

*HUNTINGDON AREA*  
*HIGH SCHOOL*  
*2018-2019*



*LEARNER*  
*HANDBOOK*



**SCHOOL COLORS - RED AND BLUE  
MASCOT - BEARCAT**

**ALMA MATER**

Where the Juniata floweth  
Slowly to the sea.  
Stands the school we love so dearly,  
In her majesty.

Where the crest of Terrace Mountain  
Meets the eastern sky,  
And the Standing Stone of history  
Tells of days gone by.

When the shades of night shall gather  
As the years roll by,  
We will still in memory keep her,  
Dear old Huntingdon High.

**Chorus:**

Flag we love, blue and red, wave always,  
Huntingdon High o'er thee,  
May thy sons and daughters ever  
Worthy be of thee.

**The Huntingdon Area School District have approved policies which are used to govern the School District.  
These policies may be found on the District website by following this link - [Policies](#).**

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### HUNTINGDON AREA SCHOOL DISTRICT SCHOOL BOARD

Mrs. Susan Grainey	Mrs. Janice R. Metzgar
Mrs. Danyle Shea	Mrs. Lucinda K. Dell
Dr. Ronald Long	Mrs. Tammy Peterson
Ms. Carolyn Payne	Mr. Ian Thompson
Mrs. Debra Clark	Mr. Carl P. Beard, Solicitor

### ADMINISTRATIVE OFFICE

Mr. Fred Foster	Superintendent
Dr. Kimberlie Rieffannacht	Director of Education
Mrs. Robin Whitsel	Director of Pupil Services
Mr. Chris Evans	Assistant Director of Pupil Services
Mrs. Faith Swanson	Business Administrator
Mr. Dave Myers	Director of Technology
Mrs. Margaret B. McNitt	Food Services
Mr. Andrew Socie	Buildings and Grounds
Mrs. Stephanie Kello	School Psychologist
Mr. Christopher Lantz	School Psychologist

### HIGH SCHOOL

Mr. Travis Lee	Principal
Mr. Nicholas Payne	Assistant Principal
Mr. Dean Grenfell	Athletic Director
Mrs. Melanie Snare	Guidance Counselor 9 through 12, A to L
Mrs. Amanda Easter	Guidance Counselor 9 through 12, M to Z
Mrs. Mitzi Fouse	Administrative Assistant
Mrs. Maureen Colton	Administrative Assistant
Ms. Marley Sarra	Administrative Assistant
Miss Heather Pearson	College Advisor

# WELCOME TO HUNTINGDON AREA HIGH SCHOOL

[www.huntsd.org](http://www.huntsd.org)

The faculty and administration of HAHS hope you find your years at our school filled with learning, friendships, and excitement. We know you will find many new challenges in our school, and all confidence is placed in you to meet these challenges as responsible young adults. We are proud of our school and are here to help you receive the best education possible. It is up to you to work to your capacity to make the years at the High School the best you have ever had. A good way to begin is for you and your parents/guardians to read the contents of the handbook to get to know your school better.

Have a great school year!

## IMPROVE YOUR LEARNING POWER

Going to school is your job!

Here are a few tips that might help improve your learning power:

- Choose the same time and place to study each day.
- Find a comfortable place with fresh air and good lighting.
- Avoid distractions.
- Get enough sleep, exercise, and fun.
- Study before you are tired.
- Review material a little every day to improve your memory.
- Make up work as soon as you return from an absence.

## POSITIVE SCHOOL WIDE BEHAVIOR SUPPORTS

The Positive School Wide Behavior Support System has been adopted by our High School as a means to create a positive school environment and clear expectations for our learners. Using the guided model approach to teach clear expectations and positive behavior, faculty, staff, and the positive school wide learner team at the High School will model positive behavioral expectations. By targeting instructional design and delivery, classroom/school arrangement, and rules and procedures, a significant number of school-wide behavioral problems can be prevented, leaving staff with fewer individual problems to manage and increase instructional time.

With learner and staff input, we developed our core expectations for positive behavior at the High School. From here, we developed our core expectations using the acronym "BEARCATS" which focuses on the slogan:

**B**e  
**E**ngaged  
**A**ct  
**R**esponsibly  
**C**are  
**A**bout the  
**T**eam  
**S**afety

Throughout our school, learners will be taught the expectations for a particular area using the BEARCATS slogan. With this program, we are able to reward learners on various levels for following the expectations. These reinforcements can be implemented by all employees – principals, teachers, custodians, para-educators, cafeteria staff, etc.

All teachers and staff will be issued "BearCa\$h" tickets that will be distributed to learners who are seen positively following behavioral expectations. The use of the "BearCa\$h" cards is to reward learners and serve as an acknowledgement of positive behavior. These cards can then be used in school wide drawings to win prizes like gift cards, tickets to school events, or Bearcat gear.

## **ATTENDANCE** - Reference [School Board Policy 204](#)

Pennsylvania Public School Code of 1949 Article XIII: Pupils and Attendance

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

Attendance shall be required of all learners during the days and hours that school is in session, except that authorized district staff may excuse a learner for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the learner's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### **COMPULSORY SCHOOL ATTENDANCE REQUIREMENTS**

All learners of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

A learner shall be considered in attendance if present at any place where school is in session by authority of the Board; the learner is receiving approved tutorial instruction, or health or therapeutic services; the learner is engaged in an approved and properly supervised independent study, work-study or career education program; or the learner is receiving approved homebound instruction.

### **EXCUSED/LAWFUL ABSENCE**

The Board considers the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a learner is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family Emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request
10. Nonschool-sponsored educational tours or trips, if the following conditions are met (a through c):
  - a. The parent/guardian submits a written request for excusal prior to the absence.
  - b. The learner's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
  - d. The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
11. College or postsecondary institution visit, with prior approval.
  - a. The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

### **PARENTAL NOTICE of ABSENCE -**

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### **UNEXCUSED/UNLAWFUL ABSENCE**

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. Learners whose absence is determined to be unexcused may not be allowed to make up work. An out-of-school suspension may not be considered an unexcused absence.

### **ENFORCEMENT of COMPULSORY ATTENDANCE REQUIREMENTS**

Learner is Truant - When a learner has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the learner within ten (10) school days of the learner's third unexcused absence. If the learner incurs additional

unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

School Attendance Improvement Conference is to examine the learner's absences and reasons for the absences in an effort to improve attendance with or without additional services. Neither the learner nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the learner's file. A copy of the Plan shall be provided to the person in parental relation, the learner and appropriate district staff.

Learner is Habitually Truant - When a learner has six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the learner to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the learner.

When a learner fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the learner to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the learner or the person in parental relation who resides in the same household as the learner.

District staff may refer a learner who is fifteen (15) years of age or older to the local children and youth agency, if the learner continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

#### **PARENT COMMUNICATION of ABSENCE**

The Huntingdon Area School District will take the following actions to communicate and address learners that are absent, truant, habitually truant, or have chronic absenteeism:

1. Each day a learner is absent from school the home will be called by the School Messenger System to notify the parents/guardians of the absence.
2. 1st & 2nd Unexcused Absences - a notification letter will be generated and stored in the family access portal in Skyward. All families have the availability to access Skyward.
3. 3rd Unexcused Absence - a warning letter describing consequences for habitual truancy will be mailed home.
4. 4th Unexcused Absence - an invitation to attend a School Attendance Improvement Conference
5. 7th Day of Cumulative Absence - a letter will be mailed home describing that your learner is approaching ten (10) cumulative absences and will need an excuse from a licensed practitioner of the healing arts once the learner exceeds ten (10) cumulative absences.
6. 10th Day of Cumulative Absence - a letter will be mailed home stating that all future absences from school will require an excuse from a licensed practitioner of the healing arts.

