the student’s attendance records and failure(s) due to lack of attendance at the conclusion of the affected nine-week grading period.

BULLYING/CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying/Cyberbullying

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

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

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

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Consequences

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

CHEATING

Any student caught cheating will receive a 0% on that specific graded assignment. Any student caught cheating the second time in the same subject will automatically fail the subject for the year. Plagiarism is considered a form of cheating. The dictionary meaning of *plagiarism* is the following: "To steal and pass off as one's own (the ideas and words of another). (Page 1728 of Webster's 3rd New International Dictionary). The legal definition of plagiarism according to the copyright laws of the United States may be the use of as little as five consecutive words in a work that is presented as original

COMPLAINT PROCEDURE

When a parent/guardian or student has a complaint, it is district procedure that it can be resolved at the lowest possible level. The process typically would follow these steps, when there is a complaint.

1. Classroom Teacher
2. Building Administrator
3. District Office Administrator
4. School Board

Following this procedure will insure that the process is not delayed. All complaints must be filed within 90 calendar days from the alleged incident.

DANCES

Dances are held periodically throughout the school year, under the supervision and direction of the appropriate district personnel. Only students and guests (under 21) in good standing with Kiski Area High School are permitted to attend. Proper school dress is necessary at all school dances.

DESTRUCTION OF SCHOOL PROPERTY

Any student caught defacing, injuring, or destroying school property will be suspended, and referred to the proper authorities in compliance with Section 777 of the Pennsylvania State School Code which reads as follows:

Section 777

Defacing, Injuring or Destroying Property Used for School Purposes: Penalty. If any person shall willfully or maliciously break into, enter, deface, or write, mark or place obscene or improper matter upon any public school building, or other building used for school purposes, or other purposes provided for in this act, or any outhouse used in connection therewith; or shall deface, injure, damage or destroy any school furniture, books, paper, maps, charts, apparatus, or other property contained in any public school building, or other building used and occupied for school purposes, or other purposes provided for in this act; or shall destroy, injure or damage any shade trees, shrubbery, fences or any other property of any kind, upon any public school grounds, or upon any public school playgrounds, such person shall be guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine of not less than five (\$5) and not more than two hundred dollars (\$200), or undergo imprisonment in the county jail for a period not exceeding six months, either or both, at the discretion of the court.

Care of Building

It is the obligation of every student to avoid damaging or defacing buildings, furniture, and books. If students are outspoken in their disapproval of such damage, they become a powerful influence among their fellow students and help save tax money for desirable additions and improvements.

Any damage is to be reported to the office immediately and those responsible for it will be held liable.

Supplies of permanent or semi-permanent materials, i.e., books, etc. which are distributed to individual students must be returned in good condition at the end of the current term. Students who destroy, deface or lose this equipment will not be given report cards until such equipment is paid for.

Lost and Destroyed School Property

Charges for lost or destroyed books are based on the original cost of the book and the age of the book. Parents/guardians are responsible for payment. The cost of any school equipment or property which is lost or destroyed must be paid in full. Records will be detained if all obligations are not met.

DISCIPLINE POLICY

The entire discipline policy of the district is available in every principal's office. Students are made aware of the policy's guidelines at the beginning of each year through explanations provided by teachers and principals.

When attending school activities, all school rules apply. Such activities are strictly an extension of the school day. Extra-curricular rules and regulations governing students in those activities will be in addition to the district's discipline policy.

Exclusion from school may be affected by temporary suspension, full suspension, or expulsion. Consistent temporary or full suspensions as well as the severity of the infraction could lead to expulsion. In all cases the administrators will adhere to the due process procedures outlined in detail in the district's discipline policy and the Pennsylvania School Code.

After-School Detention

Minor offenses not deemed of the degree of severity to warrant suspension.

Detention classes will be held two days per week from 2:55 P.M. until 4:55 P.M. No student will be admitted after 2:55 P.M. If for any reason a student cannot report on his/her designated day, he/she must give written notice, signed by the parent/guardian, to an assistant principal no less than one day prior to the scheduled detention. Any student who fails to attend detention may be referred to the magistrate. All school rules regarding attendance apply to detention. If a student is absent, a doctor's excuse must be presented.

Work and transportation are not legitimate reasons for missing detention.

Students reporting to detention must bring enough work to last the entire session. Supervising teachers will assist with tutoring when possible. Talking, sleeping, eating and drinking, listening to music, etc. will not be tolerated. Any student violating the above rules will be asked to leave and will not receive credit for the time spent and additional disciplinary action will occur.

Any senior who has not made up his/her detention prior to the end of school will not receive his/her diploma. Underclassmen will not receive their report cards and will automatically be subject to detention and/or suspension at the beginning of the next school year and possible referral to the magistrate.

Temporary Suspension (3 days: in-school or out-of-school)

1. Use of profane or obscene language or gestures while under school supervision.
2. The possession or use of matches, lighters, electronic cigarettes, vaping devices, look alike tobacco products, or any tobacco product.*
3. Threatening of students or teachers.
4. Fighting between two or more students.
5. Insubordination - refusal to follow the instruction of a school employee or failure to identify oneself upon request.
6. Misconduct/disobedience (sec. 1318 school code).
7. Leaving an assigned location or school without permission by the office.
8. Truancy/class cut.
9. Forging or falsifying school forms or the use of forged documents.
10. Theft of school equipment plus any item(s) taken from teachers, students, locker rooms, closets or any place in the school or on school property.
11. Malicious mischief and school vandalism.
12. Malicious telephone calls to school personnel.
13. Verbal abuse/harassment.
14. Violation of the medication policy.
15. Public show of affection.
16. Malicious or inappropriate use of technology.
17. Other offenses that are deemed in conflict with the normal operation of the educational process.

***In addition, legal charges may be filed in accordance with Act 145 of the school code and local ordinances.**

Full Suspension (10 days: out-of-school)

1. Possessing, dispensing, selling or use of alcoholic beverages on school property or school related activities.
2. Possessing, dispensing, selling or use of drugs that are in violation of the Dangerous Drug and Cosmetic Act on school property or at school related activities.
3. Assault and/or battery including striking or causing physical injury while under the school's supervision to students and/or school personnel.
4. Possessing or use of weapon(s) on school property. "Weapons" for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nunchuck sticks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. **
5. Participation in a terroristic threat or attempt.
6. Tampering with fire fighting equipment or emergency system (false alarm).
7. Moral offense, such as indecent assault, exhibitionism, and possessing of pornographic material.
8. Possessing blasting caps, firecrackers, smoke bombs or any other explosive devices on school property.
9. Complete disregard of school rules and regulations.
10. Severe abuse/harassment
11. Other types of offenses that are deemed in conflict with the normal operation of the educational process.

****This suspendable behavior may result in an expulsion based on Act 26: June 30, 1995 of the PA School Code.**

Aggravated Assault

Any student guilty of assaulting a teacher, staff member, administrator, other employee or student will receive a full suspension, be recommended to the Superintendent for expulsion and referred to the proper authorities for prosecution under Section 2702 of Act 167 entitled Aggravated Assault. Section 2702 reads as follows:

Aggravated Assault - (a) Offense defined: A person is guilty of aggravated assault if he/she:

1. Attempts to cause serious bodily injury to another or cause injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life.
2. Attempts to cause or intentionally, knowingly, or recklessly cause serious bodily injury to a police officer making or attempting to make a lawful arrest
3. Attempts to cause or intentionally or knowingly cause bodily injury to another with a deadly weapon
4. Attempts to cause or intentionally or knowingly cause bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
5. Grading-Aggravated Assault under (paragraphs) subsection (a-1) and (a-2) (of this section) is a misdemeanor of the first degree. Whenever any person has been previously convicted or adjudicated a delinquent in this Commonwealth for the offense set forth in subsection (a-4), a subsequent petition, indictment or information of aggravated assault under subsection (a-4) shall be classified as a felony of the third degree.

