

WELCOME TO THE PUNXSUTAWNEY AREA HIGH SCHOOL

MISSION STATEMENT:

The mission of the Punxsutawney Area School District is to prepare students for the future by enabling them to acquire knowledge, skills, and attitudes necessary to become productive and responsible citizens.

Dear Students and Parents:

Welcome to the Punxsutawney Area High School. This handbook is intended to help you become familiar with our school and its policies, procedures, rules, regulations, activities, and services. It is a great privilege to work with the parents and students in this community. We thank you for your continued support!

Five important guidelines need to be observed as we begin another school year:

- The health, safety, and welfare of all school students and school personnel are paramount.
- The educational process must not be disrupted.
- Everyone is responsible and accountable for their actions.
- A positive attitude and a good work ethic are important to achieve success.
- Communication with the school is both expected and necessary.

This handbook should be read and discussed by students and parents. The handbook is NOT all- encompassing. Specific questions may be addressed to the Punxsutawney Area High School Administration.

We wish everyone the best as we begin another school year.

Jeff Long
Principal

Paul Hetrick
Asst. Principal

Manny Barbazzeni
Asst. Principal

TABLE OF CONTENTS

Alma Mater	3	Introduction	14
Bell Schedules	4	Absence Guidelines	14
School Calendar	5	Tardiness Guidelines	15
Standardized Assessment Plan	5	Appointment Guidelines.....	16
		Making Up Work	16
		Withdrawal or Transfer	16
Administrative Discretion.....	6		
Authority of the Faculty.....	6	General Guidelines	16
Board Meetings.....	6	School Sponsored Dances	17
Cafeteria Rules.....	6	Student Organizations	17
Complaint Procedure.....	6	PAHS Fitness Center.....	18
Draft Registration	6		
Dress Guidelines.....	6	Student Assistant Program (SAP)	18
eAcademy.....	7	Notice of Disability Rights	18
Emergency School Closing	7	Special Education	18
Field Trips.....	7	Definition of Disability Terms	18
Food and Drink/Water Bottles	7	Additional Information Links	20
Health Services/Illness/First Aid.....	7		
Homebound Instruction	9	Discipline Philosophy and Goals.....	21
Homeless Students.....	9	Behavioral Consequences.....	21
Lockers	9	Detention	21
Homeroom Guidelines	9	Suspension	21
Study Hall Guidelines	9	Superintendent Referral	22
Loitering.....	9	Expulsion	22
Meal Program.....	9	Referral to Civil or Criminal Legal System	22
Public Display of Affection.....	10	Behavioral Contracts	22
School Safety	10	Tobacco Possession or Use.....	22
Unlawful Harrassment	10	Discipline Code.....	23-26
Bullying	10	Bus Transportation and Discipline	27
Student Searches.....	10	Miscellaneous District Statements & Policies.....	27
Technology/Cell Phones	10		
Telephone Use	11		
Textbooks	11		
Transportation	11		
Valuables	11		
Visitors.....	11		
Working Papers.....	11		
		School Map	Back Inside Cover
High School Program	12		
Graduation Requirements	12		
Keystone Exam Requirements.....	12		
Course Changes – Add/Drop Policy	12		
Student Promotion	12		
Report Cards	12		
Honor Cards	13		
Student Information System(SIS)	13		
Canvas	13		
National Honor Society	13		
Junior National Honor Society.....	13		
Honor Awards.....	13		
Summer School.....	13		
Tutoring	13		
Transfers/Withdrawal	13		
Scholarships/Loan Funds.....	14		
Physical Education & Health Requirements ...	14		

NOTICE OF NONDISCRIMINATION

The Punxsutawney Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or disability in its admission procedures, educational programs, activities, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Gerald G. Gigliotti (Title IX Coordinator) at Punxsutawney Area High School, 500 North Findley Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6531 or Kate Shaffer (Section 504 Coordinator) at District Administration Offices, 300 Center Street, Punxsutawney, PA 15767. Telephone: (814) 938-5151, ext. 6520.

ALMA MATER

To you our dear old high school, we raise
our eyes,
You've caused us many worries and many
sighs,
To you loyalty still is the song we raise
And we'll always recall our high school
days,
Study is our motto, and we never shirk;
And when the time comes around,
We know how to work.
Dream, dream, dream and forget
Cast out useless regret,
Love, love our dear old high school;
To you we sing

School Colors
RED AND WHITE

School Nickname
"CHUCKS"

**Punxsutawney High
School Administration**

Mr. Jeffrey Long – Principal

Mr. Paul Hetrick – Assistant Principal/Transportation Director

Mr. Manny Barbazzeni – Assistant Principal/ Cyber Services Coordinator

Punxsutawney HS 2019-2020 SCHOOL CALENDAR
(Dates subject to change)

Aug. 28, 29, 30, 2019	In-service Days	Jan. 1, 2020	New Year's Day
Sept. 2, 2019	Labor Day	Jan. 20, 2020	In-service Day
Sept. 3, 2019	1 st Student Day	Jan. 23, 2020	Flex Day (90 th Day)
Sept. 27, 2019	Flex Day	Feb. 3, 2020	Mid-Winter Break
Oct. 25, 2019	Flex Day	Mar. 13, 2020	Flex-Day
Nov. 4, 2019	Flex Day	Apr. 10, 2020	Easter Break
Nov. 11, 2019	Veterans Day	Apr. 13, 2020	Easter Break
Nov. 28-29, 2019	Thanksgiving Vac.	May 25, 2020	Memorial Day
Dec. 2, 2019	1 st Day Buck Season	June 3, 2020	Last Student Day
Dec. 23 – 31, 2019	Christmas Vacation	June 4, 2020	Teacher In-service

Early Dismissal (Flex-Day Schedule) Flex-Days – District-Wide

Designated official Section 1502 local holidays for PASD: December 24, 26, 27, 30, 31, 2019.
Additional Days lost due to school closings will be rescheduled at the end of the school year.
will be the 180th School Day and will be announced by April 15, 2020.

Please refer to the on-line activity calendar for a detailed listing of all school functions.

**PUNXSUTAWNEY AREA HIGH SCHOOL
STANDARDIZED ASSESSMENT PLAN**

GRADE(S)	TEST	TYPE (DESCRIPTION)	DATE(S)
6-8	PSSA	State Assessment – ELA	April 20-24
6-8	PSSA	State Assessment – Math	April 27- May 1
8	PSSA	State Assessment – Science	April 27-May 1
11-12	AP	Advanced Placement – Testing Window	May 4-May 15
9-11	Keystone	State Assessment – Algebra I, ELA, Biology Re-test	Dec 2-13 window
9-11	Keystone	State Assessment – Algebra I, ELA, Biology Re-test	Jan 6-17 window
8-11	Keystone	State Assessment—Algebra I	May 11-22 window
9-11	Keystone	State Assessment—Biology	May 11-22 window
10-11	Keystone	State Assessment—ELA	May 11-22 window
11	ASVAB		TBD
10-11*	PSAT	College Entrance	Oct 16

* College bound juniors and seniors should arrange to take the SAT or ACT. Test dates, location and applications are available in the Guidance Office, or log on to www.collegeboard.com or www.act.org.

ADMINISTRATIVE DISCRETION

The building administrator may, at his/her discretion, alter procedures in accordance with district policy as adopted by the Punxsutawney Area Board of School Directors for the benefit of the student body.

AUTHORITY OF THE FACULTY

The administration and faculty at Punxsutawney Area High School are authorized by the Pennsylvania School Code to exercise the same authority in supervising our students as their parents. The Punxsutawney Area High School administration and faculty may take whatever reasonable action is necessary to maintain a safe, orderly, non-disruptive school environment.

BOARD MEETINGS

All students, residents, parents and guardians are invited and encouraged to attend the school board meetings held at the beginning of each month. Consult the school website for specific dates & times. If you wish to be placed on the agenda, contact the Superintendent's office ten (10) days in advance of the meeting.

CAFETERIA RULES

All students are expected to eat in the school cafeteria. A closed lunch program will be in effect--no take-out food ordered from outside the school is allowed to be delivered or consumed in the cafeteria. Faculty member and adults are given priority in the cafeteria lines at all times. Specific additional guidelines for the cafeteria will be administered by the lunch monitors. Only beverages in sealed containers may be brought into the cafeteria. Eating in the cafeteria is a privilege. Students unable to comply will be provided lunch in an alternative environment.

COMPLAINT PROCEDURE

The Board of Education established a means to reconcile differences between the home and school in board policy #906. The key lies in communication between the parties involved. The first point of contact is with the staff member involved. If not resolved, the parties may appeal to the next level of the chain of command. It is hoped that resolution can occur at the lowest level possible.

DRAFT REGISTRATION

The U.S. Postal Service (USPS) is cooperating with the Selective Service System (SSS) by conducting the registration of individuals who could be eligible for military service in the event of mobilization. (You must go to your local post office to register.) Federal law requires men between the ages of 18-26 to register with Selective Service within 30 days of their 18th birthday. If more convenient for the individual, he MAY complete the Registration Form BEFORE his 18th birthday. His registration will be recorded when he is eligible to be registered. No authority exists to register a man who completes a Registration Form after he has reached age 26. Schools are required by law to provide names to the military for recruiting and mailing purposes. Students may have their name left off this list if they notify the superintendent in writing.

DRESS GUIDELINES

The Student Government of the Punxsutawney Area High School recognizes the importance of all students being neat and clean at all times. In view of the changing fashions and hairstyles, they submitted the following code of dress and appearance for all students of the Punxsutawney Area High School, which was approved by the Punxsutawney Area School Board.

The responsibility for the appearance of the students of the Punxsutawney Area School District rests with the parents and the students themselves. They have the obligation to determine that student's dress is not destructive to school property, complies with all safety and health codes/rules, and does not interfere with or lend itself to causing a distraction from the normal functioning of the educational process. Students of the Punxsutawney District must be clean, neat, modestly and appropriately dressed so as not to disrupt the educational process.

Students should avoid all clothing, hairstyles, and makeup so extreme that it calls undue attention to the wearer. All clothing must be neat and clean, of appropriate size and length and worn as designed. This includes, but is not limited to the example of pants; slacks and shorts which must be properly sized to match the student's waist and the waistline should be worn at the waist. Additionally, pants and slacks shall be worn so as not to extend over the heel of the shoe.

Clothing that has large holes regardless of leggings or shorts worn underneath may not be worn.

Hats, bandanas, hoods and other head coverings are not permitted to be worn during the school day. Exceptions for religious reasons must be approved by the administration.

No student will attend any school function or any sporting event in or out of school with his/her face painted. However, wearing small decals or designs on the face may be allowed for outdoor events. Final decisions on the permissibility of such designs lie in the power of the administration.