#### **CHRONIC ABSENTEEISM**

The state of Pennsylvania identifies chronic absenteeism as an important component to the Every Student Succeeds Act (ESSA). Chronic absenteeism is one indicator that Huntingdon Area High School will be evaluated on as part of our building score.

Chronic absenteeism will be calculated based on the number of learners who have missed more than ten (10) percent of school days across the academic year. Learners must not exceed 18 days absent in order for HAHS to receive a high evaluation.

Any learner who is chronically absent will have his/her absences reviewed by a committee consisting of the Superintendent, Building Principal, and Classroom Teachers. Chronically absent is defined as missing more than 10% of the school days across the academic year. If the committee determines that the absences are not due to health reasons, the learner may receive no credit for all courses being taken.

Chronic absenteeism may result in learners losing the privilege of participating in school sponsored activities.

#### **UNEXCUSED ABSENCES OVER SIX (6) DAYS**

Learners are required to make-up all unexcused absences over six (6) days. The make-up days may be scheduled during detention and/or Saturday sessions. Seniors who fail to make-up days prior to graduation may not be permitted to participate in graduation ceremonies or receive their diploma until the days are made up. Underclassmen may not receive credit for their course work until the days are made up.

#### Absence Procedures:

1. When a learner returns to school after an absence, the learner must report to the office and present a properly signed excuse from a parent or guardian or provide a medical excuse from a licensed practitioner of the healing arts.
2. Failure to provide a proper excuse within three (3) days will result in the absence being classified as unexcused. Each day that is not covered by a legal excuse will result in an unexcused day on record. If a learner is under the compulsory school attendance law, proper steps will be taken to enforce that law.

#### **EDUCATIONAL TRIPS**

Educational trips during the school year are permitted but are not encouraged. If an educational trip will be scheduled, please avoid our state testing windows. Any educational trip must have prior approval from administration. Educational Trips not exceeding five (5) school days may be excused under the following conditions:

1. A written request for the trip is submitted to the principal five (5) school days in advance.
2. The educational trip is within the first ten (10) absences.
3. The learner must be in good standing. Good standing is determined by administration and the learner's teacher(s) and based on attendance and academic progress.
4. The following must be submitted within 3 days of returning to school:
  - All schoolwork missed during the trip submitted to teachers.
  - Evidence of the educational value of the trip submitted to administration. Evidence may include:
    - A slideshow presentation (3-5 minutes in length)
    - A written reflection (minimum of 3 pages)
    - Video Log (3 to 5 minutes in length)
    - Poster

Failure to meet any of the above conditions may result in unexcused absences. At the request of the learner, work will be provided prior to departure.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a learner during the school term.

#### **FIELD TRIP PROCEDURE**

Learners involved with a school approved field trip:

- May not be failing 2 or more classes
- May not be considered chronically absent (as defined above)
- Will have a signed parental consent permission form signed and returned.

This procedure must be followed any time the learner is involved in a school activity that requires the learner to miss time from school.

#### **COLLEGE VISITS**

The school recognizes the benefits of college visits during a learner's junior/senior year. However, the school recommends minimizing absences for these visits. Such visits will be considered excused absences if they are pre-approved by the administration and a note from the college admissions office is turned in when returning to school. Otherwise the day will be marked unexcused.

#### **ENTERING AND EXITING THE BUILDING**

Between 7:30 AM and 2:45 PM all learners must enter and exit the building at the main office door. During the school day, learners may not be permitted to leave the building to retrieve items (books, projects, gym bags, athletic equipment, etc.) out of vehicles. No learner is allowed to open any exterior door to let people into the building.

### **TARDINESS**

#### **TARDY TO SCHOOL**

1. Learners arriving to homeroom after 7:48 will be admitted by the teacher and marked tardy. Any learner arriving to school between 7:48-9:30 will be marked Tardy to School.
2. Learners arriving to school after 7:48 must sign in at the office and present an excuse for the tardy to be excused. The office will only accept up to ten (10) excuses for being tardy to school. After ten (10) excuses, the learner must present a properly signed medical excuse from a licensed practitioner of the healing arts.
3. Learners without a note will be marked unexcused tardy and discipline procedures for handling unexcused tardies will be followed as outlined in the chart below.
4. Learners not present at the start of the class period will be marked tardy for the entire period.

Learners arriving tardy to school will be marked accordingly:

1. Prior to 9:30 a.m. will be marked tardy. Tardies will accumulate into days absent.
2. After 9:30 a.m. and prior to 12:05 p.m. will be marked as ½ day absent.
3. After 12:05 p.m. will be marked as one (1) full day absent.

Discipline procedures for handling unexcused tardies to school:

TOTAL TARDIES	LEVELS OF CONSEQUENCES	TOTAL TARDIES	LEVELS OF CONSEQUENCES
1-3	Warning	8	One (1) ISS
4-5	One (1) Detention	9	Two (2) ISS
6-7	Two (2) Detentions	10 +	Administrators Discretion

During Finals Week, learners are not permitted to come in late. Any learner doing so will be marked unexcused unless a medical note is brought in.

**EARLY RELEASE**

Pupils are not permitted to leave school before the close of the school day except by recommendation from the school nurse for illness or by the school administration for a legitimate reason. Early releases will be calculated as part of the overall attendance. Learners requesting an early release for a medical appointment must present a medical excuse from a licensed practitioner of the healing arts for the early release to be excused. The school reserves the right to call parents when an early release is requested. Phone calls or emails made to the office requesting an early release will not be accepted. Regardless of age, a written notice with a parental/guardian signature or a face-to-face request in the office from the parent will be the only forms of request that will be granted for early releases.

During Finals Week, learners are not permitted to leave early. Any learner doing so will be marked unexcused unless a medical note is brought in.

**Learners that have an early release:**

1. Prior to 10:30 a.m. and not returning to school will be marked 1 day absent.
2. After 10:30 a.m. and not returning to school will be marked ½ day absent.

**The procedure for learners with early dismissals will be as follows:**

1. Report to the high school office between 7:30 a.m. and 7:48 a.m. in order to get an early dismissal slip.
2. The learner shall present a written note from his/her parent or guardian requesting the early dismissal. This note must contain name, phone number, and reason for request, time of departure and time of return.
3. Present the early release dismissal pass to your teacher.
4. Take the early dismissal pass to the main office and sign out before leaving the building.
5. When the learner returns, he/she must report to the office to signed in, and obtain a pass to return to class. At this time, a medical excuse should be provided.
6. When a learner returns to class he/she must present their pass to the teacher.

**Classroom Attendance Infraction**

It is the learner's responsibility to be in class on time or to present an excused pass to the teacher. A reasonable amount of time has been allowed for the changing of classes. If a learner loiters on the way to class, however, he/she will no doubt be late. Learners must present to the teacher an approved pass in order to not have a discipline referral.

Tardies to class will be calculated cumulatively for the entire year. See Behavior Guidelines and Consequences Chart for administrative and teacher guidelines for handling tardies to class.