Carrying Weapons on School Property

Any student caught possessing or using weapons on school property or at school functions will receive full suspension, and be referred to the proper authorities to prosecute under Act 167 Criminal Acts on School Property. Act 167 reads as follows:

An Act- Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, further providing criminal penalties for carrying weapons on school property and defining aggravated assault and increasing the grading for certain types of aggravated assault on a second and subsequent conviction and authorizing prosecution for obscenity violations whether or not the activity is enjoined.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1, Title 18, act of November 25, 1970 (P.L. 707, No. 230) known as the Pennsylvania Consolidated Statutes, is amended by adding a section to read: 912. Possession of Weapons on School Property.

- a. Definition: Notwithstanding the definition of “weapon” in section 907 (relating to possessing instruments of crime), “weapon” for purposes of this section shall include but not be limited to any knife, cutting tool, nunchuck sticks, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- b. Offense denied: A person commits a misdemeanor of the first degree if he/she possesses a weapon in the building, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education or elementary or secondary parochial school.
- c. Defense: It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course or is possessed for other lawful purpose.

Note: Violation of this Act may also result in expulsion based upon Act 26 of 1995 of the Pennsylvania School Code.

After three (3) temporary suspensions, any subsequent suspension will be for ten (10) days out-of-school. Expulsion shall mean exclusion from school for an offense exceeding ten (10) school days, and may be permanent expulsion from the school rolls. These cases shall be acted upon by the Board of School Directors after appropriate due process.

*Act 145 of 1996 identifies, as a summary offense, the possession of tobacco, or a tobacco product, including unlighted cigarettes and smokeless tobacco, by a student while in school, on a school bus or on any school property. According to the law any student found in possession of tobacco may face a fine of **not more than fifty (50) dollars** plus court costs or be assigned to an adjudication alternative. The penalty, if applied, would be in addition to the temporary suspension imposed by the District.

Leaving High School Campus

Once a student arrives on the high school campus, he/she is not permitted to leave the school grounds. **If a student leaves the high school campus, he/she will automatically receive a suspension.**

Bus Misconduct

Riding the bus is an extension of school, and all school rules apply on the bus. Violations of school bus rules will be reported by the driver to the principal for disciplinary action. When the bus infraction calls for a suspension, in accordance with the Kiski Area School District Discipline Policy, the suspension procedure for school offenses will be implemented by the principal.

Food Items

Food and drink items should only be consumed in authorized areas with appropriate permission.

DISCRIMINATION POLICY

The Kiski Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Keystone Consulting, Title IX Coordinator at (724) 842-0452.

DISSEMINATION OF MATERIAL

No material of any type may be passed out on school property (including school buses) without permission from the Principal.

DRESS GUIDELINES

Attire which is hazardous to health, safety, or that which is disruptive to the educational process, as determined by the principal is considered improper for school. The following examples are considered **IMPROPER**, this list is not all inclusive, but is meant as a guide:

1. Bandanas, head scarves, hats, hoods, sweatbands/headbands, and sunglasses are not permitted to be worn during the school day.
2. Footwear must be worn at all times.
3. Undergarments should be appropriately covered.
4. Clothing or accessories with obscene/suggestive print or which promotes tobacco, alcohol products, illegal substances (including drug paraphernalia), and statements of hate, prejudice, bigotry, or sexism are not permitted. This includes suggestive printing on clothing that can be interpreted with a double meaning.
5. Pajama bottoms, and other types of sleepwear are not permitted.
6. Heavy jackets or coats are not to be worn indoors. Zip-ups and hooded sweatshirts are permitted as long as they do not cover the head.
7. Clothing or accessories utilizing spikes, studs, or chains are not permitted.
8. All bags including purses, backpacks, and gym bags must be small enough to fit under the classroom desk/chair.

Note: Any person in question will be asked to adjust their dress accordingly. Students who do not cooperate with their teacher or who have continued violations of these guidelines should be referred to the office and may result in disciplinary action, which may include detention or in-school remediation.

DRUG POLICY

On June 20, 1983, the Kiski Area Board of Education passed a strict drug policy for all students. Copies of the policy are located in all principal's offices. This policy will be reviewed yearly in all secondary Physical Education classes during the first month of school.

Tobacco

The state law states that it is unlawful to sell or give tobacco in any form to anyone under twenty-one years of age. In addition, Act 145 of 1996 identifies as a summary offense the possession of any tobacco product on school property or school vehicle. Also a smoking ordinance passed in October 1977, by the Allegheny Township Supervisors prohibits smoking in any of the buildings where NO SMOKING signs are posted. Therefore, smoking or the use of tobacco at the Kiski Area High School is strictly prohibited. Any student discovered smoking or using tobacco on school property shall be referred to the Assistant Principal's office where proper disciplinary measures will be administered. The possession of cigarettes or any type of tobacco is strictly prohibited on school grounds at all times.

Students found to be smoking in school buildings will be charged through the Allegheny Township Police for Act 145 violations and for violation of the township no smoking ordinance that applies to public buildings and subsequently referred to the District Magistrate for determination of penalty. Penalties will most likely always include fines and costs. This is in addition to the penalty provided for the Kiski Area School District Discipline Policy.

ELECTRONIC DEVICES

Electronic devices such as cell phones, iPods, iPads, etc. are to be used only in authorized areas with appropriate permission. Students must comply with district procedures for utilizing the internet and must comply with staff when requested to stop using technology. The unauthorized use of recording or photography of any kind is prohibited on school property or in the school setting and may result in disciplinary action and/or criminal charges. A student failing to comply with the electronic device policy may have their device confiscated by staff members. Devices may be retained until appropriate discipline has been served.

EMERGENCY CLOSINGS

If the schools will be closed, or if there will be a delayed starting time, announcements will be made on the following radio and television stations and the KA Website (<https://www.kiskiarea.com>), KDKA, 3WS, WPXI, WTAE. Also, if students' phone numbers are up-to-date, the district's phone alert will be activated.

If schools are closed or students are excused early due to an emergency, all activities are canceled for that day or days.

EMERGENCY DRILL INSTRUCTIONS

For the safety of all concerned and by State Law, schools are required to have fire drills. These drills are practiced so that the building can be evacuated quickly. For their protection teachers will instruct students how to leave their rooms safely as well as post evacuation maps in each room. The following are major precautions for students to observe:

1. Quickly proceed as instructed to nearest exit.
2. Keep as quiet as possible for there may be additional instructions.
3. In case exit is blocked, move to the nearest open exit.
4. Each class will line up in a safe distance from the building and roll call will be taken.
5. Return to building when directed.

Emergency weather drills have been established and will be implemented during the school year. Students and staff will follow the evacuation directions posted in each of their classrooms.

ENGLISH LANGUAGE LEARNERS

This information is important for all English language learners (students whose native language is not English) and their parents/guardians. Throughout the school year very important information is sent home or provided to students in school. An example would be the parent/student handbook, which contains information, schedules, calendars, policies, etc., all critical to the student's successful participation in school. The English speaking parent or guardian should take the time to review this information with his or her child. If you are not able to do this due to the level of your own English proficiency, the District will provide translators or interpreters in your native language to assist you. If this service is needed, please contact your child's principal or guidance counselor at the school.

ENTERING THE BUILDING

Students should not arrive prior to 7:20 A.M. Students who arrive prior to 7:20 A.M. must report to the designated area. Students entering the building after 7:40 A.M. are to report to the main office to record their tardiness and receive a pass to be admitted into class.

EXCEPTIONAL LEAP STUDENTS

Kiski Area School District provides a free, appropriate, public education to gifted and other exceptional students according to state and federal law. Kiski Area has implemented the LEAP Learning, Enrichment and Acceleration Program for this school year. To qualify as an exceptional student, the child must be of school age, must be in need of specially-designed instruction, and must meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, speech/language impairment.

The District engages in identification procedures to ensure that all students receive an appropriate educational program, consisting of gifted instruction or special education and related services which are individualized to meet the educational needs of the student, and reasonably calculated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for gifted special education programs and services. When screening results suggest that a student might be exceptional, the District seeks parental consent to conduct a multi-disciplinary evaluation. Parents who suspect that their child is exceptional may request an evaluation of their child at any time through a written request to the Director of Student Services, Kiski Area School District, 200 Poplar Street, Vandergrift, PA 15690.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program (IEP). The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The District also provides related services, such as transportation, physical therapy, and occupational therapy, required to enable the student to benefit from the special program. Parents are invited and encouraged to participate with the school personnel in their child's evaluation and the development of their child's IEP.

