



2011-2012

**Pine Grove Area High School**

**101 School Street**

**Pine Grove, PA 17963**

570- 345-2731

Fax: 570-345-8326

[www.pgasd.com](http://www.pgasd.com)

***\*\*The handbook serves to supplement the school's broad, discretionary authority to maintain safety, order, and discipline in the school zone. The rules contained in the handbook support, but do not limit, the school's authority.***

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## **SCHOOL CALENDAR**

**2011-2012**

Tuesday, August 23	In-Service Day – New Teachers Only
Wednesday, August 24	In-Service Day – Teachers Only
Thursday, August 25	In-Service Day – Teachers Only
Monday, August 29	First Day of School
Monday, September 5	Labor Day, School Closed
Monday, October 10	In-Service Day – Teachers Only
Friday, November 11	Teachers Only (Act 80 Day)
Wednesday, November 23	½ day for Students and Staff
Nov. 24, 25, 28	Thanksgiving Recess – School Closed
Tuesday, December 9	Teachers Only (Act 80 Day)
Friday, December 23	½ day for Students and Staff
December 26 – January 2	Winter Recess – School Closed
Monday, January 16	In-Service Day – Teachers Only
Monday, February 20	President’s Day – School Closed
Friday, March 16	In-Service Day – Teachers Only
Friday, April 6	Good Friday – School’s Closed
April 5, 9, 10, 11,	Spring Recess – School Closed
Monday, May 28	Memorial Day – School Closed
Friday, June 1	Last Day of School for Students (Early Dismissal)
Monday, June 4	In-Service Day – Teachers Only

### **Weather Emergency Make-Up Days**

1 <sup>st</sup> Day	Wednesday, April 11
2 <sup>nd</sup> Day	Tuesday, April 10
3 <sup>rd</sup> Day	Monday, April 9
4 <sup>th</sup> Day	Thursday, April 5

\*Additional weather emergency days will be added at the end of the school year if necessary.

### **PRINCIPAL/A.D./GUIDANCE**

**2011-2012**

Principal	Charlotte M. Golden, Ed. D
Athletic Director	Scott Dimon, B.A.
Guidance Counselor	Brandon Daynorowicz, M.S.
Guidance Counselor	Shauna Havrilla, M.S.

**PINE GROVE AREA HIGH SCHOOL FACULTY  
DEGREE AND SUBJECT TAUGHT**

Joseph Barra	B.A.	Social Studies
SFC Leroy Bates	A.S.	JROTC Army Instructor
Walter Blydenburgh	B.A.	English
Melissa Bosack	B.S.	Science
Rhonda Culbert	B.S.	Learning Support
Scott Dimon	B.A.	English
Richie Dunkelberger	B.S.	Physical Education
Jane Fidler	B.S.	Mathematics
Joanne Franklin	B.S.	Family & Consumer Science
Eric Frey	B.S.	Mathematics
Lucas Frey	B.S.	Mathematics
Chris George	M.S.	Business Education
Kenneth Gibson	M.Ed.	Music
Romayne Grangereau	M.A.	French & Spanish
Becky Griffiths	B.S.	Learning Support
Leigh Herber	B.S.	School Nurse
Jill Hlavaty	M.Ed.	Learning Support
Renee Hughes	M.Ed.	Business Education
Kathleen Kerick	B.S.	Business Education
Ann Klinger	B.S.	Health & Driver Ed.
Eric Kurtz	B.S.	Science
Shawna Lausch	B.A.	Spanish
Jeffrey Mack	B.S.	Industrial Arts
Andrea Marterella	M.Ed.	English
James Martin	B.S.	Mathematics
William Messaros	B.S.	Social Studies
Kathy Modica	M.Ed.	Emotional Support
Taryn Morgan	M.Ed.	Agriculture Science
R. Kenneth Newswanger	B.S.	Science
Richard Nickel	M.Ed.	Graphics/Drafting
Matt Pfautz	B.S.	English
Deborah Reed	M.L.S.	Librarian
Darla Rodriguez	B.A.	Art

Lori Roshannon	B.S.	Science
Gerald Salen	M.Ed.	Mathematics
Amanda Sechrist	B.S.	Life Skills
Major Will Shiffer	M.S.	JROTC Sr. Army Instructor
Terri Smith	B.A.	Social Studies
Jean Twardzik	M.Ed.	Learning Support
Daryl Wessner	M.S.	Social Studies
Erin Wheeler	B.A.	English
Jennifer Wolfgang	B.S.	Mathematics
Ernest Zeh	B.S.	Science

**SECRETARIAL STAFF**

Judy Spittler	Principal Secretary
Bridget Donofrio	Attendance Secretary
Aurora Lutz	Guidance Secretary

**SUPPORT STAFF**

Donald Brown	Technology Coordinator
Todd Lengle	Technology Specialist
Dennis Morgan	Technology Specialist

**MAINTENANCE STAFF**

Henry Snyder	Supervisor of Building & Grounds
Keith Lehman	Grounds Keeper
Bruce Kintzel	Groundsman

**CUSTODIAL STAFF**

Edith Breidigan	Kathy Breidigan
Nolan Hatfield	Norman Hatfield
Brian Lengle	Dave Wessner

**CAFETERIA STAFF**

Trudy Reichert – Food Service Coordinator	
Pamela Holland	Nancy Potts
Joanne Drumheller	Cindy Wagner
Tammy Brommer	Kim Wenrich
Darlene Sep	Pam Kintzel

## **DISTRICT ADMINISTRATION**

Brian Uplinger - Superintendent  
Mr. Dave Shipe– Business Manager

## **SCHOOL BOARD**

Rosemary Kramer – Board President  
Sara McKinsey-Barra – Vice-President  
Jeff Stump– Treasurer  
Thomas Hlavaty  
Karen Hoy  
Clinton Koontz  
David Lukasewicz  
Patti Minehan  
David Muldowney

## **GENERAL INFORMATION**

Assurance of Non-Discrimination

### **Special Education Services**

Students and parents are assured that the Pine Grove Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and/or handicap in its activities, programs or employment practices as required by the Title VI, Title IX, and Section 504. The Pine Grove Area School District also provides a variety of special education services. For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, please call the building level your son/daughter is in and ask for Director of Student Services.

## **WHO OWNS THE SCHOOL**

Surprisingly, YOU do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School System. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with tax dollars. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors, and yourself. You must help protect the schools by discouraging or reporting such activities to school officials.

### SCHOOL DAY – BELL SCHEDULE

Doors open for students at 7:00 AM. Students are to report directly to the cafeteria or lobby. Students are dismissed from the lobby at 7:40. Students coming to school after 7:50 AM are considered late/tardy. Students coming into school after 7:50 are required to sign in at the office.