Students shall not wear clothing, jewelry, or accessories that would create unsafe conditions to the wearer or other students.

In classes or class activities where student health and safety are a concern, students may be required to wear hair restraints, protective clothing, protective footwear, or protective eye wear.

Skirt or dress length is dictated to a large extent by fashion; however, skirts must be fingertip length and undergarments should not be exposed.

Shorts that are appropriate length may be worn all year long. Appropriateness of length will be established by the administration.

Halters and tank tops may be worn but must have straps of at least 1.5 inches in width. Strapless shirts, as well as any clothing that exposes under garments, a bare midriff, torso, or cleavage, or is so revealing that it would call undue attention to the wearer may not be worn.

Footwear must be worn at all times. Cleats on shoes and boots, which cause damage to floors and danger to the students' safety, are prohibited.

No student will be permitted to wear any clothing that has writing or pictures that are sexually suggestive, vulgar, profane, obscene, or advertise drugs, alcohol, or tobacco or depict weapons or violence or display insignias related to hate groups.

Consistent with current weapons policy there shall be no chains worn, other than those designed as jewelry. Jewelry will be considered a chain with diameter less than one eighth of an inch.

In case of doubt in any matter pertaining to these guidelines, dress, or appearance, the administration will make the final decision.

eACADEMY

Punxsutawney Area High School is pleased to offer a cyber school option called eAcademy for students seeking an online learning experience rather than the traditional school experience. Enrollment information is available by contacting the building administration. Some students opt for a blended learning experience that includes both traditional coursework on- campus and online courses to augment the educational experience. eAcademy students must meet Punxsutawney Area School District expectations in regards to grades, behavior, and attendance. Enrollment requires a parent meeting with the school administration. All cyber courses will follow the PAHS grading scale.

EMERGENCY SCHOOL CLOSING

In the event the Punxsutawney Area School District must close because of inclement weather or any other reason, the homes of students with telephones will be contacted via our automated One Call program. In addition, an announcement will be made on the district website at

FIELD TRIPS-INCENTIVE/REWARD ACTIVITIES

All trips are subject to prior approval by the school board and must adhere to all district policies. Curricular field trips are offered as part of the curriculum in a given course of study. Students are expected to participate in curricular field trips offered as part of a credited class (curricular field trips). Students participating in school-sponsored Incentive/Reward trips are expected to meet eligibility requirements regarding grades, attendance, and discipline. Students must be in good academic standing. Students not in good standing (unserved detentions, more than three maroon, white days absences per 9 weeks not medically excused, failing more than one class for the school year) will not be permitted to participate on the incentive/reward trip. Eligibility is determined by the weekly eligibility check the Friday before the incentive/reward trip is scheduled to depart, with the exception of the Senior Class Trip (eligibility will be determined at a date specified in the Sr. Class Trip contract). Students who contributed financially to the cost of the trip and who become ineligible will not receive reimbursement.

Specific information regarding a particular field trip will be communicated to both parents and students by the school. This information includes:

1. Student costs, as well as fundraising activities to be completed by students to earn money for the trip. Final amounts due must be paid prior to a student participating on the trip.
2. Detailed trip agenda/itinerary. Parents and students are required to sign the field trip contract. All student handbook regulations, PASD policies regarding discipline, alcohol, tobacco, controlled substances, apply and are in force during field trips. The Parent Consent Form must be signed by parents in regards to transportation.

For overnight trips, specific guidelines are outlined in advance for behavioral expectations. Chaperones and advisors will strictly enforce room checks and "lights out."

Students who must take medications – any medications must be brought to the school before the day of the field trip in its original container with a physician's order for the medication. Parental signature is required to authorize school personnel to administer the medication.

Students in violation of behavioral expectations are subject to possible immediate suspension of all field trip activities (placed in direct supervision of a chaperone), school discipline, and/or being sent home at parent expense.

Some class trips include specific participation requirements/contracts.

Attendance on these trips depends on the student's fulfillment of conditions described by the staff advisors. Students failing to meet those obligations forfeit the privilege of attending the trip.

FOOD AND DRINK/ WATER BOTTLES

The consumption of food is limited to the cafeteria during specified meal times. Drinks may be consumed throughout the building given the following guidelines:

Drink Guidelines:

1. Bottle cannot be shared.
2. Container must have a closeable lid of some sort. Screw-on, push top, flip top lids are acceptable.
3. Bottles are to be filled between classes and should not disrupt class time.
4. Classroom teacher will determine a safe location within the room to store water bottles.
5. Students are responsible for any damage as a result of their water bottle.

HEALTH SERVICES

By an act of the Legislature, all students in the 11th grade are required to have a complete examination, in order that any physical defects that retard progress and interfere with health may be detected. When such handicaps are detected, it is important that they be treated or corrected immediately. Parents are encouraged to have this exam completed by the child's physician, since they know the child's medical history and can order tests or x-rays needed at the time of the exam. The School Physicians may also perform the mandated exam. However, further diagnostic testing or immunization

administration will still need to be ordered by the student's personal physician.

Special medical examinations are given to those participating in athletics. These exams may be completed by the student's family physician or the school physician in their office. Forms can be obtained from the Athletic Office. Also, there is a recertification process for multi-sport athletes. This is the process by which a student-athlete would only be required to have one physical examination for all three athletic seasons (fall, winter, spring). These forms are also available in the Athletic Office.

The school nurse may assist with physical examinations, performs hearing, vision, and growth screenings including BMI determination. She also provides first aid for illness, injury and handles communicable diseases as they arise. The school nurse does not diagnose. She does not give any medication unless directed to do so by the school doctor or by the student's physician in accord with the medication policy.

MEDICATION ADMINISTRATION

The control of medication in school is a very serious concern of the staff in the Punxsutawney Area School District. Physicians are encouraged to establish medication schedules so medication can be administered in the student's home before and after school.

When a child is required to have medication administered at school, the following steps must be taken.

1. Before any prescribed medication may be administered to any student by district personnel, there must be written orders from a licensed physician, nurse practitioner, or physician's assistant. These orders should include the name of the child, name of the drug, dosage, the time interval that the medication should be taken, and the reason for taking the medication.

The school nurse has forms the physician can and should use when submitting the information. It is the parent/guardian's responsibility to have the physician complete this form and submit it to the nurse with the medication to be administered.

An appropriate pharmacy label with the child's name, medication dose, and times of administration may be substituted for a written order for short term prescriptions of up to two weeks duration. (i.e. antibiotics, analgesics etc.)

2. The school nurse has standing orders to administer mild pain relievers. Tylenol/ Acetaminophen 325 mg or Ibuprofen 200 mg 1 or 2 tablets may be administered for students for fever or mild pain. This dose may not be repeated within the same school day. Students may have Tylenol or Ibuprofen up to 4 times a year based on this standing order.
3. All medications (long and short term), including refills, are to be brought to school by the parent/guardian in an appropriately labeled pharmacy container. (If necessary, ask the pharmacist for an extra appropriately labeled pharmacy container, so that one can be left at home and at school.) The prescribed medicine, along with the

doctor's order to administer it, is to be delivered to the School Nurse or whoever is designated in that building to administer medications. Over the counter medication must be in the original bottle with a readable label accompanied by the physician's order to administer.

All medications that are controlled by the Federal Narcotic Act (including Ritalin and some pain medications) must be brought to school by a parent / guardian or adult designee for all grade levels. Likewise, these medications must be picked up by the parent / guardian or adult designee if the medication is discontinued or at the end of the school year.

4. Most medications that are prescribed three times daily may be given before school, after school and at bedtime and therefore, should be given at those times.
5. Standing physician orders for p.r.n. or "as needed" emergency medication are permitted (i.e. asthma inhalers, allergy medications, migraine medications, etc.). These medications must also be accompanied by a written medical authorization form from a physician.

IT IS A VIOLATION OF THE SCHOOL DRUG POLICY FOR STUDENTS TO CARRY, DISPENSE, OR TO SELF ADMINISTER MEDICATION WITHOUT THE APPROPRIATE WRITTEN PERMISSIONS HAVING BEEN SUBMITTED TO THE SCHOOL NURSE. Epipens, Rescue Inhalers, and diabetic supplies may be carried and self administered, but only once the physician writes an order stating the student may do so. As a safeguard, a second Epipen or inhaler should be kept in the health office for use if the student would forget to bring his medication to school.

6. Parents wishing to consult with the nurse regarding specific student concerns or question regarding this policy are welcome to do so.

EMERGENCY CARDS

By signing the emergency cards and returning them to school you the parent/guardian are authorizing the school nurse staff to follow the school physician's standing orders. The following medications may be administered to your child, when indicated, while in school: Benadryl, Chloraseptic Spray, Bactine, and Epipen. Also at the High School, Ibuprofen or Acetaminophen, and Tums may be administered up to eight times per school year.

SCHOOL INSURANCE

Annually each student has the opportunity to purchase accident insurance through a group plan. This insurance covers you during the school day and/or a 24-hour period.

STUDENT SICKNESS AT SCHOOL

Students who become ill during the school day should ask their teacher for permission to go to the main office first. If a student is too ill to go to the Principal's office alone, another student should accompany him or her. Under ORDINARY CIRCUMSTANCES, students should NOT go directly to the Health Room. The school nurse or Principal will decide whether or not the student should be sent home. The student should NOT call home himself.

HOMEBOUND INSTRUCTION

Physicians occasionally submit a written request for a student to be placed on homebound instruction for medical reasons. The request must give the specific reason(s) for the homebound instruction and the expected duration of the instruction.

HOMELESS STUDENTS

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program (PA ECYEH Program) assures execution of the federal legislation, *Mckinney-Vento Homeless Assistance Act* of 1988; also incorporated into the 2001 *No Child Left Behind Act*. Implementation of this program ensures that homeless children and youth have equal access to the same, free, appropriate, public education; including preschool education, as provided to other children and youth. If you have any concerns with any student that may be experiencing homelessness, please contact the Punxsutawney Area School District. You may also contact Andrea Sheesley, Region 6 Coordinator for Students Experiencing Homelessness:
Andrea Sheesley
Regional Coordinator
Phone: 724-463-5300 x1235
Email: asheesley@iu28.org

LOCKERS & LOCKS

Lockers are assigned to each pupil. Students are to occupy only those lockers assigned to them. Students should be aware that lockers are school property and subject to search, at any time, when deemed necessary by school officials or other authorities directed by school officials. The administration reserves the right to remove anything which is contrary to school rules or is detrimental to the school's orderly function. **BOOK BAGS AND GYM BAGS ARE TO BE KEPT IN LOCKERS AT ALL TIMES.**

Each student will be assigned a combination lock to secure their lockers. Students should not share their combination with other students. Students be aware that storage of valuables in your assigned locker is not recommended & is done so at your own risk. The replacement cost for a lost lock will be \$6.00.