FALSE ALARMS

Any student caught pulling fire alarms or calling a false alarm to the school, 911, or another agency will receive a full suspension, and be referred to the proper authorities to prosecute under Section 4905 of Criminal Code. Section 4905 - A person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.

FIELD TRIPS

Each year, the school district may provide field trips of educational value for students. Only students who have written parental permission and meet all academic requirements may attend. Those students who do not have permission will be expected to spend the day at school and work on assignments provided.

GRADING POLICY

When using a percentage the following scale will be used:

90-100: A 80-89: B 70-79: C 60-69: D Below 60: E

The above may be applied when calculating unit grades for determining the nine-week (s) grading or calculating the summative grade at the end of the school year. In determining the yearly average letter grade for the report card, a “weighted” scale is used for several advanced, academically challenging courses.

The teacher will explain to the students the percentage grading system being utilized for each evaluation (quiz, homework, tests, etc.) so that a student is aware, at any time during the grading period, where he/she stands. Students and parents/guardians are also encouraged to check Skyward for updated grades.

Report of Pupil Progress

Report cards are posted every nine weeks. A deficiency notice will be posted whenever a student is doing "D" or "E" work. This notice will be sent at the midpoint of each grading period.

An overall 1.0 average must be obtained to pass a subject.

Incomplete Grade Policy

A student receiving an incomplete, “I” grade on his/her report card, must make up the incomplete by the end of the following nine-week period, or the “I” grade will automatically become an “E”. If the “E” grade is received as a final grade, the student should attend summer school, if possible. If summer school attendance is impossible, the student, not the counselor, has the responsibility to schedule the subject for the next school term.

A student returning to school following an absence(s) must make up assignments/tests with the teachers immediately. It is the student's responsibility to contact the teacher to arrange make-ups. Failure to do so will be recorded as an “E”. An incomplete during the final grading period must be completed by the last day of school or the grade in question becomes a failing mark. A long-term illness is treated separately. The teacher and administration shall review any unusual incomplete grade, which affects passing or failing of a subject for the year. Seniors are not permitted to graduate with incomplete grades appearing on their secondary record (grades 7 -12).

Scheduling Procedures

The Course Selection Guide is provided to assist students and their parents with the task of selecting courses. It is essential for students and parents to acquaint themselves with the contents of the **Course Selection Guide** so that knowledgeable decisions can be made about an individual student’s course of study.

As students select courses, attention should be given to course requirements, entrance prerequisites, and course sequences. Students should realistically assess their capabilities and ambitions. If a student has any doubts or questions concerning a course, they are encouraged to discuss the course with the appropriate teacher or counselor.

The selection of courses will ultimately depend upon the student's abilities, the student's interests, and specific requirements of the college a student plans on attending or the program of study a student wishes to pursue upon graduation.

Schedule Changes

The courses you select reflect a combination of required and elective courses. Any request for schedule changes must be made **before the first day of school**, or **before the 1st day of a semester** for a semester course. After this date, if there is an error in your schedule, the student will submit a "**Schedule Change Request Form**" to the guidance office for review and will be limited to the following categories:

- The student has already taken and passed the course.
- The student did not pass/did poorly in the prerequisite for the course.
- The student wishes to be in a higher level course.
- The student is missing a graduation requirement.
- The student is scheduled for a course that is for the wrong grade level.
- The student does not have a complete schedule.
- The student failed a subject and must repeat that subject.
- The student is interested in enrolling in the Work Release Program
- The student is scheduled to repeat a course with a teacher with whom they have previously failed a class.

No schedule changes will occur after the designated timeline. Any student requesting a schedule change must complete the proper request form and submit it to his/her counselor.

Withdrawal from a Course

If a student wishes to Withdraw from a course, the student will complete the "**Course Withdrawal Request Form**" that includes the reason for the withdrawal, parent, student, and current teachers signature. Completed forms will then be submitted to the Guidance Office to be reviewed by The Scheduling Committee.

The Scheduling Committee will meet to evaluate and process the request accordingly.

- The Scheduling Committee may require the students to continue in the assigned course.
 - The Scheduling Committee and the student will develop a student improvement plan that may require additional supports and extended learning time.
- The Scheduling Committee may facilitate the withdrawal procedures.
 - The Scheduling Committee will determine the grades earned and the credits awarded. Withdraws from a class may result in one of the following:
 - "WF" "Withdraw Failing"
 - "W" "Course Withdraw"
- The Scheduling Committee will evaluate extenuating circumstances to determine relevance pertaining to withdrawal requests. All withdrawals will appear on the student transcript.

Honor Roll

All subjects will be computed to determine appropriate honors:

90% - 100% High Honors

80% - 89.9% Honors

Any 70% or lower on the report card will disqualify a student from being on the Honor Roll. Incomplete grades will disqualify a student from the Honor Roll.

Repeating Subjects

Subjects, in which a student receives a passing grade, cannot be repeated with the intent of receiving a higher grade. Once a passing grade is received in a subject, the grade is recorded on the permanent record. Any exceptions must first be approved by the administration.

NATIONAL HONOR SOCIETY

Students are chosen for the National Honor Society on the basis of scholarship, leadership, service, and character. In order to be considered, students must meet the scholarship requirements by achieving a cumulative grade point average of 3.40 for grades 9, 10, and 11 for seniors and 9 and 10 for juniors. Consideration will be made to seniors only after the second grading period during the school year.

Scores for leadership, service, and character are also considered. Students with an overall average of 3.40 or above in leadership, service, scholarship and character will be invited to become members. Any student who has been suspended during the current school year may be eliminated from consideration.

The National Honor Society stands for more than just academic excellence; its members must also demonstrate outstanding service, leadership, and character both in and out of school. These areas will be evaluated in the following manner:

Service: A student will receive one point for each school-affiliated club in which he/she actively participates. Sponsors of clubs will be asked to verify the student's attendance and participation. One point will be given to students for any outside verified service activity. This can include such areas as scouting, church service, or candy stripping, etc. Once the points have been tallied, the total will be applied to the following four-point scale:

| | |
|--------------------|------|
| 0 Service Points = | 0.0 |
| 1 Service Point = | 1.0 |
| 2 Service Points = | 1.5 |
| 3 Service Points = | 2.0 |
| 4 Service Points = | 2.5 |
| 5 Service Points = | 3.0 |
| 6 Service Points = | 3.5 |
| 7 Service Points = | 3.75 |
| 8 Service Points = | 4.0 |

Being an officer or captain doesn't count toward service. These areas are rewarded under the category of Leadership.

Leadership: Leadership can be shown in a number of ways. The obvious examples of leadership can be found in the form of being an elected officer, being appointed captain of a team, or serving as the head of a committee. Less obvious but still important examples of leadership can be found in the way a student takes part in his/her classes and the way a student exerts a positive influence on others in or out of class.

Leadership will be rated in the following fashion: Teachers will evaluate each candidate on a 4.0 scale. These ratings will be totaled and divided by the number of teachers who scored a student in that category. Example: Ten teachers rate Student A in Leadership. The total points given equal 37. The rating will be (37/10) 3.7. A maximum of 4.0 can be reached in this category.

Character: The area of Character is quite encompassing. It takes into consideration such things as honesty, manners; respect for authority, handling criticism maturely, proper behavior both in class and at school events, and more. The faculty will rate this area, again on a 4.0 scale. Both the high and low score will be dropped in this area prior to the final calculations being made. For example, if a student received two "4's" and three "0's", one of each would be dropped. Then scores would be added and the computation made. Teacher evaluations of character are confidential and will not be shared with student candidates or parents/guardians of student candidates.