### GRADUATION REQUIREMENTS

Pine Grove Area High School has a defined graduation policy. Students must earn a minimum of 26.0 credits and complete the graduation project requirements to graduate. All financial obligations must be met in order to participate in graduation. (PGASD Board Policy #217)

### CLASS REQUIREMENTS

Senior	A minimum of 19.5 credits at the beginning of the academic year.
Junior	A minimum 13 credits at the beginning of the academic year.
Sophomore	A minimum of 6.5 credits at the beginning of the academic year.
Freshman	If the student has earned less than 6.5 credits they will be placed in a freshman homeroom.

### HONOR ROLL

In order to recognize outstanding academic achievements, Pine Grove Area High School has developed an honor roll. There are three qualifying categories.

A. Distinguished Honor	GPA 95%	No Grade below 90%
B. High Honor	GPA 90%	No Grade below 85%
C. Honor	GPA 80%	No Grade below 78%

### GRADING

A – 100-90	B – 89-80	C – 79-70	D – 69-60	F – 59-0
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### STUDENT GRADES

Final grades are a culmination of a full year's work (4 quarters), mid-term, and final examinations. Each marking period's work is worth 20% of a student's overall grade. Mid-terms and final examinations are worth 10% each to a student's overall grade. Marking periods in classes with no mid-term or final examinations are worth 25% of a student's overall grade. Teachers take into consideration many areas when recording the grades of students, but keep in mind, the grade you achieve is the grade you give yourself.

### **SUMMER SCHOOL AND FAILURES**

No students will be permitted to attend summer school if he or she earned a cumulative grade of less than 50%.

### **NATIONAL HONOR SOCIETY**

To be eligible for membership the candidate must be a member of the junior or senior classes. Freshmen (ninth graders) and sophomores (tenth graders) are not eligible. Candidates must have been in attendance at the school the equivalent of one semester.

The minimum standard for scholarship shall be a cumulative scholastic average of at least 95 percent, or a 3.8 (on a 4.0 scale). Students meeting this standard shall receive an invitation to join the society from the guidance department and/or advisor(s). Students shall then complete an evaluation form which further details their service, leadership, and character. This form shall be submitted to the advisor in a timely manner. This form shall be evaluated by the Faculty Council.

The final selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations.

### **Student Services**

The student services are here to help you. If anytime you feel the need for our services, you should make an appointment with one of the school counselors. Appointments may be scheduled by the Student Services' secretary. You may come directly to the Student Services Office from a study hall period with a pass from your teacher. You may also obtain a pass from the guidance office to study hall and present this to your study hall teacher.

### **WHAT STUDENT SERVICES ARE AVAILABLE**

#### **Personal and Social Adjustments**

This means that when you have a question that needs special attention and you would like to talk to someone about it, your counselor is there to listen. We are not here to tell you what is the "right" answer to your problems. Our purpose is to listen to your problems and talk over different solutions to that problem. It is our hope to give new insights into your problem so that "you" might be able to make a wise decision in solving your problem. ALL COUNSELING INTERVIEWS ARE STRICTLY CONFIDENTIAL – This means that what we talk about behind closed doors will not be told to anyone without your permission. The only exception to this is when harm might be done to you or someone else if the problem is not addressed.

### **Educational and Vocational Planning**

The counselor is interested in your educational and vocational choice. We are willing to talk to you about any questions you might have concerning your educational or vocational plans. The counselors do not claim to have all the answers, but he/she does promise to work with you to find the answers to your questions.

### **Curriculum Planning**

This is one area of guidance that is very important to you, the student. The courses you take in high school will have a great effect on you for the rest of your life. The counselor is here to help you in making decisions on what courses would be best for you to take. If you have any questions about what courses you should take in your high school educational experience, please feel free to come in and talk about it with one of the counselors. In working together, you and the counselor you are working with can choose the curriculum which will be the most beneficial to you and your future.

### **Testing Program**

Another function of the guidance program is the selection, administration and interpretation of various achievements, psychological and vocational tests. These tests are designed to help you, your teachers and your parents/guardians better understand your abilities and also help you to improve yourself.

The following is a description of the tests you will be taking while in high school and the reason for taking these tests.

**THE PENNSYLVANIA STATE ASSESSMENT TEST** – This is a state mandated test administered in all Pennsylvania schools. Eleventh grade students take the State Assessment in the areas of written expression, reading, mathematics and science.

**4-SIGHT** – This exam is administered four times per year to freshmen, sophomores and juniors. The assessment is used to measure progress towards achieving a proficient or advanced designation on the PSSA.

### **THE ARMED FORCES VOCATIONAL APTITUDE BATTERY (ASVAB)**

The ASVAB is a timed multi-aptitude test, which is given at over 14,000 schools and Military Entrance Processing Stations (MEPS) nationwide and is developed and maintained by the Department of Defense. As an aptitude test, the ASVAB measures your strengths, weaknesses, and potential for future success. The ASVAB also provides you with career information for various civilian and military occupations and is an indicator for success in future endeavors whether you choose to go to college, vocational school, or a military career.

**THE PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)** – This test is to help you evaluate your academic development and plan your education. This test measures the same verbal and quantitative abilities as the College Board Scholastic Aptitude Test (SAT); therefore, it is actually a practice test for the SAT. The SAT is a requirement for most college entrances. This test puts you in the running for National Merit Scholarship for college. This test is not required for every student. Only those students planning to enter college after high school should take the test.

**THE SCHOLASTIC APTITUDE TEST (SAT)** – The taking of this test is a requirement for entrance in most colleges. If you are planning to attend college, it is recommended that you take this test in both 11<sup>th</sup> and 12<sup>th</sup> grades. Applications for this test may be picked up in the Guidance Office.

**ADVANCED PLACEMENT EXAMS** – AP exams are administered on a voluntary basis. Students do not have to complete or take an AP course in order to take one or more of the AP exams. The exams are administered in early May. Information is available in the AP course and the Student Services Office.

### **OCCUPATIONAL AND VOCATIONAL INFORMATION**

Files of occupational information, college and technical school catalogs and books for personal, social, educational and vocational planning is available in the Guidance Office and the library. Students may use this material during any study hall or may sign it out for home use. The counselors of this high school hope that you have a very successful and rewarding educational experience with us. You are always welcome in the counselor's office.

### **HOMEWORK POLICY AND MAKE-UP WORK**

When a student is absent from school, the student will have the number of days he or she is absent to make up the homework. If the homework assignment was given before the student was absent, the assignment is due the first day back to school.

### **SCHOOL HEALTH SERVICES**

The nurse will see any student who becomes ill or injured during school hours. She will also assist in seeing that accommodations are made for any student returning to school after a serious injury or illness. Detailed records are kept on each student. The nurse can be reached by calling 345-2731, Extension 229.

Each year all students receive a vision screening and height/weight measurements. Eleventh grade students receive a hearing screening and need a physical examination. Parents will be notified if a student does not pass these screening examinations.