**MAKE-UP WORK**

If a learner has been legally absent, he/she should contact his/her teacher for makeup assignments upon returning to class. Learner whose absence is determined to be unexcused may not be allowed to make up work. All make-up work should be completed in a time frame consistent with the policy of the learner's classroom teacher. Failure to do this may result in make-up work being denied.

**PERFECT ATTENDANCE AWARD**

Perfect attendance means you must be present in school. Learners leaving school for a period of 2 or more hours will be considered as being absent and not eligible for this award.

**HOMEBOUND INSTRUCTION** - Reference [School Board Policy 117](#)

**PASSES**

**HALL PASSES**

Except during the changing of classes, a learner must have a pass to be out of his/her assigned area.

1. In order for a learner to go to another room to make up a test or for other reasons, a pass must be secured prior to the beginning of class.
2. Learners wishing to see a guidance counselor may sign the appointment book in the guidance office.
3. A learner who requests to see the nurse must have a pass signed by the teacher, and the nurse will sign the pass and return it to the teacher. If the learner is returning to the class from which the pass was issued, the learner will return the pass. If the learner is sent back to class during another class period, the nurse will issue the learner a new pass to that class.



4. Teachers will not issue a pass for a learner to see other learners or teachers.

### **RESTROOM PASSES**

Learners are to use the restroom between class periods, and passes from classrooms will be restricted to emergency use only. Learners are to use restrooms closest to their classroom.

## **HEALTH**

### **MEDICAL SERVICES**

First aid services for emergency illnesses or accidents are under the direction of the school nurse. If conditions warrant the services of a nurse, learners should report to the nurse's suite after consulting with their teacher in charge. If the nurse is not available, the learner should report to the main office.

### **LEARNER ILLNESS**

If your child becomes ill at school, you will be called and a determination will be made for what is best for your child. Children with a temperature of 100 degrees or more will be sent home and should remain home until they are fever free for 24 hours. Any child with vomiting, diarrhea, or flu like symptoms must stay home or if they are sent home they must be symptom free for 24 hours.

### **ILLNESS AT SCHOOL**

1. Secure a pass from the teacher to go to the nurse's office.
2. Sign-in at the nurse's office and see the nurse.
3. Sign out of the nurse's office and return to class.

When a parent/guardian comes in to pick up a sick learner, the parent/guardian must go to the office and sign a dismissal form. If a learner is ill at school, the school nurse or administration may grant permission for a parent/guardian to pick up the sick learners. Learners are not permitted to call or text a parent/guardian to be picked up from school because of an illness without consulting the school nurse or administration. If a learner calls or texts a parent/guardian for pick up without consulting the school nurse because of being ill, the absentee may result in an unexcused absent.

### **ACCIDENTS and ILLNESS**

Any serious injury, which occurs on a school bus, in the school building, or on the school grounds, must be reported immediately to the main office and the school nurse. A written report must be made immediately by the supervising teacher and turned in to the office for medical and insurance purposes. The learner's parents will be notified.

### **MEDICATION** - Reference [School Board Policy 210](#)

Learners that are prescribed a controlled substance are not permitted to be in school while under the influence of the controlled substance. Learners are permitted to return to school when they can take over the counter pain medications. For example learners prescribed Percocet due to injury or illness, may not return to school until they are done taking the controlled substance. Special circumstances will be considered on an individual basis with a specific health plan.

Although the Huntingdon Area School District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. When medication is to be taken at school, the following steps must be taken:

1. The doctor must complete Medication Form A (on the district website).
2. The parent/guardian must sign the consent form for Medication Form B (on the district website).
3. Any medication to be given during school hours must be delivered to the school nurse, school secretary, principal or designated individual by the parent/guardian. The medication must be brought to school in the original pharmaceutical dispenser and properly labeled container.
4. In instances where parent/guardian neglects to fulfill the requirements of forms A and B, the medication will not be administered.
5. Learners may carry their own cough drops in school.
6. Learners may carry their own inhaler or epipen with proper documentation of form B.

**Non-prescription medications** are not permitted in school. If administration of non-prescription drug is determined to be necessary, the school nurse or secretary will follow in-house medication procedure.

**POSSESSION/USE OF ASTHMA INHALER OR EPINEPHRINE AUTO-INJECTORS** - The Huntingdon Area School District shall permit learners to possess asthma inhalers and epi-pens and to self-administer the prescribed medication used to treat asthma and/or life threatening allergic reactions when such is parent authorized. Reference [School Board Policy 210.1](#) for proper procedures to follow.

**NALOXONE-** Reference [School Board Policy 823](#)

As a means of enhancing the health and safety of our learners, staff and visitors, the district may obtain, maintain and administer doses of an opioid antagonist and other facilities, specifically Naloxone, for emergency use to assist a learner, staff member or other individual believed or suspected to be experiencing an opioid overdose.

The Huntingdon Area School District has Naloxone available to treat opioid drug overdoses. Naloxone reverses the effects of opioid drugs.

Possible symptoms of an opioid overdose can include but are not limited to:

-confusion or delirium, mood swings, nausea or vomiting, extreme constipation, pinpoint pupils, extreme sleepiness, or inability to wake up, breathing problems, including slowed or irregular breathing stopped breathing, and cold, clammy skin, or bluish skin around the lips or under the fingernails

Learners and staff should report suspected opioid overdoses immediately to district administration. Learners should immediately inform a teacher, guidance counselor, nurse, administrator, or other school personnel if they believe an opioid overdose has occurred.

The protection from criminal prosecution is provided by law for persons who report a suspected overdose using their real name and remain with the overdosing person until emergency medical services (EMS) or law enforcement arrive, as well as for the person whose overdose they report.

The protection from civil liability is provided by law for persons who report overdoses or administer Naloxone in overdose emergencies.

**SUICIDE AWARENESS, PREVENTION and RESPONSE-** Reference [School Board Policy 819](#)

The Huntingdon Area School District is committed to protecting the health, safety and welfare of its learners and school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide.

## ACADEMIC PROGRAMS

### ***COURSE COMPLETION***

Learners must earn a minimum grade of 60% in a course in order to receive credit and should earn a minimum of 6.0 credits per year in order to graduate on time.

Learners who fail a required course must successfully make up the course in order to graduate. This can be accomplished by completing the course in summer school or, in certain cases, scheduling and completing the course during the remaining years prior to graduation.

### ***KEYSTONE EXAMS***

Learners belonging to the graduating class of 2020 are not required to pass the Keystone Exams in order to graduate. For learners that do not pass their Algebra I and Literature Keystone Exam, they must receive a 70% or better in each of the following in order to graduate:

- 2 of 4 English courses
- 2 of 3 Math courses

Learners belonging to the graduating class of 2021 and beyond are required to pass the Keystone exams in Algebra I, Literature, and Biology in order to graduate. If a learner does not pass any of these exams on his/her first attempt, he/she may be placed in a supplemental course for each subject area not passed. After two unsuccessful attempts on the Keystone Exam, the learner may be placed in a Project- Based Assessment class as an alternate to passing the exam in order to graduate. All Keystone Exam Requirements are pending state legislation.