Final Evaluation: The final evaluation will be based on the four point totals achieved in Academics, Service, Leadership, and Character. Each of the four principle areas of the National Honor Society are given equal numeric weight. An average of 3.4 will be needed to receive an invitation to join the National Honor Society. Below you will find two examples to demonstrate this procedure:

1. Student A has a 3.6 GPA, belonged to three clubs and a church youth group for 2.5 Service Points, received a 3.8 evaluation in Leadership and received a 3.8 evaluation in Character. His/her total points equal 13.7. This total is divided by four. His/her final score is 3.42. Student A qualifies for induction into the National Honor Society.
2. Student B has a 3.8 GPA; belonged to two clubs for 1.5 Service Points, received a 3.0 evaluation for Leadership, and received a 3.3 evaluation in Character. His/her total points equal 11.6. This total is divided by four. His/her final score is 2.9. Student B does not qualify for induction into the National Honor Society.

Selection: In order to be eligible for membership in the society, the candidate must be a member of the junior or senior class, and must have been in attendance at Kiski Area High School for the equivalent of one full semester. A transfer student who was chosen for the National Honor Society in his/her previous school will have his/her membership automatically transferred. Any student who is not selected for National Honor Society at the end of his/her junior year may be evaluated again at the beginning of his/her senior year.

Removal: Students can be removed from the National Honor Society for these reasons: not maintaining the minimum 3.4 grade point average, being suspended or violating the society's tenets of character.

Field Trips/Leaving School: There are times during the school year when members may volunteer or be selected to perform community service projects. If selected, a student will only be eligible to participate provided he meets all the criteria for field trip participation. Since NHS members are chosen based on their character and academic prowess, they will be held to the highest standards. To that end, students must be receiving no grade lower than a 70% in any class to participate. Lastly, often NHS students are involved in numerous activities that require missed classes. Students may be denied participation for certain activities if it is determined that this amount of time is affecting academic performance.

Class Rank

Class rank will be computed on subjects taken in the Kiski Area School District and those transferred from other accredited high schools. Class rank will not be computed for any courses taken in college, evening schools, or other online courses.

Class rank for seniors is calculated on the percentage point average from 9th, 10th, and 11th grade and up to, and including, the third nine-week marking period of the senior year.

Grades will be reported using percentages. A key on the progress (Report Card) will reflect the letter grade associated with the percentage. The lowest percentage calculated and reported for a failing grade will be 50% for the first and third quarters. The following grading scale will be used when converting percentages to letter grades.

| | | | | | | | | | |
|---|--------|---|-------|---|-------|---|-------|---|------|
| A | 100-90 | B | 89-80 | C | 79-70 | D | 69-60 | E | 59-0 |
|---|--------|---|-------|---|-------|---|-------|---|------|

Percentages will be rounded up using standard rounding procedure. 60% and higher will be considered a passing grade.

Percentages for each of the two or four grading periods will be averaged to calculate the final grade.

An incomplete or "I" may be issued on a student's report card when a prolonged absence makes it impossible for work and tests to be made up before the report card distribution date. Students will have until the end of the next grading period to make up the work. However, an "I" will not be issued for the last nine-week grading period. All work will be completed before the last day of school. A grade of 50% will be given for each incomplete evaluation. The principal is to be notified of any "I" to be given.

Weighted Courses

Weighted Courses will have a multiplier of 1.12 for Advanced Placement courses and 1.06 for Honors courses in order to calculate percentages for each grading period.

The following courses are weighted for calculating the PPA:

English

AP English 11/12
Honors English IV
Honors English III
Honors English II
Honors English I

Math

AP Calculus AB/BC
AP Statistics
AP Computer Science

Social Studies

AP European History
AP American History
Honors Contemporary Am.
Honors U.S. History II
Honors Modern World History

Science

AP Biology
AP Chemistry
AP Physics 1
AP Physics C
AP Environmental Science
Honors Chemistry
Honors Physics
Honors Biology

Foreign Language

AP Spanish
Spanish IV

Only Advanced Placement and Honors courses will have mid-term and final exams. Mid-term exams and final exams will be included in the calculation of a student's final course grade. Teachers of all other subjects will not give midterm or final exam. Unit exams may be given, but will not be considered to carry additional weight over any other test.

When a student transfers into Kiski Area School District, every attempt will be made to obtain the actual percentage grades. If only letter grades are available, the midpoint percentage will be applied in order to transition the grades into our system.

The formulas used for this calculation are as follows: $PPA = (\text{Weight}) (4) (\text{Grade}\%)$

Total Pts. for Class Rank = Sum of all PPA scores

PPA to send to colleges = $(\text{Total Points for Class Rank}) / (\text{Total credits})$

The earned percentage along with the appropriate weighting will be used to calculate the grade point average (PPA) for each class. The sum of all of the grade point averages for all classes taken will be used to determine class rank.

Modified and Intermediate Unit courses are not included in class rank calculations.

Student Commencement Speaker Selection

1. The Top Ten Academic Students, as determined by the guidance department at the end of the third nine weeks grading period of the senior year, are candidates to become speakers. All final grades from grades 9-11 plus the grades earned during the first three grading periods of the senior year are used to compute academic standing.
2. An individual Top Ten Academic Student may, if he/she chooses, withdraw their name from consideration as a prospective commencement speaker.
3. The principal will gather all ten numbers together and by secret ballot each individual will vote for a members that he/she would like to have as commencement speakers. A member may vote for himself/herself if he/she so desires.
4. The principal will count the votes and announce the member selected as commencement speakers. In order to break a tie, the principal will hold another vote of the Top Ten Academic Students to choose between the two tied candidates. If the tie is not broken after the second vote, the three principals and the class sponsor, as a means of breaking the tie, will vote the names of the two tied candidates.
5. The chosen speaker from the Top Ten Academic Students will work in conjunction with the members of the English faculty in preparation for the speeches. All speeches to be presented at commencement must have the approval of the principal.

Student Council Members & Officers

The purpose of Student Council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects, by planning events that contribute to school spirit and community engagement. Students interested in serving on Student Council must maintain a 75% academic average and be free of disciplinary actions such as detention and/or suspension.

Students who have the following abilities should consider applying: leadership, responsibility, school spirit, time management, creativity, and scholarship (70% PPA required). Applicants will be judged in the above areas and will be selected by a committee that consists of two students and two faculty members.

Honor Cords

Honor cords will be given to those students who have a 90% average through 9th, 10th 11th and through the first three grading periods of 12th grade.

GRADUATION REQUIREMENTS

Every student shall obtain at least 23 units of credits. A breakdown of courses needed for graduation is available in the Program of Studies which is available in the guidance office.

For graduation purposes, a unit of credit shall represent formal, quantitative recognition and satisfactory completion of a planned course of 120 hours of instruction in grades 9-12 by the School Board and Department of Education. A school district may offer a planned course of less than 120 hours and course credit shall be awarded or fraction thereof.

District Policy:

1. All Kiski Area School District transcripts will designate the program completed.
2. Students accepted for early admission to accredited colleges or universities may receive a Kiski Area School District diploma upon submitting evidence of successfully completing the freshman year.
3. Dropouts whose original class has graduated and senior failures not qualifying for a Kiski Area diploma may earn a Commonwealth Secondary School Diploma by successfully completing the General Education Development Test administered at various locations by the Commonwealth of Pennsylvania.
4. Students who withdraw from the Kiski Area School District may return to complete their secondary education and earn a regular diploma after satisfactorily completing the graduation requirements at the discretion of building administration.
5. Credits earned in non-public schools are transferable. Each case will be reviewed individually at the local level. The degree of relationship between the course content of the non-public school and the Kiski Area School District's curriculum is a prime consideration. Home school credits are not acceptable as credits toward graduation.
6. Credits earned in other PA public schools are transferable because each district must meet the common requirements of the School Code and the State Board of Education. However, each case will be reviewed individually at the local level.
7. Credits earned in out-of-state public schools will also be reviewed individually at the local level. The degree of relationship between the course content of the out-of-state public school and the Kiski Area School District's curriculum is a prime consideration.
8. In order to earn a Kiski Area School District diploma, all transfer students are required to satisfactorily fulfill the district's graduation requirements.
9. The minimum credit requirements for a Kiski Area School District diploma will be 23 units of credits.
10. Any student who accumulates 23 credits and meets all the state graduation requirements, but has not met the specific requirements of any of our programs of study, will be credited with completing a general program.