### **MEDICATION POLICY**

It is this school district's policy to request that medications be given before or after school hours. When this is not possible, prior to receiving the medication (prescription or non-prescription) at school, each student must provide the school nurse with a Medication Order signed by the licensed prescriber and the student's parent/guardian. This form is available on the PGASD website at <http://www.pgasd.com/pdf/Health%20Forms/04%20Medication%20order%20form.pdf>. All medications must be in the original container and should be given to the nurse immediately upon arrival at school.

(PGASD Board Policy #210)

### **ASTHMA POLICY**

In May, 2005, the Pine Grove Area School District Board of Directors adopted a policy entitled "Possession/Use of Asthma Inhalers." This policy requires that all

students with asthma have an Asthma Action Plan signed by the parent/guardian and physician. Students who will be carrying an inhaler in school must have an Asthma Inhaler Contract signed by the parent/guardian, student, and school nurse, in which all parties agree to certain terms regarding the use of the inhaler in school. The school nurse will mail these forms to the homes of all students who have asthma listed as a health problem on their Student Update form. These forms are also available on the PGASD website at <http://www.pgasd.com/pdf/Health%20Forms/05%20Asthma%20Forms.pdf>. (PGASD Board Policy #210.1)

**STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program is an intervention program staffed by teachers, the guidance counselor/s, the nurse, administration, and appropriate counselors from county agencies. The Student Assistance Team is trained to identify and help “high risk” students seek the help that they need. High risk concerns may include emotional or social problems, substance abuse problems, physical and sexual abuse, eating disorders, depression, school phobia, suicide prevention, and truancy. Team members have been trained to identify “high risk” students. Referrals can come from students, parents, teachers, counselors, and administrators and be made anonymously in the guidance office.

**STUDENT ASSISTANCE NUMBERS**

**MENTAL HEALTH RESOURCES**

Lasting Intervention for Families in Treatment	570-628-1520
Turning Point	570-628-5234
Child & Family Support Services	570-622-9860
Catholic Social Agency	570-366-1403
PA Counseling Services	717-272-1653

**OTHER RESOURCES**

Drug and Alcohol	1-800-220-4726	570-622-5898
Abuse (Children and Youth)	1-800-722-8341	570-628-1050
Rape Crisis	1-800-282-0634	570-622-6220
Pregnancy Testing (Family Planning Center)		570-622-1244
AIDS, STD Testing (PA Dept. of Health)		570-621-3112

After Hours Help for any Type of Problems

ACCESS 1-800-344-8094

**PROM AND OTHER DANCE GUESTS**

Administration reserves the right to prohibit any person from attending the prom/dance in order to ensure the safety of others and to preserve the decorum of the event. Guest will also need to submit a copy of a current driver’s license or some type of photo identification.

### **PASS SYSTEM**

No student will be allowed to leave any classroom, while classes are in session, **WITHOUT** a pass.

### **LIBRARY/MEDIA CENTER**

The purpose of the library is to serve pupils and teachers by providing print and electronic materials which support the school curriculum and also to give personal service to those who seek information concerning those materials.

- The staff consists of the librarian and student aides.
- Students may visit the library from study hall one period per day, provided they have a pass from a subject teacher or the librarian
- All students visiting via study hall **MUST** have a pass signed by a teacher or the librarian prior to reporting to study hall
- Students may obtain a pass from a subject teacher in order to work in the library for more than one period
- Students may additionally visit the library with classroom teachers
- No food or drink is permitted in the library
- Students with overdue materials and/or fines are given one warning when visiting the library. Upon the next visit, the student will be denied access until the obligations are met.
- Library fines are as follows: Reference material--\$1.00 per school day  
All other material—\$0.25 per school day
- Fines are not counted if a student is absent from school, if the librarian is absent, or if the school is closed due to inclement weather
- Fiction, non-fiction, magazines, and pamphlets may be checked out for a period of two weeks and renewed twice, at the discretion of the librarian
- Reference materials, with the exception of encyclopedias, may be checked out for one night and renewed once, at the discretion of the librarian
- Photocopy service is available at ten cents per copy
- The library is equipped with networked computers for student research
- Students **MUST** ask permission before printing
- The district computer and internet policy applies to library computers
- Any student tampering with the computers will be dealt with in accordance with building policy
- Students must bring work to do when visiting the library. Reasonable quiet must be observed at all times. Students who violate these points will be sent back to study hall

### **SEARCHES AND SEIZURES**

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrong doing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to insure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized.

Students may also be asked to empty their pockets, book bags, purses, and other personal articles to search for illegal, controlled, or criminal material.

### **GENERAL CONDUCT**

We have always been proud of the conduct of the students of Pine Grove Area High School. The goal of the district is that our students continue to act in such a manner that honors our school. Be pleasant and respectful. Avoid being rude, arrogant or insolent. Such behavior will not be tolerated. Profanity, crude or disrespectful language is not acceptable. Public displays of affection are not acceptable school behaviors. In addition, it indicates a complete lack of respect for both yourself and the other person involved. Be cooperative, become familiar with regulations and obey them. **Always respect authority.**

### **DISCIPLINE CODE DEVELOPMENT**

This Discipline Policy was formulated by a committee comprised of students, parents, teachers and administration. It was formally approved by the Board of Education in October, 1985, and revised in 2001. The policy manual's purpose is to provide an environment that is safe and conducive to learning. The objective of our discipline code is to help our students develop a sense of citizenship, social responsibility, and to maintain order within our school.

### **PINE GROVE AREA SCHOOL DISTRICT DISCIPLINE POLICY**

1. When a student has committed Level II, III and/or IV violations, a parent conference may be held.
2. The Discipline Policy applies to all school activities.
3. At the time of each suspension, the parent will be notified of the suspension by letter.
4. The administration shall develop procedures for gathering documentation on all violations.
5. A student on Out of School suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension.
6. A student on out-of-school suspension will not be permitted on school grounds until after the suspension has been served.

## **DISCIPLINE CODE**

### **LEVEL I**

#### INFRACTIONS – Examples

1. Cheating or lying (A,E,G, J)
2. Eating and/or drinking in unauthorized areas (A,E,H, J)
3. Horseplay or scuffling (A,C,E, J)
4. Inappropriate wearing apparel/ Dress Code Violation (A,E,G,I, J)
5. Loud, boisterous noises (B,E,G, J)
6. Public displays of emotion and affection (A,E,G, J)
7. Throwing objects (A,E,G, J)
8. Sleeping in class/study hall/in-school suspension (A,D,E,G, J)
9. Violation of classroom procedures established by teacher (A,B,C,E,G, J)
10. Failure to serve teacher detention (E,G,J)
11. Running in the classroom, halls, cafeteria, etc. (A,E, J)
12. Failure to serve teacher detention. (E, G, J)

#### DISCIPLINARY OPTIONS/RESPONSES

- A. Warning
- B. Isolation within Classroom
- C. Withdrawal of Privileges
- D. Guidance Referral
- E. Detention
- F. Special Assignment
- G. Communication with Parent
- H. Confiscation of Material
- I. Make Change Clothes
- J. Other consequences as deemed appropriate by the administration