### ***GRADUATION REQUIREMENTS***

<u>Required Course</u>	<u>Credits</u>
English (4 courses - 9, 10, 11, & 12)	4.00 credits
Mathematics (3 courses including Alg. I unless taken at MS)	3.00 credits
Science (3 courses including Biology)	3.00 credits
Social Studies (3 courses including US History II, Am. Govt./Econ)	3.00 credits
Art or Music (1 course or 2 semester courses)	1.00 credit
Physical Education/Health (4 courses)	2.00 credits
Family & Consumer Science (1 course)	Credits vary
Technology (1 course)	0.50 credit
Electives	7.00 credits

**24 total credits are needed to graduate**

## **GRADUATION PROJECT**

All learners must successfully complete a graduation project, which consists of a mock interview, portfolio, and visual aid. Successful completion of the graduation project is required to participate in graduation ceremonies. See Guidance for details.

## **GRADUATION**

For a learners to participate in commencement exercises, all graduation requirements must be completed prior to the date of commencement. Learners will be able to participate in the first scheduled commencement exercise after completing all graduation requirements.

Learners transferring from home, cyber or private school to HASD must fulfill the following requirements to receive a diploma and participate in graduation ceremonies:

1. Be a full-time learner during the twelfth grade year to prepare and participate in District-approved State Standardized Testing.
2. Satisfy the graduation requirements listed previously.
3. GPA will be calculated but not placed in class rank.

## **GPA CALCULATIONS**

Classes that are "Honors" or "Advanced Placement" will earn what is termed "weighted" grade point average (GPA).

The difference between a weighted and unweighted GPA is that weighted GPA takes the rigor of each class into consideration. An unweighted GPA does not recognize this difference. This results in a more equitable assessment of cumulative GPA and class rank because learners are earning their GPAs based on the class rigor and grades earned, instead of grades earned only.

GPA is determined based on a mathematical calculation involving credits attempted, credits earned, and quality points, which is all a part of our grading scale. The grading scale will have additional factors to allow for weighting.

The "weighting" key is as follows:

Classes which are named "Advanced Placement" will earn a weighting of 1.4;

Classes which are named "Honors" will earn a weighting of 1.2;

All other classes earn a weighting that is equal to the number of credits earned.

## **GRADING**

Teachers will use the following guidelines to assess learners throughout the marking periods:

- Skills: Homework, Participation – 25%maximum
- Academics: Tests, Labs, Quizzes, Writing, Projects – 75% minimum
- Example: Homework – 10%, Participation – 10%, and Academics – 80%

Letter grades and percentage grades will appear on report cards as follows:

<b>Grade of</b>					
		A	95-100	A-	90-94
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
		F	Under 60	I	Incomplete

1. All work must be completed within two weeks of the end of marking periods 1, 2, and 3. No incompletes are given at the end of the 4th marking period.
2. Final grades will be determined by using an average of the percentage grades combined as follows:
  - (a) A one-semester course with final - 40, 40, 20
  - (b) A full-year course with midterm and final - 20,20,10,20,20,10
3. Honors, Salutatorian, and Valedictorian status is determined at the end of the fourth (4th) marking period. All courses that receive a letter grade throughout the learner's high school career are used in these calculations.
4. Honors learners their senior year will receive cords for a QPA of 3.75 and above.
  - High Honors = QPA of 3.75 and above
  - Honors = QPA between 3.5 and 3.749

### **UNACCEPTABLE REASONS FOR A SCHEDULE CHANGE**

1. Requests for individual teachers will not be honored.
2. Credited courses will not be dropped to add study halls.
3. Schedule changes that require a detailed rearrangement of a learner's schedule may not be possible to accommodate.

Learners are permitted to drop a course with parent/guardian and principal approval. If the principal grants approval, the learner must add another course with credit (meaning not a study hall).

### **COLLEGE COURSE**

College courses that will receive a percentage grade on the high school transcript (and will affect the high school GPA) include: Any college course taken as a required high school credit and any college course a learner chooses to take for high school GPA credit. In all other cases, learners will still earn high school credit, but will receive a Pass or Fail grade on the high school transcript, which does not affect the high school GPA. High School credits earned for college courses are as follows:

- 1 college credit=.5 high school credit
- 3 or more college credits=1.0 high school credit

Learners can have weighted grades for college courses if same collegiate weighted course is available at Huntingdon Area High School. For example, a learner can take Calculus I course at Juniata for 1.4 weight if HAHS offers AP calculus or CIHS calculus.

**SUMMER SCHOOL** - Summer school courses are conducted online, and there are additional fees involved. See Guidance for details.

## **ACADEMIC HONESTY AT HAHS**

### **I. Statement of beliefs**

As a community of learners, the learner and faculty at HAHS share the responsibility for establishing and maintaining appropriate standards for academic honesty. It is our obligation to foster a learning environment that is free of academic dishonesty.

### **II. Forms of academic dishonesty**

#### **A. Cheating**

1. Intentionally using or attempting to use unauthorized materials, information, notes, study aids.
2. Unauthorized communication of information

#### **B. Fabrication and falsification**

1. Intentionally inventing or counterfeiting any information.
2. Altering information
  - a. Changing record of data or experimental procedures/results.
  - b. Falsely citing a source of information.

#### **C. Multiple submissions**

1. Turning in more than once substantial parts of the same work for credit.
2. Turning in the same work for credit in more than one class without prior authorization.

#### **D. Plagiarism**

1. Submitting material that is not credited to the proper owner.
2. Knowingly presenting another's work or ideas as one's own

#### **E. Complicity in academic dishonesty**

1. Knowingly assisting another without prior authorization.
2. Discussing or distributing test questions without prior authorization. In each of the preceding statements, learners and faculty share equal responsibility for understanding interpretations and applications specific to a given course.

### **III. Procedure for infractions - See Behavior Guidelines and Consequences Chart**

## **CODE OF LEARNER CONDUCT & DISCIPLINE**

For any school district to function properly, reasonable and necessary rules governing learner conduct must be designed and enforced. Every learner that is in non-compliance with the following rules will be disciplined based on knowledge of the current problem and past experience with the individual involved. Every situation is different, and after hearing all the facts involved, a decision will be made.

The high school administration and teachers retain the right to assign such discipline for infractions that are not specifically listed within this handbook. Learners will be disciplined taking into consideration the past disciplinary

record of the learner and any other extenuating circumstances. All disciplinary actions are at the discretion of the administration.

### **REPORTING ANONYMOUSLY**

Any learner concerns may be reported to HASD personnel anonymously by learners. Learners may anonymously report such incidents by placing a note in the blue box in the office.

Any concerns needing immediate attention should be reported to administration and/or guidance in person or emailed to [report@huntsd.org](mailto:report@huntsd.org).

### **TEACHER-ASSIGNED DETENTION**

Teachers may assign learners thirty (30) or sixty (60) minute detentions for minor infractions that involve classroom behavior. Examples of minor infractions include but not limited to sleeping in class, inappropriate language, or disrupting the classroom environment. The detention will be served on Tuesday or Thursday from 2:50-3:20 or from 2:50-3:50 in room 105. The learner should have a 24-hour notice to make arrangements for transportation. After the 24-hour notice, the learner must complete the detention within the next two (2) schedule detentions. Failure to complete the detention may result in the following:

- 30 minute detention will become a 60 minute detention.
- 60 minute detention will become 120 min detention.
- Failure to complete detention within the appropriate time period will result in ISS (In-School Suspension).