Specific Graduation Requirements

A student will not graduate unless the minimum number of credits has been earned to satisfy the graduation requirements, and unless the student meets the minimum standards of the Commonwealth of PA and the Kiski Area School District. In addition, all required subjects must be passed.

A student who has not met the requirements for graduation will not be issued a cap and gown; he/she will not participate in commencement. No diplomas will be issued until all state and local requirements are met.

All fines must be paid, all detention must be made up, and all school equipment must be turned in. Diplomas will be withheld unless these obligations are satisfied.

If you have any questions in regards to your class schedule or vocational interest, please do not hesitate to call and meet with your counselor. Counselors are available to assist you with your plans for your future years at Kiski Area High School.

Senior Graduation Project

A Senior Graduation Project is used in the Kiski Area School District to satisfy the high school graduation requirements as put forth in Section 4.24 of Chapter 4: Academic Standards and Assessment of the State regulations; specifically, "Requirements shall include course completion and grades, completion of a culminating project and results of local assessments aligned with the academic standards." The project is required for all subsequent senior class members, in order to be eligible for graduation from Kiski Area High School. Information specific to the graduation project follows:

- Students will coordinate with an adult (mentor) who specializes in the research process or the student's specific area of interest.
- All projects will be individual in nature.
- Teachers and mentors will encourage students to choose topics related to their career goals. Research of said topic will be either informative or persuasive in nature as determined by the English faculty. The teacher is the final authority of the acceptance or rejection of the topic.
- As an addendum to the graduation project, students may elect to submit a mathematics or science component of their own design, subject to faculty approval. This component will be in addition to and in conjunction with the senior English research paper with faculty approval.
- In order to show competence in contemporary communication techniques, students enrolled in the Contemporary English course will complete an appropriate project that also involves a variety of written, oral, and audio-visual models, as designed through collaboration with the faculty advisors/mentors involved.
- The student will demonstrate, through the project, the ability to apply, analyze, synthesize, evaluate, and communicate significant knowledge and understanding.
- Faculty approval for the project must be obtained no later than the end of September the senior year. Projects may be approved prior to the senior year, but not before the beginning of the junior year. Projects submitted for acceptance during the junior year must be approved and initialed by all senior research teachers.
- The project will identify relationships to the specific student academic standards of the Chapter 4 curriculum regulations.
- Graduation projects will be completed in the senior English classes during the second and/or third nine week grading period of the student's senior year, depending upon the library research schedule. All projects will be completed by the end of the third nine weeks.
- **Graduation from the Kiski Area High School is dependent upon the submission of an acceptable project; therefore, students failing to submit a project will be denied a diploma until this obligation is met.** The project may be part of the English grade in whole or in part. Any student failing to meet project obligations could receive a failing English grade. Unacceptable projects may be corrected during the fourth nine weeks to meet graduation requirements. Acceptability guidelines are as follows:

Acceptability Guidelines (English IV)

- Formal research paper of a persuasive nature consisting of no more than eight or less than six, double-spaced, typewritten pages of text. The outline and works cited pages do not count as pages of text.
- Modern Language Association (MLA) format must be used.
- A minimum of eight sources must be used and cited.
- No more than 20% of the paper may come from any single source.
- Satisfactory completion of each stage of the research paper as required by the respective instructor.
- A paper is not acceptable if there is intent to deceive through plagiarism: i.e. stealing the words or ideas of another.

Acceptability Guidelines (Contemporary English)

- Formal research paper of an informative nature on a major company, which manufactures goods and/or provides services in the student's related career field.
- Papers must be no more than eight or less than six, double-spaced, typewritten pages of text. The title page and works cited page do not count as pages of text.
- A formal business letter/email of request.

- A formal thank you letter.
- A five-minute oral overview of the student's research using contemporary communication techniques.
- Modern Language Association (MLA) format must be used.
- A minimum of three sources must be used and cited.
- No more than 40% of the paper may come from a single source.
- Satisfactory completion of each stage of the research paper as required by the respective instructor.
- A paper is not acceptable if there is intent to deceive through plagiarism: i.e. stealing the words or ideas of another.

Seniors Attending College Part-Time

In order to take a part high school, part college curriculum in the senior year, the following guidelines have been established.

1. Student PPA must be 90% or better through the junior year.
2. Application by the parent/guardian and student must be made to the high school principal no later than May 1st of the junior year.
3. Student must take advanced or accelerated courses in college.
4. Upon completion of the course(s), a college transcript must be submitted to the guidance office to be placed in the student's permanent record folder.

Dual Enrollment Program

Students may take college credit courses while enrolled at Kiski Area High School. To participate:

1. Students must be enrolled in an approved Dual Enrollment course.
2. Students may be required to maintain a cumulative PPA by the institution they are enrolling with and may be required to maintain that during the course of their enrollment.
3. Students may be required to take a placement test at the institution where they enroll.
4. Students who enroll and later choose to withdraw are responsible to comply with the policies of the institution attended.
5. Upon completion of the course(s), a college transcript must be submitted to the guidance office to be placed in the student's permanent record folder.

SCHOOL COUNSELING SERVICES

One of the main concerns of the counselor is to help each new pupil adjust to his or her school setting. Throughout the school year, students should view the counselor as a person interested in his or her academic, emotional, and social growth.

Students are encouraged to visit the guidance office where the counselor is available to help with: studying more effectively; knowing strengths and weaknesses; determining schedule decisions; understanding yourself; getting along with classmates, parents and teachers; and assisting with other problems which may arise. Pupils should feel free to discuss all matters of concern with the counselor.

There are many ways in which the counselor and students can get together. Arrangements can be made through requests by students, friends of students, parents or guardians, and the principal.

HARASSMENT

The Kiski Area School Board strives to provide and maintain a learning and working environment that is free from unlawful harassment. No student or employee shall be subject to such harassment. It shall be a violation of this policy for any student to harass a student, an employee to harass a student, or an employee to harass another employee through conduct or communications of an unlawful nature as defined below.

The Board encourages students and employees who have been harassed to promptly report such incidents to the designated school employee. The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are verified.

The Board directs the administration to annually inform students, parents and employees that unlawful harassment will not be tolerated.

Definitions

The term harassment includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating, hostile or offensive educational/working environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational/working environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status, or an individual's continued employment.
2. Submission to or rejection of such conduct used as the basis for academic or employment decisions after such conduct deprives a student of educational aid, benefits, services or treatment.
3. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive environment for the student or employee. Examples of sexual harassment include, but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pinups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Delegation of Responsibility

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated, by means of:

1. Publication in elementary and secondary handbooks.
2. Presentation at secondary assemblies.
3. Training sessions for employees.
4. Posting of notices/signs.
5. Distribution of written policy to all employees.

The district shall provide training for students and staff concerning all aspects of unlawful harassment. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, or the school nurse.

All employees who receive harassment complaints from a student shall report such to the building principal or immediate supervisor.

If the building principal or immediate supervisor is the subject of a complaint, the student/employee shall report the complaint directly to the Superintendent or designated administrator.

Guidelines

When a student/employee believes that s/he is being harassed, the student/employee should immediately inform the harasser that the behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student/employee shall follow the established complaint procedure.

Complaint Procedure for Student

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant's parents/guardians, the accused, the Superintendent and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline for Student

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the Student Code of Conduct, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the Student Code of Conduct.

Appeal Procedure for Student

1. If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent.
2. The Superintendent shall review the initial investigation and report and may conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant's parents/guardians, the accused, building principal and others directly involved, as appropriate.

HEALTH SERVICES

School Nurse

For more information regarding Health Services, please see the Nursing Website at:
www.KiskiAreaNursing.webs.com

The primary objective of the school nurse is to provide services to promote and maintain the health of the school child. Therefore, the school health services are designed to:

1. Assess the health status of pupils
2. Counsel pupils, parents/guardians, and other concerning assessment findings
3. Assist in the identification and education of children with disabilities
4. Help prevent and/or control disease
5. Provide emergency services for injury or sudden illness
6. Plan services which will provide a healthful environment
7. Adjust individual school programs to meet the needs of children with problems
8. Maintain comprehensive health records for all students

The health assessment or the process of determining the total health status of a student is provided by medical and dental exams, health screenings, past and present medical history provided by parents/guardians, and teacher and nurse observations. The Pennsylvania State School Health Law requires physical exams be done on original entry into school, and in the 6th and 11th grades. It also requires dental exams to be done in grades K or 1st, 3rd, and 7th. The grades selected represent critical periods of growth and development in a student's life. **Completed dental/physical exams or documentation of a scheduled exam date is to be returned to the nurse by September 13th.**

Parents/guardians are urged to have the exams done by the family physician and dentist as this provides for continuity in the student's medical and dental care. The school district does not assume financial responsibility for exams performed by private physicians and dentists.