Students may purchase an additional lock to secure their gym locker at a cost of \$6.00. **No locker may be secured by a personal lock at any time.** Such locks will be removed from the locker at the students expense.

HOMEROOM GUIDELINES

Students report to their homeroom during activity period and other designated times. The homeroom and activity period provides a time to study and a time to participate in clubs and other school activities. Students not participating in activities are to have schoolwork to complete during activity period. Homeroom will be operated as a study hall according to the guidelines below. The homeroom teacher acts as an advisor and will be able to help you in many areas when called upon to do so. Students on restricted movement are required to remain in homeroom unless a green slip is signed by a principal.

STUDY HALL GUIDELINES

A study period is for work. Students will arrive on time and bring with them all materials that they will need, such as textbooks, paper and pencils. Students will not be excused to

get books, pencils, etc., from their lockers. The most benefit is obtained from a study hall that is quiet. Students may not study in groups nor may they talk without permission from the teacher or monitor in charge. Students who consistently arrive without work or who are noisy or unruly, will be sent to the Principal's office. Food is not permitted. Comic books and pornographic reading material have no place in school. The teacher or monitor in charge will confiscate any such books. Student laptops will be monitored during study halls by use of visual and electronic means. While completing schoolwork, students are permitted to listen to music during study hall with their laptops as long as headphones are used and other students are not distracted. Playing games is not permitted during the school day unless approved for educational purposes.

Students in study halls who wish to go to the library may sign out on a library sign-out sheet and should go directly to the library as a group. The teacher or monitor will inform all students of the route which they should take when going to the library. Students going to the library may not go to their lockers or elsewhere when going to the library. Students going to the library should refrain from loud talking or other unnecessary noise so as not to interrupt classes in session. Violators will have their library privileges revoked.

LOITERING

Students not participating in an extracurricular activity or not supervised by a staff member must be out of the building by 3:25 pm. Students are not to loiter in or around the building before 7:00 a.m. or after 3:25pm. This includes the student parking areas.

MEAL PROGRAM

CAFETERIA

The school maintains a modern cafeteria for the serving of school lunches. All 7th and 8th grade students will be scheduled to eat during Lunch A, while grades 9-12 will be scheduled between Lunch B and C. During the 2019-20 school year, we are pleased to inform you that our schools will both be implementing a program called the Community Eligibility Provision. This means that **all** enrolled students in grades K-12 in the Punxsutawney Area School District are eligible to receive a healthy breakfast and lunch in school at **no charge** each day. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

Students should continue to keep money in their computerized cafeteria account in order to purchase additional items or ala carte items from the regular line or Snack Shack. Prices for individual ala carte items are posted in the cafeteria. These items are not included with free breakfast or lunch, and students will not be allowed to purchase additional items if they do not have proper funds in their account.

All money deposited into cafeteria accounts must be placed in the cafeteria envelopes, which are obtained from the cafeteria staff. Deposits for cafeteria accounts will be accepted during activity period daily, or at times designated by the administration. Money deposited into a cafeteria account will not be available for use until the next business day. Money remaining at the end of the school year will transfer to the next school year. Seniors who graduate and students who withdraw

from the district will receive a refund if their balance is over \$3.00

Students are also permitted to bring a lunch from home. Home lunches must be eaten in the cafeteria.

PUBLIC DISPLAY OF AFFECTION

In the interest of good taste and common courtesy, students are not to engage in public displays of affection while at school. Hugging, kissing, embracing or exhibiting other physical contact in the school building, on school buses, on school property, or at school-sponsored events is not permitted.

SCHOOL SAFETY

Safety/ Security Drills

There will be periodic drills throughout the school year to better prepare the staff and students in case of a real emergency. Drills will include weather emergency, lock down procedures, fire drills, and evacuation procedures. These types of drills are to dismiss any fear of being prepared in case of a real emergency and address any concerns or needs for the safety of all HS occupants.

Terroristic Threats

Punxsutawney Area High School recognizes the danger that terroristic threats and acts present to the health, safety, security and welfare of other students, staff, and community. The school district realizes the need for an immediate and effective response to a situation involving such a threat or act. The School Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard to the risk of causing such terror or inconvenience. Terroristic act - shall mean an offense against property or involving danger to another person. Terroristic threats may be written, verbal, through technology but not limited to inform. Any threat directed at school personnel, and/or the student population will be immediately investigated by school personnel and law enforcement.

Unlawful Harassment

The physical safety and well-being of Punxsutawney students and staff forms the foundation of many guidelines in the building. A school's group setting restricts certain actions otherwise acceptable as an individual. Safety becomes an important factor in transporting students to and from school events, in curricular activities (e.g. Physical Education, Practical Arts, Science), and in extra-activities (e.g. Athletics, Programs).

A safe, positive school environment includes freedom from harassment. It is the policy of the district to maintain an educational environment in which harassment in any form will not be tolerated. Students are encouraged to report such incidents to administration.

Harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicapping condition.

The following are some examples of unlawful harassment: sexual advances, touching of a sexual nature, graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, and written materials; sexual gestures, sexual or dirty jokes, pressure for sexual favors, touching oneself or others sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other persons as to a sexual activity or performance.

Students involved in the unlawful harassment of another student shall be subject to suspension and depending upon the severity of the incident may result in expulsion. Report any complaints of unlawful harassment to the Principal or Assistant Principals of PAHS.

Bullying

The Punxsutawney High School does not tolerate bullying in any form. Bullying is defined as intentional written, electronic, verbal, or physical acts that are

- Directed at another student/ students
- Occurs in a school setting
- Severe, persistent, or pervasive
- Involve a real or perceived imbalance of power

Bullying can create a threatening environment and disrupts the orderly operation of the school. Bullying may rise to "unlawful harassment." Students are encouraged to report any bullying to the administration.

Disciplinary consequences will follow for offending students which will vary depending upon the seriousness and pervasiveness of the incident. Consequences may include counseling, detentions, suspension, and referral to the Board of Education.

STUDENT SEARCHES

The Punxsutawney HS administration reserves the right to search the school and its grounds. This includes lockers and automobiles. Students are to have no expectation of privacy with regard to lockers or vehicles parked on school property. Searches may be unannounced, and may utilize canines to detect contraband such as stolen items, drugs, alcohol, and weapons. Legal authorities may assist the administration during a search.

A student's person and/or personal effects (including backpack, purse) may also be searched whenever a school official has reasonable suspicion that a student is in possession of illegal and/or unauthorized material. A student's failure to permit and/or cooperate with a search will be grounds for immediate disciplinary action including suspension from school and law enforcement notification.

TECHNOLOGY/ CELL PHONES

Student cell phone use is allowed in the school building before classes begin at 7:50 AM, during their designated lunch period, during the 4-minute class exchange times, and after classes end at 3:00 PM. Student cell phone use of any kind (without teacher approval) is prohibited during posted class times whether students are in a classroom or not, during any version of state or local testing, during assemblies, and at other designated times upon announcement by the administration. This includes, but is not limited to phone, internet services, camera/picture taking features, and text messaging. Teachers may allow cell phone use during class

times if they choose to do so. Cell phone violations result in confiscation of the cell phone with student pick up of phone after school and detention. Repeated cell phone violations result in confiscation of the cell phone with required parent pick up of the phone, and the student may lose the privilege of cell phone use and possession at PAHS altogether. Calls and communications between student and home can be handled between classes, at lunch, or with permission. **No pictures or videos are to be taken at any time using cell phones or electronic devices while at school.**

Students who fail to surrender a phone when observed in violation of the cell phone policy will be considered insubordination and the student will face immediate disciplinary action per the student code of conduct.

Rules Related to Student Laptop & Tech Use

PAHS is very proud of this program. It provides students and their families a valuable tool that will give them access to a variety of positive resources available in our technology-driven society. This provides students with a mobile learning tool that they can access at any time while also sharing the technology with the members of their household. However, with this technology students must be held to a high standard of personal responsibility.

Students are to adhere to all policies and practices as dictated in the 21st Century manual and the Acceptable Use of Technology and Equipment Loan Agreement. Students are responsible for their actions on the laptop. Inappropriate use of social media (during or after school), cyber bullying, games, pornography attempting to circumvent the district's internet content filtering system, installing software that is not district approved, cheating, causing damage to the laptop, &/or any behavior deemed inappropriate by the administration will not be tolerated.

The administration reserves the right to withhold the one-to-one privilege from any student who violates any of the stipulations set forth by this program

Educational devices such as personal computers, electronic books, other electronic devices, etc. ***may only be used in coordination with classroom instruction with permission from the professional staff.*** When used for entertainment purposes, however, the above guidelines on use apply. Check with the supervising staff to be sure technology is being used for the right purpose.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or activity. General school rules for behavior and communications apply.

Network storage areas will be treated like school lockers. Network administrators and/or the administration will review daily logs to maintain security integrity and to ensure students are using the system responsibly.

Be prepared to be held accountable for your actions and for loss of privileges if the Rules of Appropriate Use are violated.

TELEPHONE USE

School phones may only be used for urgent purposes and use must be approved by the main office. Use of a school phone without permission during the school day is a disciplinary offense and will be treated accordingly.

TEXTBOOKS

Upon issuing students a textbook, teachers will record the number and condition of the book. This recorded information will be retained for each book. Students will be required to pay for a lost or damaged text book. Payment must be made in the main office. The receipt will serve as an authorization slip for the issuing of a new textbook. Students will pay the full value of the replacement cost for the lost book.

TRANSPORTATION

Bicycle racks are provided for the students' convenience in the rear of the building. It is recommended that students have locks for their bicycles. The school is not responsible for theft or damage to bicycles while on school property.

Driving to school is a privilege extended to those students who have their parents' permission to drive, who hold a valid school issued parking permit and agree to abide by the school's student driving regulations. Students may not revisit their vehicles during the school day without the approval of the building administration. Parking is limited to the designate parking spaces. Students who violate the regulations will have their driving privileges suspended and may be subject to further disciplinary action. Student vehicles on school property are subject to search per handbook and PASD policy. If a vehicle is not registered to a student, but owned by another party, such as a parent or guardian and the registered owner wishes to be present for a search, he/she should contact the Principal at the beginning of the school year. If the registered owner fails to contact the administration his/her consent to search the vehicle without being present is implied.

VALUABLES

Students are encouraged to bring to school only those things necessary to function during the school day. The school cannot be held responsible for money or valuables lost at school.

VISITORS

Parents are welcome to visit our school. Visitors must have photo identification and register at the main office and will be issued a visitor's badge. Students are not to bring student guests from other schools.

Students considering transferring to the Punxsutawney High School should make arrangements with the administration to set-up a visit.

