

2024-2025 Student Handbook
(Code of Student Conduct)

Pine Grove Area High School

101 School Street

Pine Grove, PA 17963

570-345-2731

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<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. In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted will prevail. This Handbook may be amended at any time at the discretion of the School District.**

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 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 school by discouraging or reporting such activities to school officials.

SCHOOL DAY – BELL SCHEDULE

Doors open for students at 7:30 AM. Students are to report directly to their First Period Class or to the Cafeteria for Breakfast. Students coming to school after 7:45 AM are considered late/tardy. Students coming into school after 7:45 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 requirements of the Pennsylvania Department of Education regarding Act 158 to graduate. All financial, scholastic, and disciplinary obligations must be met in order to participate in graduation. Additionally, any student who fails to graduate and returns to PGAHS for a 5th year and can satisfy the requirements for graduation by the end of Semester 1 will be eligible to graduate at that time. However, said student forfeits the right to participate in graduation ceremonies.

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 80% |

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.

MISSED ASSIGNMENTS AND MAKE UP WORK

Students will be given one day for every excused day absent to make up assignments and tests. Students shall be responsible for contacting teachers and arranging for make-up work.

Long – term projects assigned with two weeks (10 school days) advance notice shall be turned in on the day the student returns.

Students who do not complete make-up work within the specified time may be given a zero.

Students who are suspended out of school (unexcused absence) will be allowed to make up work missed. Students will be given one day to make up work for each day suspended out of school.

Students absent the day of a test announced prior to their absence may be given the test on the first day back. The teacher also reserves the right to give a different test to students who miss the original test.

Grades for make-up work turned in late may be lowered by one letter grade per school day the assignment is late.

Students with planned absences should make every effort to keep up with class work during the absence. It is the student's responsibility to notify the attendance office and his/her teachers of the planned absence, to take all necessary steps to complete missed course work during the absence and turn in completed work upon returning to school.

When a course grade is Incomplete (I) all work must be made up within 10 school days of the end of the semester or the grade for the course may be deemed failing.

Once a semester has concluded and grades are posted, students may not make up work to amend a previous semester grade without prior approval from the teacher and administration.

PLAGIARIZING/CHEATING (PGASD Board Policy #243)

The Modern Language Association (MLA) describes plagiarism as follows: Using someone else's ideas or phrasing and representing those ideas or phrasing as our own, either on purpose or through carelessness, is a serious offense known as plagiarism, "Ideas or phrasing" includes written or spoken material, of course - from whole papers and paragraphs to sentences, and, indeed, phrases - but it also includes statistics, lab results, art work, etc. "Someone else" can mean a professional source, such as published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a prewriting "service" (online or otherwise) which offers to sell written papers for a fee.

Plagiarism is not only related to written works but also to material such as dates, images, music, formulas, websites, and other computer or electronic programs.

Consequences may include:

1. Grade adjustment
2. Possible failure of course
3. Notification of National Honor Society advisor for appropriate action in accordance with the organization's by-laws
4. Other appropriate consequences as determined by building administration

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.

MCKINNEY VENTO HOMELESS STUDENT RESOURCES

The Pine Grove Area School District believes that homeless youth should have access to free and appropriate public education and wishes to remove the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.

4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children.
10. Being abandoned or forced out of homes by parents/guardians or caretakers.
11. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.
12. For more information, please visit our website: <https://www.pgasd.com/domain/62>

Should you have any questions, please contact 1-570-345-2731 Ext. 225.

SCHOOL COUNSELING SERVICES

School counselors are here to help you. If anytime you feel the need to access the School Counseling services, you should make an appointment with one of the School Counselors. Appointments may be scheduled by the Counseling Office secretary. You may come directly to the School Counseling Office with a pass from your teacher. You may also obtain a pass from the School Counseling office and present this to your teacher. School Counseling services include:

- **ZELLO**- ZELLO is a program designed to help students with college and career preparation. Students will be assisted with using ZELLO by School Counselors via class meetings, classroom presentations and individual sessions. Every student will have the opportunity to use ZELLO to help plan for their future successes and endeavors.
- **PERSONAL AND SOCIAL ADJUSTMENTS**- The School Counselors are there to support you when you have a question or concern that needs special attention. The School Counselors will not provide a “right” answer; however, they will listen to your problems and talk over different solutions to your problem. It is the School Counselors hope to give new insights into your problems so that you will be able to make wise decisions in solving them on your own. All School Counseling sessions are strictly confidential. This means that what is discussed will not be told to anyone without your permission. Exceptions to confidentiality include when keeping the information confidential leads to foreseeable harm.
- **EDUCATIONAL AND VOCATIONAL PLANNING**- The School Counselors are interested in your educational and vocational choice. School counselors are willing to talk to you about any questions you might have concerning your education 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 of the School Counseling services that is very important to you, the student. The courses you take in high school will affect you for the rest of your life. The counselors are 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 come in and talk to one of the School Counselors. In working together, you and your counselor can choose the curriculum which will be the most beneficial to you and your future.

TESTING PROGRAM

Another function of the School Counseling Department 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 may take while in high school and the reason for taking these tests.

THE KEYSTONE EXAMS – This is a state mandated test administered in all Pennsylvania schools. By the end of their eleventh grade year, students are required to take the State Assessment in the areas of Algebra, Biology, and Literature.

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) – Specifically designed for juniors, 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 PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT10)- Specifically designed for sophomores, this assessment has SAT type questions and the same content; reading, writing and math.

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 11th and 12th 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. Students who are enrolled in an Advanced Placement Course will be required to take the Advanced Placement Exam in order to receive the course weight of 1.12. Students who choose not to take the AP exam will receive a course weight of 1.00.

OCCUPATIONAL AND VOCATIONAL INFORMATION

Files of occupational information, college and technical school catalogs and books for personal, social, educational and vocational planning are 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.

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: [Medication Form](#). All medications must be in the original container and should be given to the nurse immediately upon arrival at school.

(PGASD Board Policy #210)

MEDICAL MARIJUANA

A parent, legal guardian or caregiver may administer medical marijuana to their child/student on school premises provided that the parent, legal guardian or caregiver: (1) provides the school principal with a copy of the Patient Authorization Letter; and (2) notifies the school principal, in advance, of each instance in which the parent or caregiver will administer the medical marijuana to the child/student. The school principal shall provide notification to the school nurse in each instance a parent or caregiver will be administering medical marijuana to the child/student as well. The parent/caregiver shall follow all school protocols applicable to visitors to the school during the school day. A parent, legal guardian or caregiver shall bring to the school and administer the medical marijuana to their child/student without creating a distraction, and shall promptly remove any excess medical marijuana and related materials from the school premises after the administration of medical marijuana is complete. The school shall provide a secure and private location for the parent/legal guardian/caregiver to administer the medical marijuana to the student. Students themselves shall not be permitted to possess any form of medical marijuana at any time on school property or during any school sponsored activity.

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, administrators, and be made anonymously in the guidance office or online on the PGASD website.

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. Guests will also need to submit a copy of a current driver's license or some type of photo identification. The name, address, phone number, and age of all guests must be registered in the office prior to the dance. One guest per student. No middle school students are permitted. All guests must be under the age of 21. Photo ID is required. Students who owe any discipline infractions or student debts will not be permitted to attend.

Inappropriate conduct will result in removal from the dance: public display of affection, smoking, vandalism, profanity, possession/influence of drugs/alcohol (police/parents notified and students suspended or recommended for expulsion). Students will not be permitted to leave the building until they are ready to leave the dance.

PASS SYSTEM

No student will be allowed to **leave** any classroom while classes are in session **WITHOUT** a pass. No students should be permitted **into** any classroom **WITHOUT** a pass.

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. Metal detecting equipment may be utilized in searches.

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 respectful, avoid being rude, arrogant, or insolent. Such behavior will not be tolerated. Profanity, crude or disrespectful language is not acceptable. 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

Administration has the ability to enforce, as needed, the guidelines set forth in the Pine Grove Area School District Health and Safety Plan

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.

In addition to disciplinary actions, any student who violates the Pennsylvania Crimes Code may be issued a citation or arrested by law enforcement and be liable for fines determined by the court system.