## **DISCIPLINE CODE**

### **LEVEL II**

INFRACTIONS – Examples

1. Continuation of unmodified Level I misbehaviors (B,C,D,E,F, L)
2. Acting in an insubordinate manner (B,C,D,E,F, L)
3. Causing a disruption/defiance in in-school suspension (D,E,F, L)
4. Bus disturbance (A,B,D,E,G,H,J, L)
5. Cafeteria disturbance (A,B,C,D,E,F,J, L)
6. Cutting Class/Study Hall (B,D,F, L)
7. Failure to complete assigned detentions (B,D,E,F, L)
8. Falsification of records, excuses, passes, etc. (B,D,E,F, L)
9. Leaving school grounds without permission (D,E,F, L)
10. Loitering in unauthorized areas of the school building/grounds (B,C,D,E,F, L)
11. Misbehavior at a school sponsored activity (B,C,D,E,F, L)
12. Use of obscene language or gestures (B,C,D,E,F, L)
13. Harassment /Intimidation (B,C,D,E,F,H,K, L)
14. Disruptive to the educational process (A,B,E,G, J)
15. Disrespect to school personnel (B,D,E,F, L)
16. Violation of computer policy (B,C,D,E,F, L)
17. Minor defacing of school property (B,C,D,E,F,J, L)
18. Possession of obscene material (B,D,E,F,I, L)
19. Showing flagrant disrespect to school in word or gesture (B,D,E,F, L)
20. Possession/use of non-instructional items (A,B, C, D,E, F, I, L)
21. Minor physical or verbal altercation (A, B, D, E, F, L)
22. Other (A-L)

DISCIPLINARY OPTIONS/RESPONSES

- |                              |   |
|------------------------------|---|
| A. Warning                   | H. Loss of Bus Privileges   |
| B. Detention                 | I. Referral to Outside Agency                                     |
| C. Withdrawal of Privileges  | J. Work Duty  |
| D. In-School Suspension      | K. Peer Mediation   |
| E. Out-of-School Suspension  | L. Other consequences as deemed appropriate by the administration |
| F. Communication with Parent |   |
| G. Attendance Policy         |   |

**DISCIPLINE CODE  
LEVEL III**

INFRACTIONS - Examples

1. Continuation of Unmodified Level I and/or II misbehaviors

- (B,C,D,E,F,G,H,I,J, L)
2. Assault and/or battery to another student (A,B,C,D,E,H,I,L)
  3. Dissemination of unauthorized material (B,C,D,G,H,I,J,L)
  4. Extortion (B,C,D,F,H,I,L)
  5. Fighting (B,C,D,E,F,H,I,L)
  6. Indecent Exposure (A,B,C,D,G,H,I,L)
  7. Intimidation: threat to student(s) and/or school personnel  
(A,B,C,D,H,I,L)
  8. Leading or participating in a walkout (B,C,D,H,I,L)
  9. Theft/possession/sale of another's property (B,C,D,F,G,H,I,L)
  10. Vandalism (B,C,D,F,H,I,L)
  11. Violation/s of the Vehicle Code (B,C,D,E,H,I,L)
  12. Disrespect to school personnel (A,B,C,D,H,I,K,L)
  13. Use or possession of tobacco products (B,D,I,K,L)
  14. Violation of computer policy (A,B,C,D,E,F,L)
  15. Truancy (B,C,D,E,H,K,L)
  16. Other (A-L)

DISCIPLINARY OPTIONS/RESPONSES

- A. Temporary Removal from Class
- B. In-School Suspension
- C. Out-of-School Suspension
- D. Communication with Parent
- E. Withdrawal of Privileges
- F. Restitution of Property and Damages
- G. Referral to Outside Agency
- H. Charges under the Criminal Code
- I. Referral to Appropriate Law Enforcement Agencies
- J. Confiscation of Material
- K. Charges under the Crimes Code (Fines \$25 to \$200)
- L. Other consequences as deemed appropriate by the administration

**DISCIPLINE CODE  
LEVEL IV**

INFRACTIONS - Examples

1. Continuation of Unmodified Level I, II and/or III misbehaviors (A-J)
2. Assault and/or battery to school personnel (A,B,F,G,J)

3. Arson (A,B,C,F,G,J)
4. Bomb threat (A,B,F,G,J)
5. Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/Community on school grounds or at school sponsored activities (A-J)
6. Engaging in conduct so disruptive as to interfere with the orderly operation of the school or which creates a clear and present danger to the health and welfare of the school community (A-J)
7. Harassment/Intimidation of school personnel (A,B,F,G,J)
8. Leading or participating in a riot (A,B,C,F,G,J)
9. Possession/use/furnishing/selling of controlled substances (Alcohol and Drugs) (A,B,D,E,F,G,J)
10. Possession/use/transfer of dangerous weapons or explosives (A,B,C,E,F,G,J)
11. Setting off incendiary devices (fire crackers, smoke bombs, etc.) (A,B,C,F,G,J)
12. Unwarranted pulling of a fire alarm (A,B,C,F,G,J)
13. Vandalism of school property or personal property of school personnel (A,B,C,D,G,J)
14. Sexual harassment (A,B,J)
15. Violation of computer policy (A,B,C,J)
16. Blatant defiance of a school employee (A,J)
17. Other (A-J)

DISCIPLINARY OPTIONS/RESPONSES

- A. Up to ten days of out-of-school suspension with an informal hearing
- B. Referral to Appropriate Law Enforcement Agencies
- C. Restitution
- D. Referral to Student Assistance Team
- E. Confiscation of materials
- F. Formal hearing
- G. Expulsion
- H. Alternative Education Programs
- I. Charges under the Crimes Code (Fines \$100 to \$300)
- J. Other consequences as deemed appropriate by the administration

**TOBACCO POSSESSION AND USE**

No smoking and/or possession of tobacco or tobacco look-alike products will be permitted in the school building or on school grounds. Anyone found smoking or possessing tobacco or tobacco look-alike products will be placed on suspension and a citation may be issued, in accordance with state law.

(PGASD Board Policy #222)

## **WEAPONS**

Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possession** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity is prohibited.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.  
(PGASD Board Policy #218.1)

## **TEACHER IMPOSED PENALTIES**

Students must complete teacher-imposed penalties; i.e., classroom detention, assignments, etc. Failure to do so shall result in referral to the office and administrative action.

## **ADMINISTRATIVE DETENTION REGULATIONS**

Detention begins promptly at 3:00 PM and concludes at 3:30 PM. Lateness will not be tolerated and additional time will be added or rules will be assigned at the discretion of the person supervising detention.

There is to be absolutely no talking during detention. If you have a question, raise your hand and, when recognized by the person supervising detention, go to his/her desk and ask the question. Students will be assigned work to do during detention and no sleeping is allowed. The person in charge will have complete authority to assign seating. The person in charge of detention is granted the power to recommend extra days of detention if he/she feels fit.