WORKING PAPERS

Working papers are available in the office for students employed in Pennsylvania. These are available at no charge and may be issued to any student fourteen or older. When applying for working papers, students need to bring their birth certificate or driver's license as proof of age.

Be advised that in accordance with Pennsylvania state law, students that cannot maintain adequate academic progress may have their working papers revoked.

GUIDANCE

Students are assigned to a counselor via grade to facilitate guidance functions. Students and parents are welcomed and urged to consult their counselor at any time there is a need. Counselor assignments are as follows:

7th and 8th Grade **Mrs. Emily Cassidy**
9th and 10th Grade **Mrs. Jennifer White**
11th and 12th Grade **Miss Amy Hand**

Guidance Services include assisting students with subject selection and changes, registering new students, providing occupational and educational information, maintaining cumulative high school records, individual counseling and testing. After the classroom teacher, the guidance counselor should be the point of contact to assist in the resolution of academic issues. The guidance counselor can also be a resource to assist students resolve conflicts. A variety of materials are available in the guidance office. Through the use of various career information and college catalogs, students are given the opportunity to explore their future plans. Opportunities are also provided for students to meet with representatives from various types of post secondary institutions. The guidance counselor can also be a resource to assist students resolve conflicts.

THE SENIOR HIGH SCHOOL PROGRAM OF STUDIES

The High school academic program of studies is detailed in the current Punxsutawney Area High School Student Curriculum Guide.

GRADUATION REQUIREMENTS

High School consists of grades 9, 10, 11, and 12. Students need a minimum of 23 credits to meet graduation requirements. All students must schedule a minimum of 6.25 credits per year.

- A. **English**
4.00 credits
- B. **Math**
4.00 credits
- C. **Science**
3.00 credits
- D. **Social Studies**
3.00 credits
- E. **Physical Education**
2.00 credits
- F. **Health**
0.50 credits
- G. **Career Education**
0.50 credits
- H. **Family Science** **and** **Consumer**
0.50 credits
- I. **Electives**
5.50 credits

KEYSTONE EXAM REQUIREMENTS (SUPPLEMENTAL INSTRUCTION AND PROJECT-BASED ASSESSMENT)

Beginning with the class of 2015, all students must achieve at the proficient or advanced levels on each of the following Pennsylvania State Keystone Exams: Algebra 1, Biology, and English / Literature and Composition.

After two attempts, a student unable to achieve at the proficient or advanced levels on Keystone Exams may meet graduation requirements by completing one semester of supplemental instruction and demonstrating proficiency on a project-based assessment.

SCHEDULE CHANGE POLICY

We cannot over-emphasize the importance of careful course selection. Selection should be made in accordance with student interests and abilities and also with guidance and assistance from parents, teachers, and counselors. The school bases its needs – including staffing, books, and supplies - on course selection. Following a student's initial requests, course changes will be considered only in merited cases for academic reasons.

COURSE WITHDRAWAL POLICY

A schedule change form signed by the parent/guardian, the teacher, and the counselor shall be required to withdraw from any course. During the first ten days of the school year, requests to drop a course and add a different course or a study hall will be considered if the minimum number of courses is maintained. Changes to scheduled courses will only be made in extreme cases after the drop/add period. The student must have demonstrated an attempt to pass the course through regular completion of assignments, class participation, attendance, tutoring, and communication between the teacher and parents.

SCHEDULE CORRECTIONS

Any student who needs to make a correction in his/her schedule for any of the following reasons may do so during the first ten days of school.

- a. Computer errors in schedule
- b. Needs required course for graduation
- c. Lacks prerequisites for the course
- d. Failed course previously with currently scheduled teacher

Counselors are available during the two weeks prior to each school year to answer any questions concerning scheduling issues.

STUDENT PROMOTION AND GRADE CLASSIFICATION (SENIOR HIGH SCHOOL)

Promotion in high school is determined entirely on the number of credits earned by a student. Promotion requirements are as follows:

- A. 9th grade --- promotion from 8th grade (passing at least 5.5 eighth grade classes)
- B. 10th grade --- 5 credits
- C. 11th grade --- 11 credits
- D. 12th grade --- 17 credits

REPORT CARDS

Report cards will be issued in the high school at the end of each nine-week grading period. The grades at the secondary level are marked in the following manner. Grades are marked on the scale of 100, or H for Honor, P for Pass, F for Fail.

93-100	A 4.0
87-92	B 3.0
80-86	C 2.0
75-79	D 1.0
74 or less	F 0.0

An honor grade is an average of 90 or above; a 93 average is a high honor.

Class rank is non-weighted with the exception of Advanced Placement English, Advanced Placement Calculus, Advanced Placement Biology, Advanced Placement European History, Advanced Placement U.S. History, and Advanced Placement Chemistry.

All incomplete grades must be made up by the end of the following grading period. When work has not been made up, it will become a failing grade for that period.

HONOR CARDS

A student who receives an average of 90 to 92.99 (with no failing grade) will be given an honor card. Those students who receive an average of 93 or above (with no failing grade) will be given a high honor card. The Principal will sign these cards. When a student has a withheld or incomplete grade, he will not be considered for an honor card until the work is made up and the grade is recorded.

STUDENT INFORMATION SYSTEM (SIS)

With the addition of the "SIS" software to the Punxsutawney Area School District, parents and guardians now have the ability to more effectively communicate with teachers and view their children's grades via the internet. The software enables parents and students to monitor grades, assignments, attendance, schedules, and permits access to the school calendar. Because of the amount of data and the sensitivity of the information parents/guardians will be issued a login and password. To obtain a login and password contact the high school guidance office.

CANVAS / ONLINE LEARNING MANAGEMENT SYSTEM

The Punxsutawney Area School District has adopted Canvas Learning Management System as its chosen tool in online learning management. With the 21st Century Learning initiative, students at PHS are utilizing more online resources than ever in groundbreaking ways, and the ultimate goal at PAHS is to use Canvas to mirror and supplement every available course. Canvas allows teachers to compile all course utilities and artifacts in one place for ease and efficiency. Teachers will also be using this system to distribute and collect assignments much of the time. Students can use Canvas to readily access much of what they might need for their courses, including syllabus, assignments, notes, classroom examples, grades, and often even an online textbook. Students who are absent from class are encouraged to seek out daily notes and assignments using this system.

NATIONAL HONOR SOCIETY

The Punxsutawney Chapter of the National Honor Society is an organization of juniors and seniors who have displayed outstanding scholarship, character, leadership, and service. The purpose of the organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Selection for membership is by a faculty council. To be eligible scholastically, a student must be enrolled in academic courses and have earned a cumulative high school grade point average of at least 95.0%. For a list of the course selection requirements, please see a guidance counselor or NHS advisor. To determine eligibility in the areas of service and

leadership, the faculty council will be looking to see that prospective members have participated in at least two ongoing school and/or community activities. Character may be evaluated by reviewing a prospective member's discipline record as well as through the use of faculty evaluation forms and/or references. Once selected, members are encouraged to uphold the standards that were the basis of their selection.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is a worldwide organization that consists of many chapters consisting of 7th and 8th graders. Selection is based on five criteria: citizenship, service, leadership, scholarship and character. Members must maintain a high academic average and act as good citizens by participating in service projects.

HONOR AWARDS

A distinguished honor award pin is given to each senior who has an accumulative average of 93 or above in grades 9, 10, 11, and 12.

SUMMER SCHOOL

If there is sufficient need, selected subjects may be offered in summer school. Plans are made during April and May each year regarding course offerings. There will be a deadline to register, which will be strictly adhered to. There will also be a set length of course with no extended deadlines at the conclusion of the course. Students and parents are urged to consider vacation plans and availability of internet during the summer school time frame when signing up for these courses, as the administration will not consider these valid excuses for extension. Credit recovery courses provided through eAcademy will utilize teachers from other school districts. eAcademy courses will be graded using the PAHS grading scale, with 75% being the lowest grade required to receive passing credit.

TUTORING

PAHS students who need extra academic help are urged to take advantage of the tutoring center. Tutoring will be held each day of the year in room 113 between 3:15 PM and 5:15 PM. The administration seeks teachers from all academic and elective departments to be present on a set schedule each semester. Students may seek help for any subject despite which teachers are present on a given evening. The tutoring center will be closed on nights of early student dismissal.

TRANSFER AND WITHDRAWAL

Students who withdraw or transfer from our district before the end of the school term must report to the Guidance Office for clearance forms, complete them, and return them to the appropriate Guidance Counselor. Students will not be recommended by the school or given credits until proper clearance has been made. These students must return all books to the teachers, return their laptop to the library, and pay any outstanding fees that may be due.

Any student transferring to the Punxsutawney School District and their parent will be required to complete a Home Language Survey and Student Parent Handbook Review sheet during the enrollment process.

SCHOLARSHIP AND LOAN FUNDS

There are available to graduating seniors many opportunities to secure financial aid for further education on the federal and state levels. In addition, there are several local foundations that provide financial aid to deserving students. Detailed information may be secured in the guidance office about all these opportunities.

PHYSICAL EDUCATION AND HEALTH REQUIREMENTS

1. All students in secondary schools are required to take physical education and health. Students who present a certificate from a physician certifying that he or she is unable to participate in regular gym classes for thirty days or more, will be assigned academic activities in the area of health and physical education.
2. All physical education grades shall be Honor, Pass or Fail.
3. Gym classes will meet every day for one semester.
4. Sophomore health classes meet six (6) days per cycle for one (1) semester.
5. Health carries 1/2 credit and physical education carries 1/2 credit.
6. When students miss a gym class, they are required to make up the class either with their teacher, or one of the other gym teachers.
7. If a student presents a physician's recommendation for modified physical education activities, the modifications will be made during the regular physical education class period.
8. A doctor's prescription on official stationary must be presented to the school nurse and initialed by her before a student is permitted to return to regular Physical Education class activities.

Pennsylvania Compulsory Education laws mandate enforcement of regular school attendance by students. Parents and students are responsible for the student's attendance. The law allows for severe fines to be levied for non-attendance.

We believe students need to be in class if students are to learn to their fullest capability.

Absent students miss the dialog and expertise the teacher shares with the students and is detrimental to learning. In many cases, just a few absences can result in a serious detrimental lowering of the students' grade. **Excessive absences can result in failure, denial of credits, and possible retention.** Although the school keeps parents informed of excessive absences so that lower grades or failures should not come as a surprise, it should be understood that the legal responsibility for attendance rests with the student and parent(s)/guardian(s).