**DISCIPLINE CODE OF CONDUCT
LEVEL I**

INFRACTIONS – Examples

1. Cheating or lying
2. Eating and/or drinking in unauthorized areas
3. Horseplay or scuffling
4. Inappropriate wearing apparel/ Dress Code Violation
5. Loud, boisterous noises
6. Public displays of emotion and affection
7. Throwing objects
8. Sleeping in class/study hall/in-school suspension
9. Violation of classroom procedures established by teacher
10. Inappropriate behavior
11. Running in the classroom, halls, cafeteria, etc.
12. Tardiness to school or class
13. Violation of safety procedures

DISCIPLINARY OPTIONS/RESPONSES

- A. Warning
- B. Assigned seating within classroom
- C. Withdrawal of Privileges
- D. Guidance Referral
- E. Detention (After School, Saturday, Lunch)
- F. Special Assignment
- G. Communication with Parent
- H. Confiscation of Material
- I. Make Change Clothes
- J. Other consequences as deemed appropriate by the administration
- K. Attendance policy
- L. In-School Suspension

**DISCIPLINE CODE OF CONDUCT
LEVEL II**

INFRACTIONS – Examples

1. Continuation of unmodified Level I misbehaviors
2. Academic Misconduct/Cheating
3. Acting in an insubordinate manner
4. Causing a disruption/defiance in in-school suspension
5. Bus disturbance
6. Cafeteria disturbance
7. Cutting Class/Study Hall or Class Dismissal due to insubordination, the disruption of the learning environment, or other reasons as deemed necessary by the classroom teacher
8. Failure to complete assigned detentions
9. Falsification of records, excuses, passes, etc.
10. Leaving school grounds without permission
11. Loitering in unauthorized areas of the school building or grounds/out of an assigned area
12. Misbehavior at a school sponsored activity
13. Use of obscene language or gestures
14. Harassment /Intimidation/ Bullying
15. Disruptive to the educational process
16. Disrespect to school personnel
17. Violation of computer policy
18. Minor defacing of school property
19. Possession of obscene material
20. Disrespect to school/other's property
21. Possession/use of non-instructional items

22. Violation of Electronic Device Policy
23. Minor physical or verbal altercation
24. Violation of safety procedures
25. Inappropriate behavior
26. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Warning
- B. Detention (After School, Saturday, Lunch)
- C. Withdrawal of Privileges
- D. In-School Suspension
- E. Out-of-School Suspension
- F. Communication with Parent
- G. Attendance Policy
- H. Loss of Bus Privileges
- I. Referral to Outside Agency
- J. Work Duty
- K. Peer Mediation
- L. Other consequences as deemed appropriate by the administration
- M. Guidance referral
- N. Confiscation of material

**DISCIPLINE CODE OF CONDUCT
LEVEL III**

INFRACTIONS - Examples

1. Continuation of Unmodified Level I and/or II misbehaviors
2. Assault and/or battery to another student
3. Dissemination of unauthorized material
4. Extortion
5. Fighting
6. Indecent Exposure
7. Intimidation: threat to student(s) and/or school personnel
8. Leading or participating in a walkout
9. Theft/possession/sale of another's property
10. Vandalism
12. Blatant defiance of school personnel
13. Use or possession of tobacco products
14. Possession or use of any inhalant device (i.e. Vaporizers, Vape Pens, E-cigarettes) or any component, part or accessory of the device
15. Tampering with Vape detection devices
16. Violation of computer policy
17. Truancy
18. Flagrant disrespect to school/other's property
19. Terroristic Threats
20. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Temporary Removal from Class
- B. Detention (After School, Saturday)
- C. In-School Suspension
- D. Out-of-School Suspension
- E. Communication with Parent
- F. Withdrawal of Privileges
- G. Restitution of Property and Damages
- H. Referral to Outside Agency
- I. Referral to Appropriate Law Enforcement Agencies
- J. Confiscation of Material
- K. School transportation privileges denied
- L. Other consequences as deemed appropriate by the administration

DISCIPLINE CODE OF CONDUCT
LEVEL IV

INFRACTIONS - Examples

1. Continuation of Unmodified Level I, II and/or III misbehaviors
2. Assault and/or battery to school personnel
3. Arson
4. Bomb threat
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
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
7. Harassment/Intimidation of school personnel
8. Leading or participating in a riot
9. Possession/use/furnishing/selling or under the influence of a controlled substances (Alcohol and Drugs)
10. Possession/use/furnishing/selling of Drug Paraphernalia
11. Possession/use/transfer of dangerous weapons or explosives
12. Setting off incendiary devices (fire crackers, smoke bombs, etc.)
13. Unwarranted pulling of a fire alarm
14. Vandalism of school property or personal property of school personnel
15. Sexual harassment
16. Violation of computer policy
17. Terroristic Threats
18. Other

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. Discipline contract
- J. Other consequences as deemed appropriate by the administration

POSSESSION OR USE OF TOBACCO PRODUCTS/ELECTRONIC NICOTINE DELIVERY SYSTEM

No smoking and/or possession of tobacco or tobacco look-alike products, Electronic Nicotine Delivery System (Inhalant Device) or any component, part or accessory of the device will be permitted in the school building or on school grounds. Anyone found in violation will be placed on suspension and a citation may be issued, in accordance with state law.