#### Detention – Rules and Procedures

1. Be on time (3:00 to 3:30)
2. Sign in as proof of attendance
3. Bring work or something to do
4. No food or drink
5. Headsets are permitted
6. Please sit separately
7. You will not be permitted to leave so please do not ask unless it is an emergency
8. You should be picked up at 3:30 in front of the school, there is no late bus.
9. You will not be excused for practices

#### **IN-SCHOOL SUSPENSION RULES AND INFORMATION**

In-School Suspension is an alternative to **Out-of-School** Suspension. It is preferred by parents most of the time. Students who receive an **Out-of-School Suspension** represent a danger to the health, safety, welfare and smooth operation of the school.

1. Students are to report to homeroom. At the end of homeroom students are to report to the ISS room.
2. Students are to report to the ISS room with their books, notebooks and other materials to study.
3. No Talking or Sleeping
4. Students are to complete homework and other class assignments.
5. No food and drink is permitted.
6. ISS monitor will escort students to the lavatory once in the morning, at lunch and once in the afternoon, unless otherwise specified.
7. Alternative reading materials have been provided in books and periodicals from the media center. A computer is available for student use within the ISS room.
8. Students may not leave the room for any reason unless permitted to by the principal. Students assigned to ISS will not be dismissed early for athletic events or other activities unless otherwise specified.
9. The ISS monitor has the right to assign additional work, reading material etc. when students have completed their assignment.
10. Students may bring their lunch or will be walked to the cafeteria to get their lunch. Students will eat their lunch in an assigned area.

#### **BULLYING POLICY**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting or outside a school setting, that is severe, persistent or pervasive and has the effect of

doing any of the following: substantial interference with a student's education; creation of a threatening environment and/or substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying.

Students who have been bullied should promptly report such incidents to the building principal or designee. All complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Referral to law enforcement officials.

For the complete Bullying/Cyberbullying Policy please refer to the district website. (PGASD Board Policy #249)

### **LOCKERS**

Each student will be assigned a school locker at the beginning of the school year. No student may change lockers except by permission of the principal. All textbooks, coats, supplies, etc., should be kept orderly inside the locker. School locks will be issued to all students for use with the hallway and gym lockers. **Students are required to keep the lockers locked at all times.** No personal locks are permitted and will be cut off and removed.

**Students need to understand – all lockers belong to the school and therefore, students have a limited expectation of privacy in regards to their locker.**

Students should go to their lockers after the opening bell, during the change of classes and at the end of the school day. Every effort should be made to avoid going to lockers while classes are in session. No student should use a locker not specifically assigned by his/her homeroom teacher or by the office. Students who disregard this regulation jeopardize the security of the locker. Students should take care of their assigned lock and locker and protect its security. Do not bring valuable items to school.

### **CARE OF SCHOOL PROPERTY AND VANDALISM**

The school building and grounds are for your use and not your abuse. You are asked to keep school property as clean as possible so that we can all be proud of the appearance of our building. Fines will be assessed in cases of damage or loss of school books and other school property. Lockers should be kept in clean, tidy condition.

Willful destruction of school property will not be tolerated. Institutional vandalism is classified as a felony. Students who destroy or deface school property will be liable for out-of-school suspension. Referral to law enforcement agencies will occur, if deemed necessary, followed by a parent conference as well as full restitution being made for any damage done.

#### **POSTERS AND NOTICES**

Posters and notices of any kind must receive the approval of the principal before being posted. Please do not ask for permission to advertise activities that do not pertain to the education program of the school community.

#### **STUDENT GUESTS**

We recognize that some schools may be closed on days when we are in session and you might have a friend or relative who would like to visit our school during such a time. We are sorry that we CANNOT permit this courtesy. Therefore, under no circumstances, will such a request be permitted.

#### **ELECTRONIC DEVICES AND TELEPHONE CALLS**

Students are not permitted to use electronic devices of any kind unless special permission is granted by the administrator. This includes, but is not limited to, the use of cellular phones, I-pods, MP3s, radios, personal stereos, tape/CD players, beepers, pagers, scanners, two-way radios, laser pointers, PDAs, personal communication devices, personal gaming systems, non-district issued laptops or computer systems or any electronic device that can access the district network system. If a student chooses to use one of these items at school the device will be confiscated.

1<sup>st</sup> Offense: Parent/Guardian must retrieve

2<sup>nd</sup> Offense: Parent/Guardian must retrieve and detention

3<sup>rd</sup> Offense: Parent/Guardian must retrieve and in-school suspension

Volunteer firefighters may carry pagers with written permission from their parents, their fire chief, and the high school principal.

At no time will students be called to the office to answer incoming phone calls unless it is an emergency. If the message is urgent, the secretary will deliver the message to the student concerned. Only when permission has been granted will students be allowed to use the office telephone.

For complete Electronic Device Policy please refer to the district website.  
(PGASD Board Policy #237)

#### **HALL REGULATIONS**

Upon arrival at the room for the next class, students should enter immediately and remain inside the room. Students should not run in the hall at anytime. Groups of students should not gather in the halls so as to impede the movement of traffic. Proper school demeanor is expected at all times!

### **ASSEMBLIES**

Teachers will acquaint you with the proper order and procedure for passing to assemblies. Students should only sit in their assigned seating area in the auditorium. Show your appreciation of the program by appropriate applause. Whistling, booing and other discourteous action will not be tolerated. Consider the feelings and rights of the audience as well as those taking part in the program.

### **STUDENT ATTIRE**

**POLICY STATEMENT** – Dress and grooming should be neat and clean. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the safety and the health of others, or is in violation of any statute, it is not permitted in school. The final decision regarding appropriate school attire and grooming shall be left to an administrator.

**GUIDELINES** – Clothing which refer to drugs, alcohol, racism, sexual innuendoes and satanic symbols are unacceptable. Tank tops, spaghetti straps, muscle shirts, halters, mesh tops, see-through blouses or shirts, tube tops, crop tops and pajama pants are not permitted. Skirts and shorts must not be more than 2 inches above the knee when standing. Flip flops, slippers and athletic sandals are not permitted. In addition, clothing which is too revealing, ripped, torn, or tattered and is disruptive to the educational process is also considered unacceptable. Hats and any other unauthorized headwear must be removed while in the building. For the complete Dress & Grooming Policy please refer to the district website.

(PGASD Board Policy #221)

### **STUDY HALLS**

The purpose of study halls is to provide an opportunity to students, under the supervision of the teacher, to participate in study, research, reading or some related activity, which is directly connected with our educational program. To assure effective usage of study periods, the following regulations are recommended and imposed at the discretion of the study hall teacher:

- Students must come into the study hall with study materials.
- No talking is allowed in study hall.
- Maintain a study situation at all times.
- Students leaving the room to go to another teacher must present a note from the teacher, prior to the beginning of the period.
- Students going to the library must have their name placed on the study hall pass.
- At the end of the study hall, be sure to have all paper picked up and chairs, desks or tables aligned.