Additionally, future employers and college admission officers are favorably impressed if a student has a good school attendance record, as it is a good indicator of future success

ABSENCE GUIDELINES

1. Prior to the start of school on the day a student returns from absence(s), he/she must submit a written excuse signed by the parent/guardian to the Main Office or the period one teacher. This excuse slip indicates whether

the absence is excused for a lawful reason or if it is unlawful and/or unexcused.. It is the responsibility of the student to ascertain the assignments missed. (Please note that parents should contact the main office if they do not have internet access or if the teacher did not list the assignments on the website.)

2. In accordance with Pennsylvania state law, if a student has been absent ten (10) days total for the school year per lawful parental excuse, a *doctor's excuse* becomes required to verify subsequent absence(s) beyond the 10 day limit. The principal has the duty to review long-term illnesses and habitual absenteeism on an individual basis.
3. **The following conditions constitute reasonable cause for absence from school :**
 - Sickness
 - A death in the family
 - Confirmed medical or legal absence
 - Religious holidays
 - Certain appointments that cannot be scheduled during non-school hours
 - School activities approved by the administration
 - School approved authorized educational trips
 - Visitation to colleges/universities
 - Suspension from school
 - Impassable Roads
4. **Illegal/ Unexcused absences include, but are not limited to:**
 - Not knowing there was school
 - No clean clothes to wear
 - Missed the bus
 - Went out of town
 - Overslept
 - Baby-sitting
 - Work
 - Vacation (unless approved in advance)
 - Hunting or fishing (unless approved in advance)
 - Haircut
 - Shopping
 - Personal reasons
 - Car problems
 - Because my cousin is visiting (or any other relative)
5. **If no written excuse from the parent or guardian is presented by end of the third day following your return to school, the days absent will be considered unlawful or unexcused. Written excuses must contain the student's name, dates of the absence, and the reason for the absence.**
6. **Family Educational Trips-** The district recognizes that situations arise when students must visit colleges, travel, or go on vacations with parents. When absences are considered educational in nature, students can be excused. The proper procedure is as follows-
 - To be considered for a lawful excuse, an "Educational Field Trip" (EFT) form must be completed and submitted to the office prior to the date of the trip for approval. These forms are available in the main office. To be excused, the

parents must indicate the educational benefits for the requested date(s). NOTE: A request for an EFT may be denied in cases where students are in poor academic standing or have poor attendance.

- The form must be returned to the HS Office prior to the trip
- Students will be responsible for making-up school work missed

A maximum of 10 days will be excused each school year for educational trips. All absences for educational trips, regardless of their length, will count toward this 10 day limit. Absences in excess of the 10 day limit will be marked unexcused. In extenuating circumstances, approval may be granted by the administration for additional days. Educational trips taken without prior approval will result in unexcused absences for the days missed.

7. If a student becomes ill at school, the student must see the school nurse. If the school nurse determines that a student is ill and should be sent home, the time missed will be marked excused. However, any student circumventing seeing the nurse and calling home without the nurse's medical recommendation will be marked unexcused or unlawful unless an excuse is provided by the parent/guardian or a physician.
8. Any student arriving to school after 12:00pm will not be permitted to participate in or attend any extracurricular activities on that day unless approved by the principal for special reasons, such as a delayed school bus, doctor's appointment, or funeral. On flex days, or if a student is part of the work release program, those students will be required to be in attendance no later than 9:30am to be eligible to participate in extracurricular activities.
9. **Corrective action will take place for all unexcused and unlawful absences** according to the age of the student as outlined below.

a. Students Less than 17 Years Old:

- i. First Offense and Second Offense: Students will receive a written warning indicating that they have one or two illegal days of absence.
- ii. Third Offense: Parents will be served with a legal notice indicating that there have been three (3) or more days of unlawful absences. The building administration will convene a Truancy Elimination meeting with the parent (s) and student. A Truancy Elimination Plan (TEP) will be developed and implemented.
- iii. Fourth Offense: Meeting with student, parent, and building principal to review TEP guidelines and consequences.
- iv. Fifth Offense: Whenever a student reaches five illegal absences, a student may be placed on the "**Loss of Privileges List**". **Participation in field trips and clubs, may be denied due to lack of compliance with TEP guidelines.**
- v. Additional Offenses - Citations will be served through the local district judge's office whenever a student reaches 6 illegal absences. (NOTE: Each unlawful absence may result in substantial fines up to \$300 per day plus court costs may be imposed by the district magistrate.)

- vi. Concurrent with the filing of the first citation with the district magistrate, a referral will be made to Children and Youth Services for the respective county of residence. Children and Youth Services will conduct a home visit to the student's/family home.

b. Students 17 Years or Older:

- i. First Offense and Second Offense: Students will receive a written warning indicating that they have one or two illegal days of absence.
- ii. Third Offense: Parents will be served notice indicating that there have been three (3) or more days of unexcused absences. A mandatory student conference will be scheduled with the administration to develop an improvement plan
- iii. Fourth Offense: Meeting with student, parent, and building principal to review guidelines and consequences of proper school attendance.
- iv. Subsequent Offenses - Additional unexcused absences will result in disciplinary action. A parent conference will be required with the Principal and/or Superintendent depending on the number of offenses. The administrative staff will review chronic absentee cases on an individual basis.
- v. **LOSS of PRIVILEGES: Students who have accumulated 5 or more unexcused absences will lose privileges for the remainder of the school year (fieldtrips, assemblies, dances, lunch outside, clubs).**

TARDINESS GUIDELINES

1. A student is tardy if he or she is not in his/her seat when the tardy bell rings at the beginning of a class period. Classroom teachers and study hall monitors will record student tardiness on a late slip list. Classroom teachers may assign a teacher detention anytime a student is late to their class or refer three accumulated lates to the office for disciplinary action. Completed teacher assigned detentions will not be included in an office referral for accumulated lates.
 - a. 1st Office Referral – May Result in Detention
 - b. 2nd Office Referral – May Result in Detention
 - c. 3rd Office Referral and Any Office Referrals that Follow – May Result in Suspension
2. A student is tardy to school if he or she is not in his/her seat when the late bell rings to start first period or arrives to school prior to 10:00AM. These students will report to the office to the late slip monitor to be admitted to school then sent to class. Tardy to school guidelines are the same as tardy to class. Students may also be issued academic consequences for unexcused tardiness that results in missing class time.
3. Any student who arrives at school after 10:00 a.m. will be considered a ½ day absent. Students arriving after 1:00 p.m. will be considered absent for a full day. Students leaving school prior to 1:00 p.m. and not returning will be considered absent ½ day. Students released from school for less than two hours will not be considered absent. All students must present a parent excuse to their first period teacher for absences or tardiness.
4. Any student who is late due to no fault of their own such as a late bus, an accident, a train or other extenuating circumstances must report to principal's office and be issued a late slip. A principal will determine whether or not the student was at fault for the tardiness. If the student is

not at fault, the late slip will be excused from consequence. Students will then be sent to homeroom, class, or study hall in which they belong. At times the office will excuse students who are late via the P.A. System.

5. Due to certain circumstances the Principal's office will instruct teachers and monitors to hold attendance and excuse students who are late. This will be announced on the PA system and students will report to 1st period class.

Students reporting to school prior to 10:00AM with a valid doctor's excuse will not be considered tardy and will be granted release time. Release time will be granted for medical appointments and other appointments approved by the principal if the student is absent less than two hours.

APPOINTMENT GUIDELINES

Parents are strongly encouraged to schedule appointments outside the school day. However, a doctor's or dentist's appointment must occasionally be scheduled to occur during school hours. These guidelines must be followed for a student to be dismissed from school:

1. The parent must bring in or send in with their child either a signed written note or the appointment card to the main office before the start of school on the day of the appointment.
2. The student will be issued a "Permit to Leave the Building." This permit will indicate the time the student is to be dismissed from class to report to the main office for the appointment.
3. At the time indicated on the permit to leave, the student must report to the main office with the permit and sign out before departure.
4. After the appointment, the doctor or dentist should give a note to the student to re-enter school, depending on the time, either after the appointment or the next school day.
5. In the case of a student being requested to leave school for an emergency situation, the parent(s) are requested to call the principal in person. The student is expected to return to school with a written excuse as soon as the emergency is resolved.

MAKING UP WORK

When a student is absent from a class or classes, it is his responsibility to see each teacher of the class he missed and make the necessary arrangements for completing the work. Students should see teachers as soon as they return to school from their absence. This should be done before/after school, before/after class period, or during activity period the day they return. Green slips are available from teachers before 8:05 AM each morning. In general, students will have 5 days to complete make-up work upon returning to school. Given circumstances, length of absence, student workload or other issues, teachers may extend this time period. Students who miss one day prior to an advertised test or assignment may be expected to complete the task the day they return. This will be a judgment call on the part of the teacher. A student who is suspended from school, either in or out, will have the same number of days to make up their schoolwork as the number of days of suspension. For example: if a student has a three-day in-school suspension, they will have three days to make up their school work. All schoolwork should be completed and made up.

Incomplete grades will be given on a report card only when work is missed due to absence from school. All work must be made up within time limits established by the teacher and/or

administrator. When a student fails to make up this work, a failing grade will result.

WITHDRAWAL or TRANSFER

If a child is to be withdrawn from Punxsutawney Area High School, the parent or guardian must complete the withdrawal process in person prior to the withdrawal date to avoid possible penalties.

Students new to the district need to register for school in the district office at 300 Center St. The Board requires parents at the time of registering their children to file statements concerning previous expulsion for offenses relating to weapons, alcohol or drugs, or willful infliction of injury. In order to enroll new students in the correct program, the enrollment process cannot be completed until official records and all other documentation have been received from the previous school.

GENERAL GUIDELINES

As a member of an extra-curricular activity in the Punxsutawney Area High School the student will follow the Extra-Curricular Code of Conduct including the policies listed below.

1. Attendance - The student must be present in school by 12:00pm in order to participate in any practice, game, or activity on that particular day. If a student is tardy after 12:00pm, he/she will not be allowed to participate in extra-curricular activities that day unless he/she submits a doctor or dentist appointment slip upon arrival to school after the appointment. Those students coming from a doctor or dentist appointment must be in school a minimum of a half day (at least four hours) and submit a doctor's slip. The principal reserves the right to accept or reject tardies on an individual basis depending on the circumstances. On flex days, or if a student is part of the work release program, those students will be required to be in attendance no later than 9:30am to be eligible to participate in extracurricular activities.
2. Dress and Conduct – Whenever representing the school district, students will be expected to dress well and present a neat appearance. As representatives of their school, students involved in extra-curricular activities will conduct themselves as good citizens at all times. They will not show disrespect to any athletic official or personnel of their school or any other school.
3. Eligibility - Eligibility is composed of three major responsibility areas: Academics; Attendance; and Discipline.
 - A. Weekly - Students involved in extra-curricular activities must maintain a grade point average of 75% or above in at least four (4) credits of subjects as per PIAA requirements. They must meet attendance and discipline regulations per day and cumulatively. If the student does not meet these guidelines, they are ineligible for a one week period (Sunday-Saturday). Parents are reminded that they can check grades on the CSIU parent portal.