(PGASD Board Policy #222)

If a person or more than one person is in a restroom stall and smoke/smell or suspicion to indicate smoking/vaping is or has taken place, all individuals in the restroom stall may be considered in violation of PGASD Board Policy #222.

If there is reasonable suspicion of smoking and/or possession of tobacco or tobacco look-alike products, Electronic Nicotine Delivery System (Inhalant Device) or any component, part or accessory of the device, a search may be conducted.

CBD PRODUCTS

CBD products, reputed to make people feel better, have become readily available. Currently the production of, and the labeling of CBD products, are loosely regulated, making it difficult to verify that the products are safe and legal in the school setting. For the protection of the health, safety and welfare of students and staff, the Pine Grove Area School District prohibits the use of, or possession of, CBD products on school property. CBD products found on school property will be confiscated and returned to parents/guardians at their request and may constitute Pine Grove Area disciplinary action.

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. Failure to do so shall result in referral to the office and administrative action.

DETENTION REGULATIONS

After school detention begins promptly at 2:35 PM. Lateness will not be tolerated and additional time will be added or consequences will be assigned at the discretion of the person supervising detention.

The person supervising detention will have complete authority to assign seating and is granted the power to recommend extra days of detention if he/she sees fit. Saturday Detention may be assigned for serious or on-going infractions.

Failure to make up detentions may result in the loss of privileges including dances, special events, and working permits, and extracurricular activities.

Detention will be assigned Monday through Thursday, and Saturdays. After school detention will be from 2:35 to 4:35, depending on the detention assigned. Detention will be served from:

- 2:35 pm – 3:35 pm – 1st Detention
- 2:35 pm – 4:05 pm – 2nd Detention
- 2:35 pm – 4:35 pm – 3rd Detention
- 8:30 am – 11:30 am – Saturday Detention

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 cyber-bullying.

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/Cyber-Bullying Policy please refer to the district website. (PGASD Board Policy #249)

LOCKERS

Student lockers are assigned by request by the high school office. No student may change lockers except by permission of the principal. Students are responsible for the contents of their lockers. All textbooks, coats, supplies, etc., should be kept orderly inside the locker. School locks will be issued to all students for use with the lockers. **Students are required to keep the lockers locked at all times.** Personal locks are permitted provided that a spare key or combination is given to the office. All school-issued locks are to be turned in at the end of each school year. If a student loses their lock, a new lock will need to be purchased from the office at a cost of \$10.00.

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 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.

SCHOOL BUILDING AND BUS SURVEILLANCE CAMERA NOTICE

Staff, students, and parents/guardians should be aware that the School District has surveillance cameras monitoring various public areas on school property, currently including: entranceways, hallways, and the cafeteria. The cameras record video images on property and video and audio on the busses. Camera recordings are reviewed by school officials for discipline and security purposes, and may be provided to the police or used in school disciplinary proceedings. Individuals should understand that their actions while in these areas will be recorded and they should have no expectation of privacy in public areas. The use of video cameras in school and on school busses is aimed at preventing discipline problems from occurring while not serving as a threat to normally acceptable student behavior. Video monitoring will not replace the responsibility of staff to monitor students. Video cameras will add a level of verification of student behavior that will not interfere within the educational environment.

PERSONAL PROPERTY

The school is not responsible for lost, stolen, and/or damaged personal items. Students are encouraged to keep items of value at home. Proper use of lockers, including use of school issued locks, is advised.

SELLING OF ITEMS

Students are not permitted to sell any items on school property, unless given prior permission by school administration. School fundraisers must be conducted by an approved school organization and given prior approval.

ELECTRONIC DEVICES/CELL PHONES

The Pine Grove Area High School will not be responsible for any electronic devices that are brought to school.