Screenings

1. Each student is weighed and measured annually in order to calculate the student's Basal Metabolic Index.
2. Each student's vision is screened annually.
3. Hearing screenings are given to grades K, 1, 2, 3, 7, and 11. Any student with a history of hearing loss is examined annually or as needed.
4. Scoliosis screenings are required in grades 6 and 7.

Parents/guardians are notified of any abnormal findings detected by the above exams/screenings by the nurse. **If your child is not to receive one of these exams/screenings, submit your opposition to the nurse in writing by September 13.** In an attempt to secure corrections and improvement of health, the nurse will follow-up, encouraging parents/guardians to seek additional treatment as needed.

First Aid and Illness

In the event that an illness should occur, the student should report to the nurse's office. The nurse may arrange an early dismissal in the event of an illness. (Please see "Attendance Policies"/"Early Dismissal Regulations" for regulations regarding early dismissals.) If a student needs to contact a parent regarding an illness, a phone is available for their use in the nurse's office with the nurse's permission. Should it be determined by the nurse that the student is displaying signs of a communicable disease or infectious condition, the student will be excluded from school. (Please note, a student must be fever-free for 24 hours without the assistance of medicine before returning to school.) The following procedure will be followed when it becomes necessary for a student to take medication in school:

1. For both prescription and non-prescription medications, the parent/guardian will be required to present the prescribed medication in its original container, along with a written order from a licensed prescriber (MD, DO, PA, NP). The label on any prescription medication should include the prescriber's name, student's name, name and dose of the medication, and frequency and time the medication is to be administered. Nonprescription medication must be offered to the school nurse in the original container by the parent/guardian.
2. A completed Medication Administration Consent and Licensed Prescriber Form (KASD-141a) must accompany all medications. A new form needs to be submitted each school year.
3. It will be the responsibility of the school nurse to communicate with the parent/guardian on an ongoing basis as needed if a student is medicated for an entire year.
4. The school nurse will secure all medications in a safe place and only offer the student the correct dosage at the assigned time. The student will take his/her medication in the presence of the school nurse.
5. At no time should a student be in possession of any medication. The school may take disciplinary action with the student and his/her parent/guardian regarding this matter.
6. All medications will be discarded at the end of the school year by the school nurse if not retrieved by the parent/guardian.
7. **Any violation of this Medication Policy could be sufficient cause for the student to be suspended from school.**

The nurse may provide immediate, proper emergency care to students when needed, but is limited to first aid treatment only. The nurse may advise the necessity for medical attention. The nurse may not diagnose and may never administer medication of any sort, except by the direct order of a physician. **Also, since the school is to provide minor first aid treatment only for injuries at school, all injuries occurring at home or away from school should not be treated in school.**

No student thought to have a communicable disease or infectious condition shall be permitted to attend school. In certain cases, a physician's written permission will be required for readmission to school. Whenever an accident, illness, or suspected communicable disease necessitates that a child leave school, the parents/guardians, or other responsible person will be notified. At this time, the family is responsible for student transportation. Parents/guardians are to recognize and assume this responsibility.

Head Lice- Kiski Area will use best practices in the management of head lice.

1. A student who is found with an active head lice infestation and/or nits may remain in school and in class until the end of the day but will be discouraged from close, direct head-to-head contact with others.
2. The parent/guardian will be notified by telephone that their student has lice and that prompt, effective treatment is necessary before returning to school.
3. To prevent embarrassment or social stigma, the student's infestation will be kept confidential.
4. The student will be allowed to return to school after being treated and the student has no live lice found on inspection. The parent/guardian will be asked to complete a Verification of Treatment for Head Lice Form upon the student's return to school. The school nurse will check the student before re-entering the classroom. If live lice are found, the student will be sent home.
5. Any absence beyond one day, relative to head lice, will be regarded as an unexcused absence unless accompanied by a physician's excuse.

At the beginning of each school year, each child receives a Student Medical Information form (KASD-184). The parent/guardian is to assume the responsibility of filling out the form completely and returning it to the school **by the end of the first week of school.** This valuable information is necessary to provide early professional care and use of special treatment facilities, which may improve chances for survival and lessen severity. This form also provides the opportunity for the parents/guardians to comment on any medical problems or conditions their child may have, so that the school may be aware and provide adjustments when necessary to meet the needs of the child.

Medical conditions found as a result of any exams are recorded on the student's health record. Teachers are notified regarding any student who has a condition, which might cause him/her to have difficulty in class. The school is vitally interested in the health status of every student. The constant objective is to maintain, protect, and when possible, improve the health of each individual student.

HOMECOMING QUEEN

All the members of the senior class select the Homecoming Queen. Students cast their votes in the homerooms, choosing any one of the senior girls as their candidate. The queen and five highest vote getters compose a court. The name of the girl who is to be Homecoming Queen is withheld until the Homecoming Game. Each girl must have at least a *C* average (70% PPA).

LIBRARY

Use a Library Admit Slip to visit during school hours. These passes are to be completely filled out before entering the library. Students must visit the library only after receiving appropriate permission from their classroom teacher.

1. Fiction books can be borrowed for two weeks and renewed if necessary.
2. Reference books can be taken out of the library with permission from the librarian.
3. Encyclopedias must never leave the library.
4. Reference periodicals must be used in the library.
5. Misconduct will result in denial of library privileges.

LUNCH TIME REGULATIONS

1. Secondary students will not be permitted to leave the school grounds at lunch time.
2. Students may purchase lunch in the school cafeteria or carry a lunch from home.
3. Those students who bring their lunches but want to buy something additional in the cafeteria are expected to go through the line.
4. Students must walk to lunch in an orderly fashion. No running.
5. Students will not push ahead of others in the lunch line. Teachers will send violators to the rear of the line.
6. Students are urged to pass through the serving area as rapidly as possible.
7. Students are to observe good table manners.
8. Students should leave tables clean for the next lunch period. They should take all trays and silverware to the proper areas and dispose of trash in the provided trash cans.
9. At some point during the lunch period, weather permitting, students may be allowed to go outside.
10. Lunch period should be a time of relaxation. Students should use it properly and wisely.

MUSIC DEPARTMENT GUIDELINES

Participation in musical classes and activities requires that students have guidelines and rules to follow so they can realize their fullest potential. Failure on the part of the students to follow these guidelines and adhere to these rules will be interpreted to mean that they no longer wish to pursue the musical activity in which they are participating. Following are guidelines, rules, and other information relative to participation in the Kiski Area Schools' music program. These rules are in addition to the Kiski Area School District discipline policies/guidelines for students.

Director's Prerogatives

In all activities, the director alone has certain prerogatives. These are:

1. Selection, placement, and performance of personnel.
2. Rehearsal times, dates, and procedures with consideration for school regulations and policies.
3. Establishing and enforcing all guidelines and rules related to his/her activity.

Use of School Owned Equipment

The school district does not give away any equipment or supplies for permanent possession. Each student must return all issued equipment. Lost, stolen or damaged equipment must be paid for by the student. Students may not keep or purchase any instrument, music, uniforms, robes, etc.

Challenging Rules

1. Challenging is consecutive from section to section.
2. Challenging is a "bump" within a section.
3. One week notice to both students and director is required.
4. Time and place of the challenge is set by the director with agreement by both students.
5. A challenge between two students may occur once a week, but no more than three times.
6. No challenging less than 30 days before a scheduled performance is permitted. The director reserves the right to deny challenges after a certain time in the year, especially if the end result means students will change ensembles or assigned parts.
7. All challenges will be performed in a "blind" or screened area and may include instructors that are unaffiliated with the students when possible.
8. Materials to be used in the challenge may include band music, etudes, scales, and sight reading.