### **DETENTION**

Detention is held every Tuesday and Thursday afternoon from 2:50 p.m. until 3:50 p.m. in room 105. Learner will be given notice of assigned detention and must provide their own transportation home. Extracurricular activities cannot be an excuse for missing detention. Excused absences from detention must be approved prior to the absence.

The following guidelines will need to be followed while serving detention:

1. Electronic devices are to be used for educational purposes.
2. Learners are to be engaged in learning (reading, studying, homework, etc.).

### **IN-SCHOOL SUSPENSION (ISS)**

ISS is held every day. Learners who are assigned ISS must report to the office with all their books immediately after the homeroom period. Learners assigned ISS cannot participate in any extracurricular activity until 8:00 a.m. the day following the completion of the ISS assignment.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Learners who are assigned OSS must remain home from school for the period assigned. Learners assigned OSS cannot participate in or attend any activities sponsored by the District until 8:00 a.m. of the next school day following completion of the assigned OSS.

### **STEPS PROGRAM OR ALTERNATIVE SCHOOL**

Alternative Education placement of a learner may result from a series of incidents, wherein the learner does not respond in a positive and forthright manner to in- or out-of-school suspension. Learners who are placed in the STEPS Program or Alternative School may be transitioned into regular classes and may participate in District-sponsored activities at Administrative discretion.

### **EXPULSION** - Reference [School Board Policy 233](#)

The school board, or an appropriately appointed committee, may, after a proper hearing, permanently expel a learner. Reasons for expulsion may be, but are not limited to:

1. Repeated discipline offenses.
2. Violation of the Substance Abuse, Weapon, Arson and Explosive Policy.
3. Any violation that affects the safety or well being of learners, faculty, or staff, or disrupts the educational environment.

The learner who is being recommended by the high school administration for expulsion from school will have a formal hearing held before the school board or a committee authorized by the school board.

### **BULLYING/CYBERBULLYING** - reference [School Board Policy 249](#)

The Huntingdon Area School District is committed to providing a safe, positive learning environment for district learners. The HASD recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for learner learning, and may lead to more serious violence. Therefore, the HASD prohibits bullying and cyberbullying in any form by district learners.

Learners share the responsibility with the administration and faculty of developing and maintaining a climate within the school that is conducive to wholesome learning and living. No learner has the right to interfere with the education of his/her fellow learners. It is the responsibility of each learner to respect the rights of teachers, learners, administrators, and all others who are involved in the educational process.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another learner or learners, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Bullying, as defined in this policy, includes cyberbullying, and may take place in several forms including, but not limited to, the following:

1. Written, verbal or nonverbal threats directed against a learner or school employee.
2. Intimidating or threatening gestures.
3. Unwanted physical contact, violence or assault.
4. An intentional display of force that would give the victim cause to expect or fear physical contact or injury.
5. Nonphysical acts including, but not limited to, mean faces, rude gestures, systematic exclusion and/or isolation.
6. Jeering, taunting, mocking and other put-downs.
7. Degrading or insulting teasing or derogatory comments.
8. Conduct intended to demean, dehumanize, embarrass or incite a learner or school employee.
9. Social scheming and spreading false and/or cruel rumors.
10. Hazing.
11. Harassment.
12. Extortion.
13. Theft of money or possessions.
14. Vandalism of a learner's personal property.
15. Unauthorized exercise of control over a learner's personal property.
16. Placing a learner in reasonable fear of loss or damage to personal property.
17. Acting in a manner that has an effect substantially similar to the effect(s) of bullying.

Cyberbullying - includes, but shall not be limited to, communications or images transmitted by means of an electronic device, telephone, wireless phone or other wireless communications device, computer or pager with the effect or intent of harassing, teasing, intimidating or terrorizing another learner through substantial interference with the learner's education, creation of a threatening environment or substantial disruption of the orderly operation of the school. Such communications may include sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, even if such communications occur outside the school setting.

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

#### Authority

The Huntingdon Area School District prohibits all forms of bullying by district learners.

The Huntingdon Area School District encourages learners who have been bullied to promptly report such incidents to the building principal or designee.

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

#### Delegation of Responsibility

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

#### Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.

5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling and/or therapy outside of school.
10. Referral to law enforcement officials.

**UNLAWFUL HARASSMENT** - reference [School Board Policy 248](#)

The Huntingdon Area School District strives to provide a safe, positive learning climate for learners in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. A learner is being harassed when she or he is exposed to negative actions on the part of one or more learners. It is imperative that learners report when they or someone else is subject to harassment, inappropriate or derogatory treatment.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, ancestry, creed, national origin/ethnicity, sex, age, marital status, pregnancy, handicap/disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of a learner's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a learner of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the learner's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but shall not be limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a learner's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

CYBER HARASSMENT - Any of the above that is transmitted using electronic technology.

Violation of unlawful harassment may result in In School or Out of School Suspension

Offenders may be required to have mandated counseling.

School Resource Officer (SRO) may be notified.

**DATING VIOLENCE** - reference [School Board Policy 252](#)

The purpose of this policy is to maintain a safe, positive learning environment for all learners that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

Authority

The Board encourages learners who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any learner who violates this policy.

#### Guidelines & Complaint Procedure

When a learner believes that s/he has been subject to dating violence, the learner is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor or classroom teacher.

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Learner Conduct.

#### **HAZING** – reference [School Board Policy 247](#)

The purpose of this policy is to maintain a safe, positive environment for learners and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding;
2. Forced calisthenics;
3. Exposure to the elements;
4. Forced consumption of any food, liquor, drug or other substance;
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

The Huntingdon Area School District prohibits hazing in connection with any learner's activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No learner, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Huntingdon Area School District encourages learners who have been subject to hazing to promptly report such incidents to the building principal.

#### **Consequences for Violations**

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Learner Conduct. Additionally, the learner may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Building principals shall take such disciplinary action for violations of this policy as is appropriate and within their authority, as set forth in policy and the Code of Learner Conduct. In addition to other authorized discipline, building principals shall have the authority, after providing the learner or learners an informal hearing, to impose a fine of up to fifty dollars (\$50) on each learner determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine up to one hundred fifty dollars (\$150) on each learner determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that learner's diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

Any person who causes or participates in hazing may also be subject to criminal prosecution.



## **LEARNER SEARCHES** - reference [School Board Policy 226](#)

School officials have the authority to lawfully search learners or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of learners and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Unannounced searches may be conducted by local and/or state police departments using certified dogs.

### **HALL LOCKERS, PHYSICAL EDUCATION LOCKERS, AND BACKPACKS**

The above may be searched by authorized school personnel with reasonable cause without prior warning. Learners should not have an expectation of privacy at school for these items.

## **DISORDERLY CONDUCT**

Huntingdon Area High School has a **ZERO** tolerance for violence or threats of violence. Misconduct, disobedience, or disorderly conduct will not be tolerated. Commission of any of the following offenses will subject the pupil committing such offenses to out-of-school suspension, alternative school, and or expulsion. In addition, in accordance with Section 1341 of the School Code, charges may be filed by the Police Department for further civil action.

1. Fighting
2. Performing an act of violence or threat of violence against school personnel or members of the learning community.
3. Engaging in any conduct or activity contrary to, or in violation of, the Pennsylvania Crimes Code or ordinances of any municipality within the district
4. Active participation in school disruption
5. Throwing of objects that could inflict harm such as snowballs, money, pens, pencils, etc. is prohibited.
6. Hazing

Disorderly conduct violation may result in In School or Out of School Suspension.