Pine Grove Area High School is a space for learning and growth. Students must be fully engaged in learning to maximize their academic potential. For this reason, cell phone use in the building is prohibited.

Before entering the building, the student is required to place his/her cell phone into their backpack, locker or pocket. The cell phone should be concealed and not visible at any time, there is no exception. Students are not allowed to use their cell phone or AirPods/wireless or wired headphones in the classroom, hallways, restrooms, cafeteria, locker rooms, and common areas during school hours. Students are not allowed to use cell phones with or without internet access to make phone calls, send text messages, use any social media apps or websites, take/send pictures/videos/graphics from personal cell phones or use FaceTime/video/chat apps at any time during school hours unless deemed appropriate by school administration. Students are not permitted to bring personal electronic

tablets (iPads, Kindles, etc.) or laptops to school unless given prior approval by administration. Taking pictures/videos will automatically result in the 3rd offense.

If a student needs to use their phone for emergency and/or personal purposes, they can call from the main office or Dean of Students office with permission from administration. If a student needs to use their cell phone in class due to a medical issue or accommodation, they can follow their 504 plan or IEP as stated. Please see the nurse or Counseling Office for further assistance.

Violation of the rules above and/or engaging in inappropriate cell phone activities, the following consequences will occur:

1st Offense - If a student has their phone out in any area of the school their phone will be placed in a secure location in the Dean of Students Office or Main Office for the remainder of the day. The student will turn off their phone and it will be labeled and stored in a secure location. The student may pick up his/her device from administration or secretary at the end of the day. Refusal to give up their phone will automatically result in the 3rd Offense.

2nd Offense - If a student has their phone out in any area of the school their phone will be placed in a secure location in the Dean of Students Office or Main Office for the remainder of the day. The student will turn off their phone and it will be labeled and stored in a secure location. The parent/guardian will be notified of the 2nd Offense and the student will receive After School Detention which will be served at the next scheduled detention date. The student may pick up his/her device from administration or secretary at the end of the day. Refusal to give up their phone will automatically result in the 3rd Offense.

3rd Offense and Beyond - If a student has their phone out in any area of the school their phone will be placed in a secure location in the Dean of Students Office or Main Office for the remainder of the day. A Student Phone Contract will be signed by the student which requires a daily device check-in (before going to period 1) and device check-out (end of day) for 10 school days. The student's parent/guardian will be notified, and the student will serve 1 day of In-School-Suspension (I.S.S.) as scheduled by administration. Violation of Student Phone Contract may result in further discipline such as suspension or other disciplinary action.

Continued violations or refusal to hand in a phone may result in a search of a person, bookbag, locker as well as further disciplinary action. The student's offenses will reset after each semester.

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. Students needing to make personal phone calls should report to the office.

If a cell phone/camera is believed to be related to a school incident, or an incident causing a disruption to the school environment, the phone may be confiscated. The cell phone/camera may also be held until the completion of the investigation and/or given to the police.

Volunteer firefighters may carry pagers and cell phones with written permission from their parents, their fire chief, and the high school principal. Cell phones should only be used for volunteer duties.

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

SCHOOL ISSUED CHROMEBOOK

1. Students are reminded that the Chromebook is owned by the Pine Grove Area School District
2. A school-issued Chromebook is not a personal electronic device and as such there is no reasonable expectation to privacy regarding the contents stored on the device and/or the use of the device.
3. Students will be expected to use the school-issued Chromebook for classroom use.
4. Students will be expected to be prepared for class with a charged Chromebook. Students will be allowed to use a loaner Chromebook a maximum of 3 times each semester.
5. Students shall be responsible for the care of the school-issued Chromebook just as they would be when issued a textbook or any other educational materials.
6. Students will be responsible for the replacement costs for the Chromebook or accessories that are lost.
7. Students will be solely responsible for any intentional damage to the Chromebook.
8. Chromebook or accessories that are stolen will require a police incident report.
9. Social media apps that are not used for educational projects or apps that can be used to bypass the District's network will be prohibited and the student will be required to delete such apps from the Chromebook.

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

We believe all students have the right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income or body type/size. Students and staff are responsible for managing their own personal distractions and reactions.

We recognize that each student's mode of dress and appearance is a manifestation of personal style and individual preference but such attire must comply with reasonable guidelines.