B. Marking Period - Students involved in extra-curricular activities must maintain a grade point average of 75% or above in all but one course for the 9-week marking period, enrolled full time passing at least four (4) credits of subjects as per PIAA requirements. If the student does not meet these guidelines, they are ineligible for a period of 15 school days beginning the day report cards are issued. If their failures were in the last marking period of the previous school year, they are ineligible for the first fifteen(15) school days of the following school year.

C. Students may be removed from the team if ineligibility continues to be a problem.

D. Attendance - A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence.

E. Discipline - Students are ineligible to participate on days when they have been suspended or expelled from regular attendance or while they are in placement at alternative discipline programs.

F. Period - The ineligibility period will run Sunday through Saturday for weekly violations and will begin the day of report card distribution for nine week violations. Exceptions are noted above.

G. Any student on the academic ineligibility list will not be permitted to travel with the sports team or associated activity of which they are a member.

H. ATHLETIC TEAM TRANSPORTATION

No athletic team will be transported by private cars for any reason unless permission is granted by a Principal and/or Athletic Director. Commercial transportation will be chartered for all games and scrimmages. Students who are members of an athletic team going to a game or scrimmage will return on the bus unless a note signed by a parent is presented to a Principal and/or Athletic Director prior to the trip indicating the athlete will be riding home with his/her parents. Students failing to follow these guidelines may be subject to administrative penalties.

I. DISCIPLINE REGARDING PERSONAL CONDUCT FOR EXTRA-CURRICULAR/ATHLETICS

Punxsutawney Area School District Policy #218 regarding Student Discipline provides for the following concerning athletics and other extracurricular activities.

"This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities."

Simply stated students involved in athletics and

extracurricular activities have a higher expectation of behavior and conduct both on and off school property. In addition, athletes and students in extracurricular activities have less of an expectation of privacy than other students. If notice is provided to the student, disciplinary consequences for off campus behavior may be issued. Both the behaviors and consequences should be noted in the letter provided to parents and students. Consequences are limited to exclusions from the extra curricular activity or athletic activity.

PASD Policy #218 can be reviewed on the District Web-Site.

J. ATHLETIC AWARDS AND LETTER REQUIREMENTS

Punxsutawney Area High School awards to athletes shall be:

1. The letter "P" with a gold pin for the appropriate sport attached, will be awarded with the letter jacket.
2. Any other award the athlete earns shall be a gold pin for the appropriate sport, which can be attached to a varsity jacket.

Awards may be earned in the following sports: boys' and girls' basketball, boys' and girls' cross country, football, girls' volleyball, boys' and girls' golf, boys' and girls' track, wrestling, baseball, boys' and girls' tennis girls' softball, boys' and girls' soccer and cheerleading.

Athletes who are interested in learning the criteria for earning an award in a particular sport should see the head coach of that sport.

LETTER JACKET POLICY

A jacket will be awarded to an athlete participating in competitive inter-scholastic sports approved by the Punxsutawney Area School District. Awards will be made when one of the following requirements is met:

1. Earn one letter in each of any two sports, or
2. Earn two letters in one sport, for two years.
3. A senior who has completed three years in a sport and qualifies for a letter his senior year.
4. A manager or trainer must serve for three years and be a head manager or trainer during his senior year.
5. In case of injury, illness, or any unusual circumstance a decision as to whether or not an athletic assistant manager or assistant trainer will receive a jacket will be made by the coaching staff, principal and athletic director.
6. All candidates must be recommended by the coaching staff, principal, and athletic director as having exhibited good sportsmanship, loyalty, and moral character both on and off the field during the period of participation.

Two options will be available to the athletes:

1. A nylon jacket with quilted lining and a knit collar, the entire cost of which will be paid by the School District.
2. A wool winter jacket, part of the cost (price of nylon jacket) to be paid by the School District, with the balance to be paid by the athlete.

School Sponsored Dances

Attendees. Dances are restricted to Punxsutawney Area students in grades 7-8 and grades 9-12. The specific event organizers have the right to limit the grade levels of a particular dance, if granted approval from the administration.

Punxsutawney Area High School students who are eligible to attend a dance may invite a non-PAHS guest in grades 9-12 or up to and including the age of 20. The administration must approve, in advance, all guests who wish to attend a Punxsutawney Area dance/prom.

Time. In general, dances may be scheduled between 7 and 11. Specific times may be set by faculty advisors in coordination with the administration. Once students leave the building, they may not re-enter; students may be required to sign-out if leaving early.

Conduct. The behavior guidelines of the school apply to all school events. Those in attendance who choose to violate those guidelines will be asked to leave and may be subject to disciplinary consequences.

Music/DJs. Faculty advisors should preview music played at all school activities.

Chaperones. Faculty advisors coordinate supervision with the assistance of adult chaperones. All school events require adult chaperones based on the number of student attendees. Events lacking sufficient supervision will be cancelled.

STUDENT ORGANIZATIONS

Student organizations at Punxsutawney Area High School will be organized in an attempt to encourage students to develop wide and varied interests, to assume individual and group responsibility, and in a measure, to foster opportunities for social relationships which might not otherwise exist. Each organization may have particular requirements for membership and expectations for members as described by the faculty sponsor.

Student Council

Although not considered a club, Student Council acts as a liaison between the student body and school administration. The Council's purpose is to coordinate student activities and innovate useful ideas. Student Council sponsors charity events, dances, and spirit days throughout the year in which students are encouraged to participate.

PAHS FITNESS CENTER - STUDENT GUIDELINES

The PHS fitness center is primarily for use by individual students and student athletes. All physical education classes now also complete a six-week rotation in the fitness center. Following are some general student guidelines for use of the center:

- Students must have a staff member present to utilize the fitness center.
- Students must be in the fitness center to work out, not hang out or engage in horseplay.
- Students must be considerate to others and listen to staff directives.
- Students must utilize equipment properly and safely. Proper use includes cleaning up the facility and wiping down equipment when finished.
- Students should not lift weights or work out alone.
- Students should use bar clips and other safety equipment as well as utilizing a spotter for free weight lifts.
- Athletic teams utilizing the center at certain scheduled times may prompt limits to fitness center availability or capacity.

PUPIL SUPPORT PROGRAMS

Student Assistance Program (SAP)

The Student Assistance Program is a state-mandated program designed to help students overcome barriers to learning. A core team of trained staff and faculty are available for the identification and referral of students recommended for SAP services. With parental consent, students may be referred to out-patient counseling services, school-based services, case management, or monitoring. All services are strictly confidential.

NOTICE OF DISABILITY RIGHTS

Students who may require special education are protected by the Individuals with Disabilities Education Act (IDEA). All students and other persons with disabilities who are involved with the Punxsutawney Area School District are also protected by two other statutes, regardless of whether they are students receiving special education services. These two statutes are called Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Any person interested in reviewing the federal and state regulations for these statutes may contact Kate Shaffer, Section 504 Coordinator, at (814) 938-5151 extension 6520. Any person desiring to discuss a problem relating to these laws or to register a complaint or grievance under these laws may contact the same person.

The District is committed to nondiscrimination on the basis of disability. The District does not discriminate on the basis of disability in terms of admissions, access, treatment of individuals, or employment. The definition of disability under Section 504 and the ADA includes persons with "physical or mental impairments that substantially limit a major life activity." The definition of disability also protects those who have a record of such an impairment or are regarded by the District as having such an impairment. The District will identify and evaluate students with disabilities who may need special accommodations in order to receive an appropriate education. The District's evaluations of students under the IDEA will include consideration of whether a student is eligible for special services under Section 504 or the ADA. If there is a problem or disagreement, the District is interested in resolving it informally and locally. Formal grievance and complaint procedures are also available to all those protected by Section 504 and the ADA. Families who are not satisfied that the District is complying with these statutes with respect to individual student issues have a right to an impartial hearing.

SPECIAL EDUCATION

SCREENING AND EVALUATION

Punxsutawney Area School District uses the following procedures for allocating; identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

As identified in §14.121.Child find of Chapter 14 Special Education Services and Programs State Regulations, each school district is required to adopt and use a public outreach awareness system to locate and identify children thought to be eligible for special education within the school district's jurisdiction. It also requires awareness activities to inform the public of its early intervention and special education services

and programs and the manner in which to request services and programs. Written information is published in the Punxsutawney Area School District handbook and is also available on our website.

Punxsutawney Area School District routinely conducts screenings of our student's hearing in Grades K, 1, 2, 3, 7, 11; visual screenings in Grades K-12; and speech and language screenings in Grades K-12. Our classroom teachers routinely assess gross motor and fine motor skills. Results of these screenings are noted within the student's school record. School records are always open and available to parents and only to school officials who have legitimate need-to-know information about the student.

Information from these records is only released to other persons or agencies with appropriate authorization including signed permission by parents/guardians. Parents with concerns regarding their child may contact the building principals to request a screening or evaluation. Requests must be submitted through a written request and forms are available through the school building offices.

After the necessary evaluations are completed, an Evaluation Report or Gifted Written Report will be completed. This will be done with parent involvement and includes specific recommendations for the types of interventions needed to meet a child's specific needs. Parents are invited to participate in a meeting where the results of the evaluation will be reviewed. An Individualized Education Program or Gifted Individualized Education Program will be created to address the specialized services that are needed for those students that are deemed eligible and in need for special education services through the evaluation process.

annual public notification through various forms such as newspapers and the school district website to notify parents throughout the school district of child identification activities and the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children.

For more information regarding these procedures, contact: Mrs. Kate Shaffer, Director of Special Education (814-938-5151, Ext. 6520)

CHILD WITH AN EXCEPTIONALITY

A child with a disability means a child evaluated in accordance with IDEA §§ 3000.304 through 300.311 as having intellectually disability, hearing impairment (including deafness), speech or language impairment, visual impairment (including blindness), serious emotional disturbance (referred to in this part as "emotional disturbance"), orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf, blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.

For children from 3 years to Kindergarten entrance, the Pennsylvania Department of Education Office of Child Development and Early Learning (OCDEL) operates the preschool early intervention program. OCDEL provides early intervention services through MAWAs (Mutually Agreed Upon Written Arrangements) typically with Intermediate Units or school districts. Legislative and regulatory guidance is provided through IDEA Part B, Pennsylvania's Act 212, the Early Intervention Services System Act of 1990, Chapter 14, Chapter 16, and the Basic Education Circulars related to early

intervention. Regional services and programs are available through Riverview Intermediate Unit #6 including support services such as speech therapy, physical therapy, parent education/supports and other family-centered services assist in child development and may be included in a family's early intervention program.