Any misuse of study hall time or procedures will be considered a disciplinary matter.

### **EXCUSES FROM PHYSICAL EDUCATION**

Students who present an excuse from a physician stating that they have a medical condition and that their participation in regular physical education is not suggested, will be excused from physical education class. However, these students will be placed in an adaptive physical education program or given an alternative assignment.

### **TRANSPORTATION**

During the course of the year, many students will desire to remain after the regular school day to participate in extra-curricular programs, to seek help from teachers, to make up tests and to utilize our library facilities.

No student will be permitted to board or ride any school bus unless s/he is assigned to that bus.

### **SCHOOL BUS RIDERS RULES AND REGULATIONS**

“DON’T LOSE YOUR RIDING PRIVILEGE”

#### **I. At School Bus Stop**

1. Be at authorized school bus stop at least 5 minutes before the designated time and wait one half-hour after the designated time.
2. Wait until the school bus comes to a complete stop before attempting to enter the school bus.
3. The bus driver will not pick up students at places other than the authorized bus stop.
4. Exchanging buses is prohibited, except in emergency situations upon request of parents and principal.
5. Students are not permitted to exchange bus stops without the written permission of the transportation department.

#### **II. While on the Bus**

1. Observe the same respectable conduct as in the classroom.
2. Be courteous and do not use profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver will assign seats.
11. Keep aisles clear.
12. All large musical instruments shall be placed in the area designated by the bus driver. Small musical instruments shall be held by the students.

### **III. Unloading and Loading at School Building**

1. Upon arriving at school, students must report immediately to the school building or assigned areas and remain there. Students may not go to the parking area.
2. Students are not permitted to approach the school bus at the school loading zone until the school bus has been brought to a complete stop.
3. Walkers are not permitted to cut through the bus area during dismissal.
4. Students should follow all instructions during evacuation drills or actual emergencies.

### **IV. Disciplinary Procedure**

1. The bus driver is in full charge of the bus and students and therefore has the authority to take initial disciplinary action as a result of students' actions.
2. Should any student violate any of these rules, it may be reported by the bus driver to the appropriate principal.
3. The administration of each school has the authority to determine the appropriate disciplinary action including suspending the bus privileges of any student who violates school bus rules.

### **V. Extra-Curricular Trips**

1. The above rules and regulations apply to any trip under school sponsorship.
2. Students also must comply with any additional regulations established by the chaperone.

### **VI. Change in Pick-up or Delivery**

Parents: Transportation is provided for bus students to and from the student's home unless a parent requests a permanent change for reason of child care. If a temporary change in pick-up or delivery of a child is necessary, a parent should make the request in person, complete the request form at the high school office and arrangements will be made. This procedure is being followed to protect your child. NO BUS CHANGE WILL BE MADE WITHOUT A COMPLETED PARENTAL REQUEST FORM.

### **SCHOOL BUS SURVEILLANCE SYSTEMS**

Vehicles that provide student transportation in the Pine Grove Area School District may be equipped with video and audio surveillance equipment. Students are to be reminded that their behavior will be recorded and any disciplinary decisions may be based the surveillance review.

### **DRIVING AUTOMOBILES TO SCHOOL**

Students are encouraged to use school transportation. Students must register vehicles in the school office. **Students are reminded that driving to school is a privilege and not a right; violations of parking regulations and/or the exhibition of poor driving judgment could result in the suspension of this privilege and possible fines.** Upon arrival to school, students will park their cars. After dismissal, students should not sit in parked cars, but should leave school grounds. A fee may be charged to register your vehicle.

NOTE – STUDENT DRIVERS AND RIDERS ARE NOT COVERED BY SCHOOL INSURANCE.

### **ACCIDENTS**

Students injured going to and from school are to report their accidents to the insurance secretary. All accidents occurring during regular school hours are to be reported to the teacher under whose supervision the student is assigned. A secretary from the office will contact the school nurse immediately.

### **CAFETERIA REGULATIONS**

Students should report to the cafeteria during their assigned lunch period. Good manners and proper conduct are expected of all students while eating lunch. Everyone is expected to “clean up” their own area including such items as trays, utensils, milk containers, lunch bags, etc. Students are not permitted to leave the cafeteria without a pass during their lunch period. Any student displaying unacceptable behavior during lunch will be dealt with accordingly.

Continued misbehavior will result in revocation of lunch privileges. Students wishing to use the library during lunch must present a pass to the teacher on duty. No student should be in the cafeteria during a period in which he or she is not assigned.

All students are **REQUIRED** to remain in the designated areas during lunch periods. The teacher on duty reserves the right to assign seats due to unacceptable behavior.

### **ATTENDANCE AND ABSENCES**

The Pine Grove Area School District recognizes that attendance is a vital component to success in education and all students, regardless of age, will be subject to disciplinary actions for inappropriate attendance, lateness, or tardiness.

1. State law requires that a parent must send his/her child to school between ages 6 and 16, and the child must attend regularly. According to school laws of Pennsylvania, all absences are unexcused except those caused by illness of the pupil, quarantine, death in the immediate family and certain religious holidays. A student absent from school must present a written excuse to the attendance office stating the dates absent and the reason for his/her absence. This note must be signed by the parent or guardian. This excuse is due the day the pupil returns to school. If the student fails to turn in an excuse within three school days that he/she is present, the absence

becomes an illegal absence. A phone call by the parent or guardian is necessary before an emergency “Needed at Home” excuse will be considered. Whenever a student is ill and a doctor’s services are obtained, the student is expected to provide a DOCTOR’S EXCUSE.

2. A pupil who will be absent from a class or homeroom for a period or more must obtain a SPECIAL EXCUSE from the OFFICE before they leave the building. They will sign out in the office Sign-Out Book and enter his/her time of return when he/she re-enters class. The SPECIAL EXCUSE will be used when the student re-enters class.
3. Each pupil will be expected to be in the room scheduled unless permission is granted in the office to be in another part of the building.
4. No pupil may leave school before the end of his/her school day unless permission has been granted by the office.
5. **Parents should report their child’s absence from school by calling 345-2731 ext. 277. Parents should leave a message containing child’s name, grade, date(s) of absence(s), and reason for absence.**

Type of absence –

**LEGAL** – sickness, quarantine, impassable roads and death in immediate family (father, mother, brother, sister or a relative residing in one’s home)

**ILLEGAL** – hunting, missed bus, went out of town, car trouble, overslept, etc.

#### **Attendance Procedures**

##### A. Submission of Excuses for Absences:

A written excuse from parents/guardians must be submitted for every absence when a student returns to school. The absence will be considered illegal if the written excuse is not returned to the school within three (3) school days of absence.

##### B. Accumulation of Ten (10) Days of Absence:

Parents/guardians of students who have accumulated ten (10) days of absence (legal or illegal) will be notified in writing by the school district. This letter will be sent to parents reminding them of the district’s attendance requirements.