The following general standards will be in effect at all Pine Grove Area schools:

1. Mandatory and Allowable Dress:

- (a) Students must wear an appropriate top, bottom and footwear while on school premises
- (b) Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, physical education, technical education, electives, etc.)
- (c) Some courses (i.e. science labs, physical education, technical education, electives, etc.) and school-sponsored extracurricular/cocurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)

2. Non-Allowable Dress:

- (a) Items that expose private parts of the body (genitalia, nipples or buttocks)
- (b) Items with sexually suggestive language or messages
- (c) Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
- (d) Items that depict hate speech, intimidation or intolerance
- (e) Items that are profane or legally libelous
- (f) Items that make the students face unidentifiable; please note, however, protective masks, clothing/headgear worn for religious and medical purposes are excepted

School administrators have the final responsibility for interpretation and enforcement. (PGASD Board Policy #221)

*Violation of these may result in a discipline violation.

PUBLIC DISPLAYS OF AFFECTION (Third Party Sexual Harassment)

Public displays of affection are not appropriate in a high school setting. A simple show of affection such as holding hands is acceptable; however, kissing and close physical contact in a public school will not be condoned. Excessive displays of affection may result in disciplinary action.

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. 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

No student will be permitted to board or ride any school bus unless 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 on school grounds, students must report immediately to the school building or assigned areas and remain there. Students should not leave school grounds without permission from the office.
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.**

FIELD TRIPS

Students who are scheduled to participate in school-sponsored field trips need administrative approval and parental permission. Academic/attendance/discipline eligibility is also required. The classroom teacher or administrators will issue field trip permission slips. School policy is in effect during all field trips. It is the student's responsibility to inform their teachers in a timely fashion of their upcoming attendance on a field trip. Students are responsible for acquiring and completing missed work according to each teacher's classroom policy.

DRIVING AUTOMOBILES TO SCHOOL

Students are encouraged to use school transportation. Students must register vehicles in the school office. Students may not park on campus without proper registration and identification. Vehicles that are not properly registered or parked in unauthorized spaces, may be towed at the owner's expense. **Students are reminded that driving to school is a privilege, not a right, and may be revoked due to violations of parking regulations and/or the exhibition of poor driving judgment. The driving privilege may also be revoked for school disciplinary reasons, which may include excessive absences and tardiness. The loss of privileges will result in the student being placed on a waiting list for possible reinstatement for the next semester.**

Vehicles that display references to alcohol, tobacco, drugs or other offensive material not appropriate for school, will be banned from campus.

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 accident to the school office. All accidents occurring during regular school hours are to be reported to the teacher under whose supervision the student is assigned. School nurse should be contacted 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 handled accordingly.

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.

Morning Procedure: Students are not allowed in the building until 7:30 at which time they may report to Homeroom/1st period or the cafeteria for breakfast. Students must be in homeroom by 7:45. Students MAY NOT report to homeroom and then go to the cafeteria for breakfast. Students who are not in homeroom by the 7:45 bell will be marked tardy for the day.

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. State law requires that a parent must send his/her child to school between the ages of 6 and 17, and the child must attend regularly. According to Pennsylvania law, all absences are unexcused with the exception of those caused by illness, quarantine, family emergency, recovery from an accident, required court appearance, death in the family, religious holidays, family educational travel with prior approval, or educational tours or trips with prior approval. A student absent from school must present a written excuse to the 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 student 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/unlawful absence. Whenever a student is ill and a doctor's services are obtained, the student is expected to provide a Doctor's excuse.

No pupil may leave school before the end of his/her school day unless permission has been granted by the office.

ILLEGAL OR UNLAWFUL ABSENCES

Under the recommendations of the Schuylkill County Truancy Policy, parents/guardians of a student who has accumulated one (1) unlawful absence will be notified in writing by the school district. A copy of the Schuylkill County Truancy Policy will be sent to the parents/guardians along with the notification of one unlawful absence.

Under the compulsory school attendance regulations, parents/guardians of a student who has accumulated three (3) and four (4) unlawful absences must be issued a certified letter. Any subsequent unlawful absences may result in a referral to Schuylkill County Children and Youth. A citation may also be issued.