Offenders may be required to have mandated counseling.

School Resource Officer (SRO) may be notified.

## **SUBSTANCE ABUSE, WEAPONS, EXPLOSIVES and ARSON**

**Controlled Substances/Paraphernalia** - reference [School Board Policy 227](#)

The Huntingdon Area School District recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

The term **Contraband** includes any controlled substance, any drug paraphernalia, any weapon, any explosive, and any unauthorized material, which may cause or result in a fire on school property.

### **I. CONTROLLED SUBSTANCES, MIND-ALTERING SUBSTANCES, or DRUG PARAPHERNALIA**

#### **A. Definitions**

The term **Controlled Substances** means

- Controlled substances prohibited by federal and state laws.
- Look-alike drugs.
- Alcoholic beverages.
- Anabolic steroids.
- Drug paraphernalia.
- Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
- Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
- Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence shall include any consumption or ingestion of controlled substances by a learner.

Look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The term **Mind-Altering Substance** refers to

- A substance that acts in a manner where it alters brain function, resulting in changes in perception, mood, consciousness, and behavior.

The term **Drug Paraphernalia** means

- All equipment, products and materials of any kind that either are designed for use or intended by the learner for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body any controlled substance, including, but not limited to, those items enumerated in The Pennsylvania Criminal Code.

The term **Substance Abuse** means:

- The use, possession, sale, distribution, possession with intent to sell or distribute, or the attempted sale or distribution of a controlled substance or drug paraphernalia.
- Being under the influence of a controlled substance.

**B. Possession or Use--Possession** is defined as an amount for one single use of a substance by one individual. Any greater amount of the substance will be considered as possession with the intent to distribute. The policy for sale and distribution will be used.

Violation of the prohibition against the use or possession of a controlled substance or drug paraphernalia:

- A minimum out-of-school suspension for 10 school days. These days of out-of school suspension will be excused absences, and make-up work will be provided by the school during the period of the suspension.
- Suspension from all school activities (participation on teams, in clubs, and in other school-sponsored learner activities) for at least the remainder of the school year or deemed appropriate by administration or School Board.
- The learner may be required to participate in and complete an appropriate substance abuse intervention program before re-admission. If the learner fails to attend substance abuse intervention follow-up sessions, the days of OSS shall be unexcused absences, and no credit shall be given for work missed.
- The principal or his designee will immediately notify the parents/guardians of any period of suspension and schedule an informal hearing for due process. At the time of the informal hearing, an expulsion hearing may be recommended.
- Huntingdon Borough Police Department will be notified and may conduct an investigation.

### **C. Sale and Distribution**

The penalty for the sale, distribution, possession with intent to sell or distribute, or the attempted sale or distribution of any controlled substance or drug paraphernalia shall be:

- A minimum out-of-school suspension for 10 school days. These days of out-of school suspension will be excused absences, and make-up work will be provided by the school during the period of the suspension.
- Suspension from all school activities (participation on teams, in clubs, and in other school-sponsored learner activities) for at least the remainder of the school year or deemed appropriate by administration or School Board.
- The learner may be required to participate in and complete an appropriate substance abuse intervention program before re-admission. If the learner fails to attend substance abuse intervention follow-up sessions, the days of OSS shall be unexcused absences, and no credit shall be given for work missed.
- The principal or his designee will immediately notify the parents/guardians of any period of suspension and schedule an informal hearing for due process. At the time of the informal hearing, an expulsion hearing may be recommended.
- Huntingdon Borough Police Department will be notified and may conduct an investigation.

## II. WEAPONS and EXPLOSIVES

### A. Purpose

The Board recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of learners and staff and is prohibited by law.

### B. Definitions

The term Weapons means

- Any of the devices enumerated in the Pennsylvania Criminal Code, including but not 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
- Any object used with the intent of threatening or harming an individual

The term Explosive means

- Any item or material which has the capacity to create an explosion, including, but not limited to, smoke bombs, caps, ammunition, black powder, and fireworks.

### C. Possession and Use

A learner is in possession of a weapon when the weapon is found on the person of the learner; in the learner's locker; under the learner's control while he/she 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 learner is on his/her way to or from school.

#### Possession and/or Use:

- The penalty for the unauthorized possession of a weapon or explosive shall be an immediate out-of-school suspension for a minimum of 10 school days. The days of suspension will be excused absences, and make-up work will be provided.
- Suspension from all school activities (participation on teams, in clubs, and in other school-sponsored learner activities) for at least the remainder of the school year or deemed appropriate by administration or School Board.
- The school district shall expel for a period of not less than one (1) year any learner who violates this weapon 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.
- The Huntingdon Borough Police will be notified and may conduct an investigation.

## III. ARSON

### A. Definition

The term **Arson** means the unauthorized use of or possession with the intent to use any material that may cause or result in a fire on school property.

### B. Violations

For the violation of the prohibition against **Arson**:

- The penalty for Arson shall be an immediate out-of-school suspension for a minimum of 10 school days. The days of suspension will be excused absences, and make-up work will be provided.
- Suspension from all school activities (participation on teams, in clubs, and in other school-sponsored learner activities) for at least the remainder of the school year or deemed appropriate by the administration or school board.
- The school district shall expel for a period of not less than one (1) year any learner who violates this weapon 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.
- The Huntingdon Borough Police will be notified and may conduct an investigation.

## IV. PROCEDURES FOR HANDLING VIOLATIONS AND PENALTIES

A. In the event that the principal has reasonable cause to believe that a learner is violating or has violated the discipline policy:

- The principal or his designee may search such learner's locker, desk, personal belongings such as book bag, clothing, purse, pocketbook, etc., and such learner's vehicle on school property. By parking or operating a vehicle on school property or by permitting one to be parked or operated there, the person responsible for the vehicle will be deemed to have consented to a search of the vehicle.
- In the event that a search discloses the existence of contraband, the principal or his designee will retain such contraband for delivery to police authorities for appropriate disposition and will notify the

school superintendent. Such contraband should be seized in the presence of witnesses and marked for future identification. The principal should deliver to the owner of the contraband, if known, a receipt with the names of the witnesses and their signatures. The principal should also obtain a receipt from the police officer who takes possession of such contraband. The principal will maintain a record of the seizure, which will include the date and time of any seizure, the name of the person from whom the contraband was received, the date and time of the disposition of the contraband, the name of the person to whom the contraband was delivered, and a description of the contraband. Any person having seized or received contraband will be prepared to testify as to its purpose and the times and dates of its possession.

**B.** In the event that it is determined that the learner has violated Section I, II, or III of the substance abuse, weapons/explosives, or arson section, the procedures will be as follows:

- The administration shall immediately notify by telephone the learner's parents/guardians and the school superintendent. In all instances in which any contraband is seized, administration will observe the procedure described in Paragraph A of this section.
- The administration will confer with the learner, his/her parents or guardians, police officials, and the school superintendent or his designee to discuss the incident and determine a proper course of action consistent with the policy set forth herein.

**V. PREVENTION:**

- Administration and staff will maintain a general knowledge of controlled substances and be able to recognize significant changes in appearance and behavior in learners.
- Administration and staff will monitor each substance abuse case to ensure that an appropriate intervention and follow-up response has been made.
- Administration will promptly investigate any report or rumor of the presence or possession of any contraband or materials, which may cause or result in arson.