##### C. Accumulation of Fifteen (15) Days of Absence:

Parents/guardians will be notified in writing, when their child has accumulated fifteen (15) days of absences. This letter will be sent certified mail and parents will be required to meet with a building administrator to discuss the attendance problem and its ramifications which could include the loss of a student’s license through the local Magistrate. The administrator and parents will discuss the attendance issue. Parents will be notified that any absence will now require a medical excuse.

##### D. Accumulation of Twenty (20) Days of Absence:

Parents/guardians will be notified in writing when their child has accumulated twenty (20) days of absence.

##### E. Illegal Absences:

Under the compulsory school attendance regulations, parents/guardians of a student who has accumulated three (3) illegal absences must be issued a First Offense warning. Any subsequent illegal absences will result in the filing of a complaint with the District Magistrate that could result in the loss of a student’s license.

### **EARLY DISMISSAL**

Any student who wishes to be excused early from school must present a note to the main office signed by a parent or guardian during homeroom that contains the following information:

- A. Reason for request for early dismissal
- B. Place and time of appointment
- C. Name of person with whom appointment is to be held
- D. Home or business phone number where parent or guardian can be contacted for verification. Students desiring an early dismissal should present their note to the attendance office during homeroom.

THE OFFICE RESERVES THE RIGHT TO VERIFY ALL APPOINTMENTS

### **SCHOOL CLOSING AND EARLY DISMISSALS**

In the event of bad weather, school may be closed, delayed or dismissed early. In case of such closure or early dismissal parent/families will be notified via a mass communication system. Other pertinent information affecting the school community will also be disseminated in this manner. Parents will be contacted by phone, email or text message.

### **UNAUTHORIZED DISMISSAL**

Under **NO** circumstances may a student leave school, regardless of age, without the permission of the office or school nurse. Students may not leave school during lunch and must get permission from the office to go to their cars. Students claiming illness are required to report to the nurse. Failure to comply with this policy will be considered truant and will be handled accordingly. Refer to Board of Education Policy on Attendance.

### **COLLEGE VISITATIONS**

Throughout the year, colleges send representatives to the high school. Students must sign up in the guidance office in advance to attend and the visitations are limited to upper classmen. College visitations will be considered excused absences.

### **WITHDRAWAL FROM SCHOOL**

When a student wishes to withdraw from school, he/she should report to the office for clearance. The office will recognize such requests **ONLY** under the following conditions:

- The parent/guardian of the student must come to school and make a formal request that the student will be withdrawing from school.
- The appropriate paperwork must then be completed.
- The student must fulfill all obligations to the school; i.e., return of textbooks, library books, and any money owed. Withdrawal forms are available in the office.

### **EDUCATIONAL TRIP**

A student going on an educational trip should complete and return an educational trip form to the principal for approval at least 5 days prior to trip. Upon approval the absence will then be considered an excused absence. Students are responsible for all missed work during an educational trip. Students are limited to 5 educational trip days per school year.

(PGASD Board Policy #204.1)

#### **STUDENTS TARDY FOR CLASS**

All students must be in class on time. The office will not issue late passes. If you are late you will need to respond to the teacher's consequences up until three times tardy to class and then you will be referred to the office. If a teacher must detain a student, they should give the student a written pass to their next class.

#### **DISCIPLINE FOR TARDINESS TO CLASS**

3 occurrences	Teacher detention
6 occurrences	Administrative detention
9 occurrences	In School Suspension

For every 3 occurrences = 1 Day of In-School Suspension

#### **STUDENTS TARDY TO SCHOOL**

In order to ensure a consistent educational program, students are expected to arrive at the High School on time and be prepared for the school day which begins promptly with at 7:50am. Students arriving after 7:50am must report directly to the main office and be signed in by a parent/guardian. The student will be issued a tardy slip before reporting to homeroom or class. Students who are tardy to school will be excused only if they are accompanied by a parent/guardian or bring a medical excuse with them at their arrival. Phone calls or parent/guardian notes will not be accepted as excused.

Excessive tardiness shows a lack of responsibility and will result in a disciplinary referral. After four unexcused tardies a Tardy Letter will be sent home to the parent/guardian. Students who are tardy more than 4 times will receive an after-school detention for each tardy. After the fourth tardy the student will lose their privilege to participate in any after-school activity that day, this includes but is not limited to, sports (practice and competition), band, JROTC, extra-curricular activities, dances and musicals. After the fourth tardy students will lose their parking permits for the **remainder of the school year**. This is a semester-based policy with the exclusion of parking permits.

#### **BOOK DAMAGE OR LOSS**

Students are responsible for books assigned to them. Reimbursement fees for lost or damaged books will be based on the cost to replace or repair the book.

#### **SODA MACHINES**

These machines are not to be accessed during the school day at any times other than during lunch. Students are asked to dispose of empty containers appropriately.

#### **FOOD AND DRINKS**

Food and drinks are permitted only in the cafeteria. Open containers are prohibited and should not be kept in lockers. If a student is at lunch and is not finished drinking or eating any food when the bell rings to report to their next period, the student must dispose of the drink or food. **NO FOOD OR DRINKS ARE ALLOWED IN THE HALLS, STUDY HALLS OR AUDITORIUM AT ANY TIMES.** No student is permitted to have food or drinks **delivered** to the school without prior permission.

#### **SUBSTITUTE TEACHERS**

Substitute teachers are a vital part of the educational process and must be extended all rights as a professional member of the teaching staff. Substitutes should be treated with the highest level of respect by all students and failure to follow a substitute's directives will be considered a serious violation and will result in disciplinary action.

#### **SCHOOL INSURANCE**

Each year the opportunity is given to students to purchase low-cost group insurance that provides protection in the event of an accident in school, going to and from school, or any scheduled school activity. A full explanation of coverage provided is included in the brochures distributed by the company and made available to each student. All students are encouraged to buy this insurance.

Since the school is not liable for injuries incurred during the normal school day the need for the parent/guardian to assume costs in the event of an accident should be considered in the decision concerning the purchase of the insurance. Students who participate in district sponsored athletics; band, clubs, field trips, and physical education K-12 are covered by a policy purchased by the district. This policy, however, has specific coverage and limitations.

It is the responsibility of the insured party to file all claims with the insurance company. All notice of claims should be given to the company promptly after the accident. The procedures to be followed in filing a claim are:

1. Obtain a claim form from the office secretary.
2. Take the claim form to the doctor, or hospital treating the child's injury for completion of their section of the form.
3. Send the claim directly to the insurance company.

#### **CHANGE OF ADDRESS**

Any student who moves during the school year or has a change in phone number should report the new information to the office immediately. Changes to parent/guardian work numbers or emergency contacts should also be reported.