DEFINITIONS OF DISABILITY TERMS

Autism: a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences.

Deaf-blindness: concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.

Deafness: a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child's educational performance.

Emotional disturbance: a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance: an inability to learn that cannot be explained by intellectual, sensory, or health factors; an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; inappropriate types of behavior or feelings under normal circumstances; general pervasive mood of unhappiness or depression; and/or a tendency to develop physical systems or fears associated with personal or school problems. Emotional disturbance includes schizophrenia. The term does not apply to children who are socially maladjusted unless it is determined that they have an emotional disturbance as previously explained.

Hearing impairment: an impairment in hearing whether permanent or fluctuating that adversely affects a child's educational performance but that is not included under the definition of deafness.

Intellectual Disability: significantly sub-average general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects a child's educational performance.

Multiple disabilities: concomitant impairments (such as intellectual disability-blindness or intellectual disability-orthopedic impairment), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments. Multiple disabilities do not include deaf-blindness.

Orthopedic impairment: a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone

tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).

Other health impairments: having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment that is due to chronic or acute health problems such as: asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia and Tourette syndrome and adversely affects a child's educational performance.

Specific learning disability: a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in the imperfect ability to listen, think, speak, read, write, spell or do mathematical calculations, including conditions such as: perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. Disorders not included include: learning problems that are primarily the result of visual, hearing, or motor disabilities, of intellectual disability, of emotional disturbance or of environmental, cultural, or economic disadvantage.

Speech or language impairment: a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.

Traumatic brain injury: an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability of psychosocial impairment, or both, that adversely affects a child's educational performance. Traumatic brain injury applies to open or closed head injuries resulting in impairments in one or more areas, such as: cognition, language, memory, attention, reasoning, abstract thinking, judgment, problem-solving, sensory, perceptual and motor abilities, psychosocial behavior, physical functions, information processing, and speech. Traumatic brain injury does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

Visual impairments include blindness: an impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.

Gifted: This term includes a person who has an IQ of 130 or higher when multiple criteria as set forth in Chapter 16. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Multiple criteria indicating gifted ability include: a year or more above grade achievement level for the normal age group in one or more subjects as measured by Nationally normed and validated achievement tests able to accurately reflect gifted performance; an observed or measured rate of acquisition/retention of new academic content or skills that reflect gifted ability; demonstrated achievement, performance or expertise in one or more academic areas as evidenced by excellence of products, portfolio or research, as well as

criterion-referenced team judgment; early and measured use of high level thinking skills, academic creativity, leadership skills, intense academic interest areas, communication skills, foreign language aptitude, or technology expertise; documented, observed, validated or assessed evidence that intervening factors such as English as a second language, disabilities defined in 34 CFR 300.8 (relating to child with a disability), gender or race bias, or socio/cultural deprivation are masking gifted abilities.

ADDITIONAL INFORMATION LINKS

Family Educational Rights and Privacy Act (FERPA) - a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Gaskin v. Pennsylvania Department of Education (PDE) – a lawsuit resulting in mandated changes in some special educational services. As part of the court settlement, PDE is requiring all school districts to share the Notice of Proposed Settlement (Notice) to the parents of students receiving special education services. Parents may access the Notice on the following websites:
http://www.pde.state.pa.us/special_edu/cwp/view.asp?a=177&Q=109539

Individuals with Disabilities Education Improvement Act (IDEIA) - IDEIA 2004 maintains the basic principles of the law - a free appropriate public education for all students with disabilities, in the least restrictive environment - however, there are many changes and modifications to the IEP process and other aspects of the identification and evaluation of students with disabilities.
http://www.pde.state.pa.us/special_edu/cwp/view.asp?a=177&q=111436

Information from the records is released only upon written permission of parents. Parents with concerns regarding their student may contact building principals at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

Screening information will be used by an Instructional Support Team within the student's school to meet his or her specific needs or to document the need for further evaluation. At schools where Instructional Support is not available, the psychologist and teachers will determine if further intervention is needed. If it is determined that a child needs additional services, the Instructional Support Team will make adjustments relative to such things as the child's learning, behavior, physical environment, and speech strengths and weaknesses in keeping with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permission for a multidisciplinary team evaluation for eligibility and need of special education services.

After the evaluation is completed, an Evaluation Report will be compiled with parent input and include specific recommendations for the types of intervention necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation are discussed. An Individualized

Education Program (I.E.P.) will be developed for specialized services for the student if the student is eligible and demonstrates a need for services.

The IEP Team with the parent(s) will consist of the following district staff: special education teacher, regular education teacher(s), other teachers or specialists as needed and the LEA representative (a district representative with special education knowledge and the ability to commit district resources so that the child can receive special education services.

Parents are an integral part of the I.E.P. team and are encouraged to be physically present at the I.E.P. meeting. The district will make every effort to insure parent participation. The district will notify the parent in writing, make documented phone calls, and make home visits, if necessary, to make parents aware of the I.E.P. conference and the need for parental participation. Following the preparation of the I.E.P., parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they may agree or disagree. If the parents agree, the program is implemented. If parents disagree with the program being recommended, the issue may be taken to a pre-hearing conference, mediation or a due process hearing.

NOTE: Parent means that person who is the natural or adoptive parent, guardian, or person with whom the child lives, such as a grandparent.

A parent may request that the district initiate a screening or evaluation of a child's educational needs at any time by contacting the building principal, school psychologists, or Director of Special Education. Information about Early Intervention, parent rights, mediation or Due Process Procedures, specific Special Educational Services and programs offered by the district, and from the district's Educational Records Policy is available upon request from:

**Kate Shaffer, Director of Special Education
Punxsutawney Area School District
300 Center St.
Punxsutawney, PA 15767**

DISCIPLINE PHILOSOPHY - GOALS

School policies, procedures, rules, and regulations are grounded in two basic premises:

- 1. The safety, health, and welfare of all school students and personnel are paramount.**
- 2. The educational process must not be disrupted.**

To provide a safe and effective learning community, the Punxsutawney Area School District maintains a discipline code. This code will govern circumstances or actions that have impact upon the district, its employees or students, or the educational process. This code gives a general description as to the consequences that the school will impose through its system of discipline.

The discipline outline herein will be carried out in accordance with the laws of Pennsylvania and the policies of the Punxsutawney Area School District. However, this code cannot anticipate every possible circumstance or type of

misconduct. It is intended to serve as a general guide applicable to most, but not all, situations.

Parents have the responsibility to be aware of the school's Behavior Code and to work with the school in reinforcing appropriate behavior. Communication between the school and the home must be open and supportive in both directions.

Students have the responsibility to be familiar with the limits and consequences defined in the code and to behave in a positive manner.

Due Process-

Any student charged with a violation of the discipline code will be informed of the violation and provided the reasons for any discipline action. Students charged with a violation of the discipline code are afforded an opportunity to be heard prior to the assigned consequence by school personnel/building administration.

Disciplinary action may result in:

- Loss of privileges of membership in any student organization.
- Loss of eligibility for athletic competition.
- Loss of privilege of participation in any student activity, such as clubs, publications, trips, musical or dramatic productions.

In each discipline situation it is a **primary aim of the school officials to impress on each student**, by effective faculty counseling and guidance, **the need, value, and advantage of good conduct**. Students, regardless of age or marital status, are subject to all rules and regulations as set forth in this handbook and district policies.

BEHAVIORAL CONSEQUENCES

Lunch Detention

Lunch detentions are the lowest level of disciplinary consequences assigned. Lunch detentions require a student to eat lunch outside of the cafeteria under the supervision of a staff member. Lunch detentions may be assigned for cafeteria violations, minor classroom disturbances, general misbehavior. Whether a student is assigned lunch detention or regular detention is at the discretion of the administration based upon the nature of the incident and the discipline history of the student.

After School Detention

A detention is assigned for misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. Detentions will be scheduled Tuesday thru Thursday's. One-hour detentions run from 3:05 p.m. to 4:05 pm. and two hour detentions conclude at 5:05pm. Failure to serve an assigned detention leads to more serious consequences as outlined in the discipline code. Parents may request a detention be reassigned for emergencies or extenuating circumstances, but a detention will not be rescheduled for practices, games or other programs. If the student is absent the day of the assigned detention, she/he must serve the detention the next day it is held upon their return to school. Transportation arrangement is the responsibility of the parent or guardian.

Suspension

A **temporary** suspension may be assigned for acts directed against persons or property which may result in seriously endangering the health or safety of others in school, behavior that seriously disrupts the educational process. It may last from 1-3 days and be either in-school or out of school, at the discretion of the administrator based on the nature of the incident and/or history of the offending student. The student is excluded from all extra-curricular activities for the day(s) of suspension. Parents will be notified by telephone or in writing as soon as possible.

In-School Suspension (ISS), Out-of-School Suspension (OSS)

All students serving an in-school suspension are provided direct supervision by a teacher or administrator. In both an ISS and OSS assignment, students are provided with regular coursework and assignments provided by the students teachers. Special education students are provided with all accommodations outlined in said students IEP, including all specially-designed instruction.

A **full** suspension will be assigned by the administration or Board of School Directors. It will last four (4) to ten (10) days of in-school (ISS) or out of school (OSS) under parent or guardian supervision. Student and/or parent will be afforded an informal hearing before an administrator prior to the full imposition of punishment. Out-of-School suspension may warrant SAP (Student Assistant Program) referral. The student is prohibited from school property for the day(s) of suspension.

Superintendent Referral

Any student in violation of a Level IV offense or any action that endangers the safety of others may be referred to the Superintendent. Consultation will occur to ascertain the continued appropriateness of the student's educational placement.

Expulsion

Expulsion may be imposed only by a vote of the Board of Education. The administration will request a formal hearing before the Board of Education when the situation warrants. All disciplinary hearings will be conducted in compliance with chapter 12 of the State Board of Education Regulations.

Referral to Civil/Criminal Justice System

Infractions that are also breaches of law that occur in the school, during transportation or at school sponsored activities will result in referral to the police, district attorney or district magistrate. Examples of these offenses include: possession, use, or distribution of tobacco, drugs, alcohol or weapons; assault; theft; fire equipment offenses; vandalism; etc. Many of these offenses may result in harsh fines or other penalties.

BEHAVIORAL CONTRACTS

Behavioral contracts may be used with students under IEP's, with students that have a history of behavioral noncompliance, non-resident students or at the instruction of the board of school directors, superintendent or principal. These contracts will define specific behavioral limits to be observed, consequences or strategies to be used that are consistent with the student's needs.