**USE OF DRUG DETECTING CANINES**

The Huntingdon Area School District has authorized the use of drug detecting canines in the school district. All learners need to be aware that searches will be periodic and unannounced and will include all lockers, backpacks and vehicles on school grounds.

**POSITIVE SCHOOL WIDE BEHAVIOR EXPECTATION MATRIX**

Rule/Area	Be Engaged	Act Responsibly	Care About the Team	Safety
<b>Classroom</b>	*Be prepared *Participate *Keep restroom trips as short as possible *Complete assignments *Use time wisely *Pay attention *Follow Direction *Remove ear buds during instruction	*Complete all work *Be on time *Keep restroom trips as short as possible *Use electronic devices responsibly *If absent complete make-up work	*One person speaking at a time *Keep your area clean *Use appropriate, tone, volume, and language *Speak kindly to all	*Respect others personal space and property *Leave room as you found it *Use materials appropriately *Follow safety procedures (fire drills, lock down, etc) *Have pass in the hallway
<b>Cafeteria</b>	*Positive social interactions *Follow adult directions *Remove ear buds while in the cafeteria line	*Use electronic devices responsibly *Alert an adult if something is wrong *Only take what you pay for	*Keep area clean Thank cafeteria staff *Use appropriate tone, volume, and language	*Wait in line patiently *Respect others personal space and property *Always walk
<b>Locker Room</b>	*Use time wisely *Use locker at appropriate time	*Use good hygiene *Secure your personal belongings	*Respect other's privacy and property *Clean up your area	*Use electronic devices responsibly *Always walk *Respect others personal space and property

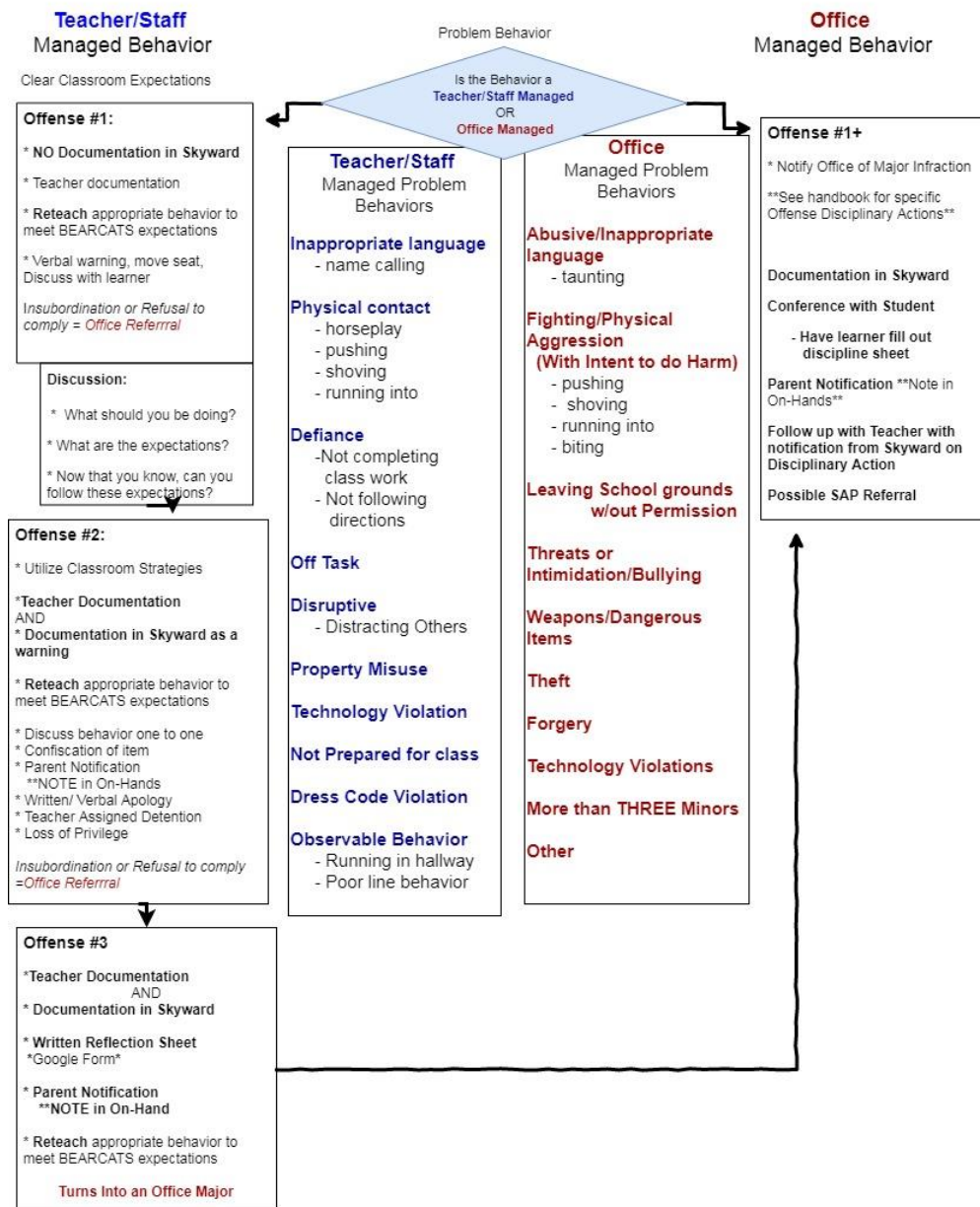
<b>Hallway</b>	*Move to class on time *Take the quickest route to your next class	*Keep hallway clean *Use locker quickly and quietly	*Use appropriate tone, volume, and language	*Always walk **Respect others personal space and property *Find the most efficient way to get to class
<b>Restroom</b>	*Use restroom as quickly as possible *Alert adults to messes *Return to class immediately	*Use electronic devices appropriately *Use bathroom pass	*Use facilities appropriately *Give people privacy	*Flush toilet *Wash hands *Respect others personal space and property
<b>Bus</b>	*Follow adult directions *Be aware of your bus stop	*Keep area clean	*Use appropriate tone, volume, and language *Be polite *Be a good role model for younger learners	*Remain seated *Respect others personal space and property
<b>Library/Media Center</b>	*Use time wisely *Actively use the library or return to class *Remove ear buds when interacting with others	*Use equipment appropriately *Follow adult directions *Sign out and return borrowed items on time *Have a pass *Keep food and drink put away	*Use appropriate tone, volume, and language *Quiet voices *Use electronic devices responsibly	*Always walk *Keep aisle clear *Respect others personal space and property *Sign in to library
<b>Offices: main, guidance, nurse</b>	*Have your paperwork ready *Have a pass to be there *Respect others *Remove ear buds while interacting with others	*Follow office protocol *Take the quickest route to and from the office *Follow early dismissal protocol	*Use appropriate tone, volume, and language *Wait your turn *State your purpose politely *Quiet voices *Be aware of other people in the office *Respect other people's privacy	*Respect others personal space and property *Wait in designated area
<b>Assemblies/ Special Events</b>	*Listen attentively *Focus on presentation *Participate appropriately	*Use electronic devices appropriately and responsibly	*Wait your turn to be dismissed *Use appropriate tone, volume, and language *Applaud appropriately	*Respect others personal space and property *Stay in assigned area *Keep walking paths clear
<b>Arrival</b>	*Be on time *Follow adult directions	*Report directly to location	*Use appropriate tone, language, and volume *Hold doors for others *Use manners	*Use appropriate entry *Report to designated area *Always walk *Respect others personal space and property *Follow street safety rules
<b>Dismissal</b>	*Be aware of your surroundings and watch for cars/buses	*Report directly to your bus or pick up area	*Use appropriate tone, volume, and language *Hold door for others	*Leave on time *Always walk *Follow traffic safety rules *Wait on sidewalk for bus
<b>Parking Lot</b>	*Be aware of your surroundings and watch for cars/buses	*Park only in designated areas *Follow directions	*Watch for pedestrians *Wait patiently *Only use one parking spot	*Obey traffic laws *Pedestrians stay on walkways *Keep music turned down *Use horn in emergency situations only