ACCUMULATION OF TEN (10) DAYS OF ABSENCE – FOR BOTH COMPULSORY AND NON-COMPULSORY STUDENTS

Under the compulsory school attendance regulations, or at the discretion of the building principal, parents/guardians of students who have accumulated ten (10) days of absence (legal or unlawful) will be notified in writing by the school district. This letter will be sent certified mail and parents/guardians will have the opportunity to meet with the building level principal and/or his or her designee. Any subsequent absence after the tenth day without proper documentation (medical note) may result in citations or consequences under the disciplinary code and/or compulsory school act.

NONCOMPULSORY AGE STUDENTS AGE EIGHTEEN (18) AND ABOVE – UNEXCUSED ABSENCE – SEMESTER BASED

Parents/Guardians of a student who no longer falls under the jurisdiction of the Compulsory School Act and who has accumulated one unexcused (1) absence will be notified in writing. When a student accumulates additional unexcused absences in any semester, the following procedure will be followed:

3 Unexcused Days: Letter sent to parent/guardian notifying them of student's unexcused absences to date.

6 Unexcused Days: Letter sent to parent/guardian notifying them of future consequences of additional absences.

9 Unexcused Days: Letter sent to parent/guardian notifying them of future consequences of additional absences. Parent contacted via telephone.

12 Unexcused Days: Mandatory student, parent, and school staff conference.

After a student accumulates more than 12 unexcused absences in a semester, a final conference will occur, and a certified letter will be sent home stating that the student will lose credit for all courses currently being taken in the given semester. Students 18 years of age and older may withdraw from school. Students who lose credit because of this rule may re-enroll at Pine Grove Area the following academic semester.

NOTE: The principal may exercise prudent judgment in giving extensions or exceptions to the 12 day rule when extenuating circumstances warrant special consideration. This 12 day semester absence rule applies to each semester, dates ranging from August to January (1st semester) and January to June (2nd semester).

LEAVING SCHOOL DURING THE DAY

Students are not permitted to leave the high school building without proper authorization from the high school office or from the high school nurse. Students sent home by the nurse may not participate in extra-curricular activities that day. Students are not permitted to leave the building during the day to go to their car without permission from the office. Students are not permitted to leave school property for any reason without verbal or written permission from their parent/guardian once they arrive at school in the morning.

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

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 at 7:45 a.m. Students arriving after 7:45 a.m. must report directly to the main office and sign in. The student will be issued a tardy slip before reporting to homeroom or class.

Students who arrive to school after 8:20 a.m. will be issued a ½ day absence. Students who leave prior to 1:45 will be issued a ½ day absence.

6 total tardies are allowed per year, 3 per semester

Tardy Discipline

- 1.) 4 to 6 days unexcused tardy (per semester) – A student who has exceeded 3 unexcused tardies will be given a detention for each time he/she is tardy from 4 to 6 times. Parents will be notified.
- 2.) 7 to 9 days tardy (per semester) – A student who has exceeded 6 days tardy will be given 2 one hour detentions and/or loss of student driving privileges for each time he/she is tardy from 7 to 9 times. Parents will be notified.
- 3.) 10 to 14 days tardy (per semester) – will result in a Saturday detention for each day tardy and the student will forfeit his/her privilege to participate in sports, all school activities, and all dances (including the Holiday Dance and the Prom) for 30 days. Parents will be required to have a conference with the Principal.
- 4.) 15 plus days tardy (per semester) – will result in 2 Saturday detentions for each day tardy and the student forfeiting his/her privilege to participate in sports, all school activities, and all dances (including the Holiday Dance and the Prom) for the remainder of the school year. Parents will be required to have a conference with the Principal.
- 5.) Parents should contact the High School Administration to discuss any concerns or situations that may result in the need for special arrangements or to address their child's tardiness.

Students driving or being driven to school are not entitled to an excused tardy due to traffic conditions or problems related to their vehicles, passengers or road conditions.

Other than a doctor's excuse, tardy notes will no longer be accepted.

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. If a teacher must detain a student, they should give the student a written pass to their next class.

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.

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)

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.

FOOD AND DRINKS

Food and drinks are permitted only in the cafeteria or designated areas. Open containers are prohibited and should not be kept in lockers. No student is permitted to have food or drinks **delivered** to the school without prior permission. Students are not permitted to use vending machines except during their lunch period.

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, Class Officers and Representatives, Community Volunteers, Spanish and French Clubs, etc. 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.

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.

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. 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

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 student's parents.

PGASD COMPUTER/INTERNET ACCEPTABLE USE POLICY

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.

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.