TOBACCO POSSESSION or USE

Tobacco possession (Level II), in any form, has been made a summary offense by the Commonwealth of Pennsylvania. Any student caught or observed with tobacco products on school property, at school events or on the school contracted transportation system will be referred to local law enforcement and may be subject to charges, court appearances, and/or fines.

Punxsutawney High School Examples of Offenses – Level I

Please note that these are guidelines to disciplinary offences and that the administration reserves discretion in all instances.

Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These behaviors are usually handled by an individual teacher, but may require intervention by the school administration.

Examples of Offenses	First Offense	Second Offense	Third Offense
Bus Misbehavior	Warning/Detention/Suspension of Bus Privileges	Warning/Detention/Suspension of Bus Privileges (minimum 3 days)	Suspension of Bus Privileges – Referred to Building Principal
Dress Code Violation	Warning/ Changing of Inappropriate Clothing	Changing of Inappropriate Clothing. Send to office, Parental Contact & Detention	Moves to Level II
General Disregard of Classroom or School Rules	Warning/ or Detention	Detention	Moves to Level II
Lavatory Violations	Detention	Temporary Suspension	Moves to Level II
Misconduct Specific to Cafeteria	Detention during Lunch Time and/or Detention	Loss of Cafeteria Privileges for up to 30 Days	Moves to Level II
Inappropriate/Offensive Language	Detention	Temporary Suspension	Moves to Level II
Parking Lot Violations	Warning	Detention/ Loss of Privilege to Drive for 1 Week	Moves to Level II
Hall Pass Violation	Detention	Detention & Loss of Privilege (30 Days)	Moves to Level II
Inappropriate Public Display of Affection	Warning	Detention	Moves to Level II
Tardy to Class 3 times (up to 10 minutes)	Detention	Detention	Moves to Level II
Disrespect to Staff	Detention	Detention/ Suspension	Moves to Level II
Inappropriate use of electronic devices/cell phone	Detention	Detention/Parent Must pick up device	Moves to Level II
Tardiness to School (Unlawful or unexcused)	Detention assigned on 3 rd tardy. No credit for missed work.	Detention.	Moves to Level II
Fifth Violation or more of any combination of Level I Offenses	Moves to Level II for Chronic Level I Behavior	Moves to Level II for Chronic Level I Behavior	Moves to Level II for Chronic Level I Behavior

Punxsutawney High School Examples of Offenses – Level II

Please note that these are guidelines to disciplinary offences and that the administration reserves discretion in all instances.

Level II infractions tend to disrupt the learning climate as a result of their seriousness. Also included as Level II incidents are misbehaviors which represent a direct threat to the health and safety of others.

These behaviors require intervention by administrative personnel. The administration reserves discretion in all instances.

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I Behavior	Temporary or Full Suspension based on previous offense. Parental conference required. Possible SAP Referral.	Temporary or Full Suspension based on previous offense.	Temporary or Full Suspension based on previous offense.
Major Classroom Disturbance	detention/suspension	Minimum One half-day ISS	Temporary or Full Suspension
Failure to Serve Detention	Detention & Parental Notification	Minimum One half-day ISS	Temporary Suspension
Forgery, Falsifying Records, Filing False Report,	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension
Major Insubordination	Temporary Suspension & Parental Conference	Full Suspension	Full Suspension
Leaving School Without Permission/ Skipping Class	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension
Misuse of Technology (Internet/Intranet, Computer, Telephones, Public Address System, Sound System)	Temporary Suspension & Restriction of Internet Use Privilege for 30 Days	Full Suspension & Internet Restriction for Remainder of the Year	Full Suspension
Obscenities Directed toward Staff	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension
Academic Dishonesty, Plagiarism, Cheating	Detention & Parental Notification – Zero on Assignment	Full Suspension & Parental Notification– Zero on Assignment	Full Suspension /Zero on Assignment
Tobacco Violations	Temporary Suspension - Parental Notification –Charges Filed.	Full Suspension -- Charges Filed	Full Suspension -Charges Filed
Vehicular Violations	Temporary Suspension & Parental Notification	Full Suspension & 9 Weeks Loss of Driving Privileges	Loss of Driving Privileges Remainder of Year Police Notification Possible
Behavior that Threatens Other Students	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension
Vaping	In-school Suspension & Parental Notification	Temporary Suspension	Full Suspension & Parental Notification

Punxsutawney High School

Examples of Offenses – Level III

Please note that these are guidelines to disciplinary offences and that the administration reserves discretion in all instances.

Acts directed against persons or property which may result in seriously endangering the health or safety of others in school. Restitution of property and damages will be required when appropriate. Parental contact will be made for all offenses.

Level III acts will be handled by the building administration. These acts may be criminal and referred to police for appropriate legal action.

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I, II Behavior	Temporary Suspension for 3 Days – Early Dismissal , Legal Action as Appropriate	Full Suspension, Early Dismissal, Refer to Superintendent, Legal Action as Appropriate	Full Suspension, Legal Action as Appropriate
Fighting or Physical Contact with the intent to do bodily harm	Minimum Temporary Suspension – 3 Days – Early Dismissal, Legal Action as Appropriate	Full Suspension, Early Dismissal, Legal Action as Appropriate	Full Suspension, Early Dismissal, Meeting with School Board Committee. Legal Action as Appropriate
Harassment – May include Sexual, Racial or Ethnic	Minimum Temporary Suspension Up to 3 Days – Legal Action as Appropriate	Full Suspension, Refer to Superintendent, Possible Police Referral, Mental Health Referral as Appropriate	Full Suspension Police Referral
Indecent Exposure	Minimum Temporary Suspension – 3 Days – Early Dismissal. Police Notification.	Full Suspension, Early Dismissal, Refer to Superintendent. Legal Action as Appropriate	Full Suspension, Early Dismissal. Legal Action as Appropriate
Possession of Dangerous Object such as Lighters, Matches, Fire Crackers, etc.	Minimum Temporary Suspension, Legal Action as Appropriate	Full Suspension, Early Dismissal. Refer to Superintendent. Legal Action as Appropriate.	Full Suspension, Early Dismissal, Legal Action as Appropriate
Theft or Possession of Stolen Property	Minimum Temporary Suspension, Restitution, Legal Action as Appropriate	Full Suspension, Restitution, Refer to Superintendent, Police Referral	Full Suspension, Police Referral
Vandalism	Minimum Temporary Suspension – 3 Days, Early Dismissal, Restitution to School District, Police Referral	Full Suspension, Early Dismissal, Restitution to the School District, Referral to Superintendent, Legal Action as Appropriate	Full Suspension, Legal Action as Appropriate
Major Misuse of Technology such as Distributing or Taking Inappropriate Pictures,	Minimum Temporary Suspension, Legal Action as Appropriate	Full Suspension, Refer to Superintendent, Police Referral	Full Suspension, Police Referral

Punxsutawney High School

Examples of Offenses – Level IV

Please note that these are guidelines to disciplinary offences and that the administration reserves discretion in all instances.

Illegal behaviors which pose a threat to the health, welfare, or safety of the student or others. A full suspension will be issued in each case. A mandatory informal hearing will be held with the student and parents within three school days of the offense. Students will be referred to the SAP team and appropriate agencies such as Jefferson & Indiana County Probation, Children & Youth, and Drug & Alcohol. The police will be notified and appropriate charges pressed.

Examples of Offenses	Every Offense
Chronic Level I, II, & III Behaviors	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Any Threat or Acts of Violence Directed Towards Staff	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Arson	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Assault / Battery	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Bomb Threat	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Extortion	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
False Fire Alarms, Tampering with Fire or Safety Equipment or School Security System	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Furnishing or Selling Any Unauthorized Substance (Alcohol – Drug – Controlled Substance)	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession or Use of Any Unauthorized Substance (Alcohol – Drug – Controlled Substance)	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession, Use, or Transfer of Explosive or Incendiary Devices	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Possession, Use, or Transfer of Dangerous Weapon	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Refusal to Comply with a Reasonable Search	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion
Theft, Possession or Sale of Stolen Property	Full Suspension; Student dismissed from School with Parent; Mandatory Parent Conference; Police Notification; Referral to Superintendent for Hearing and Possible Expulsion

BUS TRANSPORTATION & DISCIPLINE

1. Buses arriving in the morning will unload at the main gymnasium entrance. The buses will reload at designated areas beginning at 3:00pm. Students riding on buses are under the jurisdiction of school authorities, who are responsible for their conduct from the time they board a bus in the morning until the time they are delivered home after school. The bus driver is in charge at all times and is authorized to assign seats. Boisterousness endangers everybody's safety and will not be tolerated. Remember, your driver has a great responsibility for your safe transportation. When your bus arrives after classes have begun, report in the office so that your name may be taken off the absentee list.
2. If a student(s) is/are causing a general disturbance on a bus, it is the bus driver's responsibility to contact the building administration. Parents will be informed that further problems could result in the student losing his/her bus privileges.

RULES FOR ALTERNATIVE BUS RIDING PRIVILEGES

1. If a parent / guardian desires to have a student either ride another bus or egress from a bus at a stop other than the one initially assigned, the following procedures will be utilized:
 - a. All "daily passes" are issued for single events.
 - b. Requests for daily passes should be written to include the reason for request, bus number, stop location, student name and dated and signed by the parent / guardian. These requests must be made in writing by 9:30 a.m. on the day the request is for.
 - c. Requests should be presented to the HS office. A pass will be issued for presentation to the bus driver denoting the requested change. The stop must already be a designated stop.
 - d. Requests from the parent / guardian should be initialed by the principal and sent to the Transportation Director monthly.
2. After consulting with the Transportation Director, the principal or head teacher may grant exceptions to this procedure in extenuating circumstances.

Miscellaneous District Statements and Policies

PLEDGE OF ALLEGIANCE

Act 157 of 2002 amended the school code to require students to recite the Pledge of Allegiance and that a United States flag must be present in each classroom. This legislation allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child's refusal to recite the pledge.

RETURNED CHECKS - POLICY #623

The school district shall have a means to recover funds due to any checks returned from the bank because of insufficient funds or a closed bank account. The Business Administrator has the authority and responsibility to seek collection of funds resulting from checks returned from the bank.

In order to carry out the purpose of this policy, the Board shall require the Business Office to:

1. Display and publish written notice of a \$20.00 service charge for any returned checks. Notices will be displayed at each location where checks or monies are accepted.
2. In cases of a returned check to the school district, the Business Office may send a letter by both certified mail, return receipt requested, and by first class mail to the name and address of the signature person on the check if the cost of doing so does not exceed the amount of the returned check. A copy of the returned check and this policy shall be included. The district shall allow ten (10) days for the check, along with the service charge, to be made good.
3. If the ten (10) day period elapses without restitution for the check and the service charge, a criminal complaint for bad check writing may be filed with the District Justice's Office.