PRINCIPAL PASSES

In order for a student to see a principal, on a personal basis or from being summoned by a principal, a **Principal Only Pass** should be issued from the attending teacher, preempted by a phone call from the teacher to see if a principal is available.

Hall/Restroom Passes

Students should move quietly and orderly in the corridors. Always keep to the right of the corridors and use the shortest approved routes. Loitering in the halls is not permitted.

Except for the change of classes, all students who are in the halls must have a hall pass. Restroom passes are color coded; a student carrying a restroom pass should not be in an area that is of a different color code than the pass he/she is carrying.

Restrooms are for the private use of individuals using said facilities. **MORE THAN ONE (1) person in the same stall in any restroom will be considered a non-acceptable practice** and all parties will be suspended.

Paper passes are to be used for all other purposes other than restrooms. Any student who is caught in the halls without a pass or loitering may receive one night of detention. Any boisterous behavior or extreme noise during change of classes may result in disciplinary action.

PRIVATE PROPERTY PROTECTION

Selling of Personal Items:

The trading, bartering, or selling of personal items between students is prohibited in any school as a means of protecting children from loss of property and personal belongings. However, students may participate in administratively approved fundraising efforts in accordance with the Kiski Area policy covering those activities.

Lockers and Private Property:

Each student is assigned a corridor locker. Students are to keep it locked and not let others know the combination. Such lockers should be visited during the admission period, before and after lunch, and at dismissal. Loitering in the locker areas is not permitted at any time.

Lockers in the gym and shower areas are not made to provide security for valuables. Students are urged not to have valuables at school. However, if valuables are brought to school, students are to turn them into the physical education teacher. The teacher will hold the valuables until the student reclaims them. Remember: turn all valuables in to the teacher.

Students are reminded that lockers and desks are the property of the school and are provided for students' books, clothing, or other items necessary for use in school. The school has the right to check lockers and desks, at any time, for misuse. Students should not assume rights of privacy in regards to school lockers or desks.

NOTE: Under no circumstances will the school district or its employees be held responsible for lost or stolen articles.

Card Playing, Games, and Gambling

Students are not permitted to gamble, play cards, computer games, or other games during the school day.

PUBLIC DISPLAYS OF AFFECTION

This is a public high school to be used and enjoyed by all the students enrolled at Kiski Area. One of the objectives of the administration of this school is to teach the students a type of behavior that is socially acceptable. Therefore, we ask that all students refrain from holding hands, hugging, kissing, fondling, etc., while on the high school campus. This type of behavior is not acceptable, and it is embarrassing to your fellow students and faculty. Public displays of affection do not give a favorable impression of our school to visitors and members of our community. Students who violate this policy may be subject to a discipline as determined by administration.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a network of personnel, agencies, and programs designed to offer help to students at-risk of failing academically, socially, and/or in their personal interactions. A group of specially trained volunteers meet on a regular basis to discuss the needs of individual students and seek solutions. Students experiencing serious problems should approach one of these individuals for assistance. Strictest confidentiality is maintained unless, in the opinion of the professional, the student or others are in serious, immediate danger. The KAHS SAP Team consists of the following individuals:

- Mr. Roland
- Mr. Smith
- Ms. Smith
- Ms. Reynolds
- Mrs. Ray
- Mrs. Taliani
- Ms. Schoeneberger

SUMMER SCHOOL

Each year, the Kiski Area School District will study the feasibility of offering academic classes, recreation, and music instruction on a self-supporting basis during the summer months. The decision to provide such programs will be based on whether or not sufficient student interest is demonstrated through registration to offset the costs of the program. No enrichment classes may be taken at Kiski Area High School or any other school, including colleges, without permission from the principal.

TECHNOLOGY

Use of Technology

The Kiski Area School District purchases equipment and materials for the **legitimate use** of students and staff. Legitimate use implies any use that contributes to approved educational goals of our students.

Software/Programs

Copyright and licensing is a special problem in the use of prepared programs. It is specific Kiski Area School District Policy that neither students nor staff may copy programs on/from district equipment without specific licensing/copyright clearance. In the case of computers, software that was not purchased by the district may not be loaded on district owned computers.

Abuse of Technology

Due to the expense and complexity of technology, special consideration must be given to intentional abuse.

Damage to equipment includes sabotage of network and/or computer software. The Section: Defacing, injuring or Destroying School Property as found in the Student Handbook shall apply. In addition, the student will be held liable for the full cost of repairs. Failure to pay for repairs will be handled as specified in the "Care of Building" section of the Student Handbook. Also, the student may lose access privileges.

Any student found guilty of using technology facilities for non-approved purposes will lose access to that facility and face possible disciplinary action and prosecution under State and Federal law where applicable. A non-approved purpose is defined as any use that is not in keeping with the goals of the class project for which the student is using the facility and/or not in keeping with the access policy for that facility.

As a result of the first violation, the student will lose access for the remainder of the school year. A second violation will result in permanent loss of access. The student should be aware of the consequences loss of access can have on the grade for the project.

INTERNET USAGE AND POLICY

The Kiski Area School District believes that technology is a tool to be used by students and staff for educational purposes, providing a vast array of information and resources enhancing scholarly research. The District has taken extensive precautions to filter out inappropriate programs found on the Internet, while fully recognizing that no blocking system is foolproof.

Students are to use the filtered Internet system of the Kiski Area School District at all times. Any student device found not on the district network will be considered "malicious or inappropriate use of technology" and be subject to disciplinary action (see "Temporary Suspension" on page 16).

All students will have monitored access to electronic resources, which may include the Internet, unless parents request otherwise by notifying their child's building principal, in writing, by the last Friday of September each year.

TESTING PROGRAM

In accordance with the recommendations of the Superintendent of Schools and the approval of the Board of Education, a district-wide testing program has been designed to provide information concerning proficiency of all children in the district on standardized tests of academic achievement and aptitude.

The purpose of testing is to acquire accurate and dependable information about your child. Standardized tests compare the level of achievement of your child with national averages. They also show the rate of progress from year to year for each child. This information is used to identify strengths and weaknesses in students so that the educational program can be made more appropriate for them. It is also used to evaluate the curriculum and the entire educational program.

When there is an apparent need for special individual testing, a test is administered by a certified public school psychologist. Counselors usually make the referrals to the psychologist, but parental request may initiate screening procedures.

The following list includes tests which may be given to your child during his/her secondary school years:

| Grade | Name of Test | Purpose |
|-------|----------------|---|
| 11 | P.S.A.T | Preparation Test for College Board measures Math & Verbal |
| 9-11 | Keystone Exams | Statewide Achievement |
| 10-12 | S.A.T. | Measures Reading & Math Skills |
| 10-12 | ASVAB | Measures aptitudes for military training |
| 9-12 | AP Exam | Measures knowledge in various subject areas |

College Board Number

The School Code for the College Board Examination and American College Testing Program is 392-207.

TRANSPORTATION

Rules for the School Bus

It is a privilege for students to ride school buses. Violations of rules can withdraw this privilege. In order to make the trip to and from school as safe as possible, students must assume responsibility for observing the rules for bus transportation.

1. Students should be at their bus stop five minutes before the arrival time of the bus and avoid arriving much earlier.
2. Students shall wait in an orderly manner away from the road in a safe area. Students shall not congregate on private property without express permission from the owner. Students shall enter and leave the bus in single file.
3. The bus driver is in complete charge of the bus. Any situation that needs attention on the bus should be reported to the driver.
4. Students are required to board and depart from the buses at their assigned stop. Students are assigned to a stop based on their home address. The district may consider a change to a student's bus assignment for emergency or extreme circumstances. To make these changes, requests must be in writing on the form provided by the district.
5. The driver may assign students to definite seats, but students may not reserve seats.
6. Students may not stand while the bus is in motion.
7. Nothing is to be thrown from the window. No arms, feet, or heads should protrude from the windows.
8. When leaving the bus to cross the highway, students must cross ten feet in front of the bus and be careful of traffic coming in either direction along the highway.
9. Students must not open the emergency door unless directed to do so by the bus driver.
10. Students must avoid loud talking & shouting.
11. Eating food, drinking beverages, smoking, and chewing tobacco are not permitted on the bus.
12. The school bus is an extension of the school, therefore, any items not appropriate for school are prohibited.
13. Students requesting to ride a different bus or with another student must turn parental notes from each party involved into the main office.
14. Any conduct that is detrimental to the safe operation of the bus is not permitted.
15. Violation of these rules will be reported by the driver to the principal for disciplinary action.
16. Any misconduct deemed serious by the driver or school authorities could result in disciplinary action according to the district's discipline policy.
17. Transportation problems, other than discipline problems, should be referred to the transportation director (724-842-0465).