#### **ACTIVITIES**

In addition to athletics, the district sponsors a number of activities and encourages students to participate. Examples include, but are not limited to: Intramurals, FBLA, SADD, FFA, Varsity Club, Student Council, Quiz Bowl, Yearbook, National Honor Society, Envirothon, Drama Club, Band Front, Library Aides, Class Officers and Representatives, Student Leaders, Citizen Bee, Community Volunteers, Spanish and French Clubs. All activities are also governed by the school district Code of Conduct.

### **ATHLETICS**

Many opportunities are present for students to participate in athletics. The Pine Grove Area High School has interscholastic teams in the following sports: football, cross-country, golf, cheerleading, basketball, wrestling, baseball, volleyball, softball, track and soccer.

Sportsmanship and character development are highly stressed and students are responsible for conducting themselves accordingly to the strictest rules of training and sportsmanship. All athletics are governed by the PGA Code of Conduct.

Pine Grove Area is a member of the Pennsylvania Interscholastic Athletic Association and all regulations are strictly followed. Students are reminded that, to be scholastically eligible to participate in a sport, they must meet the requirement set forth in the participant's handbook for athletics. A weekly report of subject failures is submitted to the principal for students in question. Athletic awards are presented during the year.

### **SPORTSMANSHIP CREED**

1. Treat visitors and opponents as guests.
2. Acknowledge and recognize each player's skill.
3. Accept the decisions of the officials.
4. Don't criticize a player or coach for losing the game.
5. Accept the outcome of the game. Practice good sportsmanship.  
Rowdy conduct gives our school and community a bad name.

### **STUDENT DRUG TESTING**

The purpose of this policy is to create an alcohol and drug-free setting for the Pine Grove Area School District Campus. It is the belief of the PGASD that participation in any extracurricular activity or parking a personal vehicle on school grounds is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege. These students and their parents/legal guardians must also realize that these students have a lesser expectation of privacy than do other students.

As this testing is a non-curricular issue, no recorded participation of any test results, either positive or negative, will appear on the student's permanent transcript or any other permanent record.

This policy encompasses all students wishing to participate in any extracurricular activity or those who meet the district's guidelines to drive on campus and wish to obtain a parking permit. The policy includes those students being educated by the district under special circumstances including homebound students. The district welcomes all students, with the permission of their custodial parents/guardians, to participate in the program. Those students who are not seeking privileges for parking or participating in extracurricular activity will be considered voluntary participants.

The district will require any student who is submitting to testing and the student's custodial parents/guardians to consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as Appendix A for extracurricular activities and sports and Appendix B for driving privileges (found on the district website). No student will be able to participate in any interscholastic sport, extracurricular activity or to obtain a parking permit without such consent.

#### Random Testing

Testing will be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time during the athletic season and throughout the year for drivers and other activities.

#### Consequences for violating drug/alcohol policy or testing positive during a screening

No student participating in this testing program shall be penalized academically for testing positive for illegal drugs. The results of drug tests pursuant to this policy will not be documented in any students' academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit in the event of service of any such subpoena or legal process. The student and the custodian parent or legal guardian will be notified of such action.

If a student participates in extracurricular activities as well as parking privileges, both privileges will be revoked in accordance with the progressive consequences process if a positive test is returned.

For complete Drug Testing Policy please refer to the district website.  
(PGASD Board Policy #227.1)

## **WORKING PAPERS**

General Employment Certificates (Working Papers) are required when minors between sixteen and eighteen are employed. If a student between sixteen and seventeen years of age loses his or her job, the general employment certificate is hereby automatically canceled and he/she must return to school until seventeen years of age.

Vacation Employment Certificates are required when minors between fourteen and eighteen are employed before or after school hours or during school vacation. Fourteen and fifteen year olds must renew these each school year or when they change employers.

Working papers are issued in the guidance office and it is important that all students are familiar with occupational restrictions as contained in the Child Labor Law. A copy is available upon request.

#### **MILITARY RECRUITERS**

With the passage of the No Child Left Behind Act, our school is required to comply with new federal mandates. Section 9528 of the act, also known as Armed Forces Recruiting Information requires schools to provide student contact information to military recruiters and other institutes of higher education unless written notification is provided to the contrary from the students parents.

## PGASD COMPUTER/INTERNET ACCEPTABLE USE POLICY

### Purpose

Pine Grove Area School District (PGASD) provides students (“users”) with access to PGASD electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Computers, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. Students may use the CIS in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of PGASD.

Students’ personal technology devices brought onto PGASD property or suspected to contain PGASD information may be legally accessed by PGASD to insure compliance with this Policy and other PGASD policies to protect the PGASD resources, and to comply with the law. Students are required to fully comply with this policy, and immediately report any violations or suspicious activities to the Building Administrator.

### Authority

Access to the CIS systems is a privilege, not a right. The CIS as well as the user accounts and information, are the sole property of PGASD. Users have no privacy expectation in the contents of their personal files or their use of the CIS systems. PGASD reserves the right to monitor, track, log and access CIS systems use.

PGASD operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet.

*Inappropriate matter* includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property.

### Responsibility

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the PGASD cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources.

Unless otherwise denied for cause, student access to the CIS systems resources

shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources.

#### Parental Notification and Responsibility

PGASD will notify parents about the CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not possible for PGASD to monitor and enforce a wide range of social values in student use of the Internet. Further, PGASD recognizes that parents bear primary responsibility for transmitting their particular set of family values to their child/children. PGASD will encourage parents to specify to their child/children what material is and is not acceptable for their child/children to access through CIS systems. Parents are responsible for monitoring their child's/children's use of the PGASD's CIS systems when they are accessing the systems.

#### Pine Grove Area School District Limitation of Liability

PGASD makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the CIS systems will be error-free or without defect. PGASD does not warrant the effectiveness of Internet filtering. In no event shall the PGASD be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS systems.

#### Safety & Privacy

1. Student users agree not to meet with anyone they have met online.

#### Consequences for Inappropriate, Unauthorized and Illegal Use

1. General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies or for unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, suspensions, dismissal, expulsions, and/or legal proceedings on a case-by-case basis.
2. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful or deliberate violations of this policy.
3. Violations as described in this policy may be reported to the PGASD, relevant school district(s), appropriate legal authorities, whether the ISP, local, state, or federal law enforcement.
4. Vandalism will result in cancellation of access to PGASD CIS systems.

**Use of the CIS systems by any student requires that PGASD review the policy with the student and the CIS Acknowledgement and Consent Form be received, read, understood and signed by the student and parent.**

(PGASD Board Policy #815)

**ALL ITEMS LISTED IN THIS HANDBOOK ARE SUBJECT TO REVIEW AND CHANGE. SOME ITEMS ARE STATED IN GREATER DETAIL IN SCHOOL BOARD POLICY OR OTHER DISTRICT GUIDELINES. IN ALL INSTANCES BOARD POLICY SUPERSEDES RULES AND REGULATIONS SET FORTH IN THIS HANDBOOK.**