

2020-2021 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 the Keystone exams to graduate. All financial, scholastic, and disciplinary obligations must be met in order to participate in graduation.

**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% |

**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**

Students may not be permitted to attend summer school if he or she earned a cumulative grade lower than 50%.

### **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.

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.

### **STUDENT SERVICES**

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.

## **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.

Should you have any questions, please contact the PGASD Homeless Liaison, Ms. Lara Swartz at [lswartz@pgasd.com](mailto:lswartz@pgasd.com) or 1-570-345-2731 Ext. 445.

## **NAVIANCE**

Naviance is a program designed to help students address four critical areas of post-secondary success including self-discovery, career exploration, academic planning, and college and career preparation. Grade levels will be assigned different tasks throughout the school year. Students will be assisted by School Counselors with task completion via class meetings, classroom presentation, and individual sessions. Every student will have the opportunity to use Naviance to help plan for their future successes and endeavors.

## **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 affect 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 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)** – 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. 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)

### **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.

### **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.

### **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.

- 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
- 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.
- 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
- 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. 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 Reopening 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
- 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

## **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
- 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. Violation of computer policy
16. Truancy
17. Flagrant disrespect to school/other's property
18. Other

DISCIPLINARY OPTIONS/RESPONSES

- A. Temporary Removal from Class
- B. Detention
- 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/transfer of dangerous weapons or explosives
- 11. Setting off incendiary devices (fire crackers, smoke bombs, etc.)
- 12. Unwarranted pulling of a fire alarm
- 13. Vandalism of school property or personal property of school personnel
- 14. Sexual harassment
- 15. Violation of computer policy
- 17. 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.

**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 2:45 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 2:45 to 4:45, depending on the detention assigned. Detention will be served from:

- 2:45 pm – 3:45 pm – 1<sup>st</sup> Detention
- 2:45 pm – 4:15 pm – 2<sup>nd</sup> Detention
- 2:45 pm – 4:45 pm – 3<sup>rd</sup> 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**

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 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.

**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.

### **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.

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

The Pine Grove Area High School will not be responsible for any electronic devices that are brought to school. Electronic devices may be used for education purposes with a teacher's permission and supervision. Cell phones are permitted during a student's lunch period in the cafeteria only. During the rest of the school day, cell phones may not be used in unauthorized areas. Students should not plug their cell phones into any school computer or wall outlet without permission from the main office. Violation of these rules will result in the following:

- 1<sup>st</sup> Offense: Pick up in the office at the end of the day and/or detention
- 2<sup>nd</sup> Offense: Parent/Guardian must retrieve and/or detention.
- 3<sup>rd</sup> Offense: Parent/Guardian must retrieve and detention/Saturday detention.

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. 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.

For 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, violent games such as but not limited to first person shooter apps, 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**

At Pine Grove Area High School, family, faculty, and students make our school successful. We want an atmosphere that encourages learning and fosters self-esteem. These guidelines will enable us to keep our dress standards in proper perspective and help students take pride in their school and themselves. The standards conform to community expectations and should eliminate anything that may be disruptive to the educational process.

1. Clothes must be clean and free of cuts/tears/holes that reveal skin or undergarments above the knee.
2. Obscene/suggestive or offensive clothing and jewelry shall not be worn. Examples: midriffs, corsets, see-through clothes, symbols or insignia that suggest hatred towards groups.
3. Clothing/jewelry which advertises or displays tobacco/alcohol/drug products/profanity/dual meaning words shall not be worn.
4. Tank top straps must be at least 2" wide. Items not permitted include spaghetti straps, halter-tops, tube tops and off the shoulder tops. Males are not permitted to wear muscle shirts.
5. Caps/hats/hoods/sunglasses/bandanas/visors must be removed in the building.
6. Shorts may be worn throughout the school year. Unacceptable shorts include boxer shorts and "short shorts." Shorts and skirts should not be revealing.
7. "Dangerous" jewelry (this includes chains) is not permitted to be worn.
8. Undergarments shall not be visible.
9. Pajamas and slippers are not acceptable school attire.
10. Footwear that causes a safety hazard is not permitted.

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 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.

### 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.

Students will line up in the designated hallway and wait for a teacher to instruct them to proceed. Students should not enter the cafeteria until instructed to do so by the assigned teacher.

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.

Morning Procedure: Due to current social distancing guidelines, the Pine Grove Area High School will be allowing students to enter the building no earlier than 7:30 a.m. Transportation pick up times have been adjusted accordingly. Upon entering the building students should report directly to their homeroom/first period or 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 16, 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 17 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 (1<sup>st</sup> semester) and January to June (2<sup>nd</sup> 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. 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**

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.**