Driving to School

Kiski Area High School student parking passes will cost \$50 for the 2019-20 school year. Parking spots will be available to **ALL** 10th-12th grade students on a first come, first serve basis. Students must complete the online parking application (google form) (hard copies are available in the office if needed) and turn into the main office. Students must park in spaces designated for students (Gold oval with KA in the middle).

Parking spaces will be checked on a regular basis. Students who do not follow parking pass guidelines or those who drive without a pass will lose driving privileges (money will not be refunded) and be assigned the appropriate discipline. Students will sign an agreement when purchasing a pass, and must provide a valid driver's license.

Students who arrive late for school are not permitted to drive or park on school grounds without pre-approval by a principal.

KAHS BELL SCHEDULE

| | | | |
|--|-------------------------|----------|-----------------------|
| 7:35 AM | Warning | | |
| 7:40 AM | Start Announcements | | |
| 7:50 AM | Start Period 1/5 | 9:12 AM | End Period 1/5 |
| 9:16 AM | Start Period 2/6 | 10:38 AM | End Period 2/6 |
| or | | | |
| 10:40 AM | Start Lunch 9th & 11th | 11:10 AM | End Lunch 9th & 11th |
| 11:12 AM | Start CAV 9th & 11th | 11:53 AM | End CAV 9th & 11th |
| or | | | |
| 10:40AM | Start CAV 10th & 12th | 11:21 AM | End CAV 10th & 12th |
| 11:23 AM | Start Lunch 10th & 12th | 11:53 AM | End Lunch 10th & 12th |
| | | 11:53 AM | End CAV/Lunches |
| 11:56 AM | Start Period 3/7 | 1:18 PM | End Period 3/7 |
| 1:22 PM | Start Period 4/8 | 2:44 PM | End Period 4/8 |
| *****There are no bells at these times.***** | | | |

Northern Westmoreland Career Technology Center Schedule

Students may attend NWCTC to receive their instruction on alternating days. There will be a bus run immediately in the morning and one after the first class period of each day to provide the maximum opportunity for our students to earn academic credits here as they continue their coursework at the Northern Westmoreland Career and Technology Center.

DIRECTORY

BOARD OF DIRECTORS

Ronald Coleman Jr.
Robert Keibler
Tamra Smail

Cassandra Heinle
Michelle Schmidt
Bethany Traugh

Jessica Johns
Amy Shaffer
Deborah Williamson

Christine Pastva - Secretary of the Board
First National Bank - Treasurer
Beard Legal Group - Solicitor

DISTRICT ADMINISTRATORS

| | | |
|---|----------------------|--------------|
| Superintendent of Schools..... | Dr. Timothy Scott | 724-842-0454 |
| Assistant to the Superintendent..... | Mr. Jason Lohr | 724-842-0453 |
| Assistant to the Superintendent for Finance and District Operations | Mrs. Peggy Gillespie | 724-842-0451 |
| Athletic Director..... | Mr. John Peterman | 724-842-0437 |
| Director of Tech Services and Instruction..... | Mr. John Tedorski | 724-842-0402 |
| Directors of Student Support Services..... | Dr. Matthew Erickson | 724-845-0452 |
| | Dr. Richael Anderson | |

HIGH SCHOOL PRINCIPALS

724-845-8181

| | |
|--------------------------|----------------------|
| Principal..... | Mr. Chad Roland |
| Assistant Principal..... | Mr. Matthew Smith |
| Assistant Principal..... | Mr. Anthony Gonnella |

INTERMEDIATE SCHOOL PRINCIPALS 724-845-2219

| | |
|--------------------------|-----------------------|
| Principal..... | Mr. Michael Cardamone |
| Assistant Principal..... | Mr. Ken Pruitt |

ELEMENTARY PRINCIPALS

| | | |
|--------------------------------------|-------------------------|--------------|
| Upper Elementary Principal..... | Mr. Brian Swartzlander | 724-727-3421 |
| Upper Elementary Assistant Principal | Mr. Dan Smith | |
| Kiski Area North Primary..... | Mrs. Christine Ross | 724-845-2032 |
| Kiski Area South Primary..... | Mr. Brian Kutchak | 724-327-4057 |
| Kiski Area East Primary..... | Mr. R. Patrick Marchand | 724-567-6706 |

SUPERVISORS

| | | |
|----------------------------|----------------------|--------------|
| Maintenance..... | Mr. James Perlik | 724-568-3418 |
| Food Service Director..... | Mrs. Allison Brasile | 724-842-0466 |

KISKI AREA SCHOOL DISTRICT PURPOSE

Ensure that every child is learning at the highest level he or she ever has

KISKI AREA SCHOOL DISTRICT VISION

- ▣ **To be a premier school district in the United States**

- ▣ **90/90/90: Districtwide proficiency in Literacy, Mathematics, and Science**

KISKI AREA SCHOOL DISTRICT VALUES

- ▣ **All students deserve a guaranteed and viable curriculum.**
- ▣ **All students and teachers will be provided with extra time and support during the school day in order to extend learning and assist struggling learners.**
- ▣ **We will raise the bar and close the gap of achievement for all students.**
- ▣ **Adult learning is as important as student learning.**
- ▣ **We will successfully address our priorities through focused teamwork.**

KISKI AREA ALMA MATER

Hail to thee, O Kiski High;
We pledge allegiance true.
May our colors be remembered,
Gold, the white & navy blue.
As the students of this high school,
We will always sing thy praise.
Loud and clearly hear our voices
Telling of our high school days.
As the graduating class we promise to uphold
All the standards and ideals,
That we'll never let grow old.
Time has come for us to leave now,
Loving sadness fills our hearts.
Slowly now we turn away,
Sad, but proudly we depart.
Thru thy friendly halls we pass,
Thinking not of what's to be.
Knowing not in years to follow,
Many thoughts will turn to thee.
In thy buildings memories linger,
Happy thoughts of days gone by,
Days we'd like to live all over,
Days at dear old Kiski High.

CAVALIER SONG

Cavaliers so royal, noble sons and loyal
Fight, fight, fight for Kiski High!
Men so bold and daring, none to your comparing,
Fight, fight for Kiski High!
As in days of yore we fought each duel
Fight once more, bring honor to our school.
Other teams must fear you
And we all will cheer you
Fight, fight, fight for Kiski High!

HAIL TO THE VARSITY

Hail to the varsity
Cheer them along their way
Onward to victory
May we win again today.
Let's give a cheer for the varsity
Long may they live supreme.
Hail to the varsity
And the glory of our team.

7.25.19 CF

STUDENT HANDBOOK
SIGN-OFF

Kiski Area School District

2019-2020

Dear Parent/Guardian,

An important document for you and your child to become familiar with is our online student handbook. The student handbook is building specific and is easily located on the homepage of your child's school building (www.kiskiarea.com). Important information regarding attendance, extra-curricular activities, discipline and other important policies are included. As a school, we are asking you to please review the online handbook with your child and return this page to your child's Cav Room teacher within the next week. If you have any questions about the handbook, or if you wish to obtain a copy of the handbook portion, please feel free to contact your child's school counselor or Cav Room teacher. Thank you for your support in reviewing this information with your child.

I have read and discussed the online student handbook with my child,

_____. We (my child and I) are familiar and understand the rules and guidelines set forth in this handbook.

Student's Signature: _____

Parent Signature: _____

Cav Room: _____

Date: _____