## K-12 BUS Matrix

Be Responsible  
Use Respect  
Safety First

	<b>Be Responsible</b>	<b>Use Respect</b>	<b>Safety First</b>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Keep the Bus Clean</li> <li>Have all your Belongings</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate tone, volume and language</li> <li>Respect others personal Space and Property</li> <li>Follow Bus Rules and respect the driver</li> </ul>	<ul style="list-style-type: none"> <li>Board and Exit the Bus Safely</li> <li>Stay in your Seat</li> </ul>

### HAHS Behavior Flow Chart



## MINOR INFRACTIONS vs. MAJOR INFRACTIONS

Minor (Teacher)	Major (Office)		
<ul style="list-style-type: none"> <li>-Electronic Equipment Violation</li> <li>-Class Disruption or Violation of Classroom Rules</li> <li>-Disrespectful to Peers</li> <li>-Physical Contact and/or Physical Aggression</li> <li>-Property Misuse/Damage and Vandalism</li> <li>-Tardiness to Class</li> <li>-Academic Dishonesty/Cheating</li> </ul>	<ul style="list-style-type: none"> <li>-Academic Dishonesty/Cheating</li> <li>-Assault or Assault with a Weapon on Staff or Student</li> <li>-Bus Infraction</li> <li>-Electronic Equipment Violation</li> <li>-Class Disruption or Violation of Classroom Rules</li> <li>-Cut Class</li> <li>-Major Defiant/Disrespectful/ Noncompliant/Insubordination</li> <li>-Disrespectful to Peers</li> <li>-Dress Code Violation</li> </ul>	<ul style="list-style-type: none"> <li>-Failure to Follow Procedures/Handbook Violation</li> <li>-Failure to Serve Detention/ISS</li> <li>-False Alarms/Disruption Under False Pretense</li> <li>-Fighting</li> <li>-Forgery of Passes/Excuses</li> <li>-Inappropriate/Abusive Language, Literature, Illustrations, or Actions</li> <li>-Inappropriate Location/Unauthorized Area</li> <li>-Left School Without Permission</li> <li>-Lying</li> </ul>	<ul style="list-style-type: none"> <li>-Possession of Matches or a Lighter</li> <li>-Possession, Use, or Sale of Tobacco (including Electronic Cigarettes)</li> <li>-Property Misuse/Damage and Vandalism</li> <li>-Theft</li> <li>-Threatening School Official/Student</li> <li>-Tardiness to Class</li> <li>-Student Driving and Parking Privileges</li> <li>-Violation of the Acceptable Usage Policy for Technology</li> </ul>

\*See handbook for examples, definitions, and disciplinary action details!\*

## BEHAVIORAL GUIDELINES & EXPECTATIONS

Infraction	Definition	Examples - but not limited to:	Violations of the infraction may result in any of the following:
<b>Assault or Assault with a Weapon on Staff or Learners</b>	An unlawful attack by one person or another	<u>Minor:</u> None  <u>Major:</u> Intentionally, knowingly, or recklessly causing bodily injury	10 days OSS; SRO notified
<b>Violation of the AUP/Technology (Acceptable Usage Policy)</b>	Computer or file hacking or mishandling  Using another person's account information or personal gain	<u>Minor:</u> None  <u>Major:</u> - Accessing any site not approved by the district - Accessing any system that is password controlled - Using another's lunch account - Changing computer hardware or software - Sharing computer accounts/passwords	1-3 Detentions  1-5 Days ISS  1-5 Days OSS  loss of computer privileges
<b>Electronic Equipment Violation</b>	Violating individual classroom rules about electronic equipment use	<u>Minor:</u> - electronic device out during restricted time  <u>Major:</u> - repeated minor violations - taking pictures or videos within the school environment	<u>Minor:</u> -1st Offense: Verbal Warning  -2nd Offense: Confiscation of device, placed on teacher's desk, and given to the learners after class. A detention may be assigned  -3rd Offense: Learner is sent to the office with the device. A major violation referral will be written in skyward. Parent or guardian will pick up device.  <u>Major:</u> 1-3 Detentions 1-5 Days ISS 1-5 Days OSS Referral to SRO

<b>Class Disruption or Violation of Classroom Rules</b>	Inappropriate behavior that hinders the learning of self or others	<u>Minor:</u> - Talking during instruction - Horseplay/throwing objects without the intent to harm - Distracting other during class  <u>Major:</u> -3 or more minor violations	<u>Minor:</u> -Teacher assigned detention  <u>Major:</u> 1-3 Detentions 1-5 Days ISS 1-5 Days OSS
<b>Cut Class</b>	Skipping a class	<u>Minor:</u> None <u>Major:</u> - Intentionally missing an assigned class	1-3 Detentions  1-5 ISS
<b>Major Defiant/Disrespectful/ Noncompliant/ Insubordination</b>	Acting in a deliberate and defiant and objectionable manner	<u>Minor:</u> None  <u>Major:</u> - Backtalk - Refusal to comply with reasonable requests - Being argumentative toward teacher - Documented repeated refusal to follow a staff member's instruction - Leaving a classroom/meeting space without teacher permission - Ignoring - Arguing - Refusing to follow directions - Talking back - Communicating in an inappropriate manner: either written or verbal - Non-verbal gestures (ex. eye rolling)	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Disrespectful to Peers</b>  <b>Provoking Behavior</b>	Words or actions meant to demean or hurt another  Behavior or words that will cause a negative reaction from another learner	<u>Minor:</u> - minor name calling  <u>Major:</u> - major name calling - Learner delivers socially rude or dismissive messages to learners - shoving another learner - negatively talking about another learner - spreading rumors	<u>Minor:</u> -Teacher assigned detention  <u>Major:</u> -1-3 Detentions  -1-5 Days ISS  -1-5 Days OSS
<b>Failure to Follow Procedures</b>  <b>Handbook Violation</b>	Not following the expected school or classroom behaviors	- Failure to follow teacher instructions - Not abiding by posted area expectations	1-3 Detentions 1-5 Days ISS 1-5 Days OSS
<b>Failure to Serve Detention/ISS</b>	Not showing up for detention or ISS  Not communicating with administration to reschedule detention or ISS	See definition	Rescheduled detention or ISS  Increased penalty for initial infraction
<b>False Alarms/Disruption under false pretense</b>	Willfully and without cause, tampering with, altering, or breaking any public or private fire or safety alarm, apparatus, or device	<u>Minor:</u> None <u>Major:</u> - Activating/pulling a fire alarm - Tampering with or using a fire extinguisher - Tampering with or misusing any safety device - Tampering with surveillance devices - False call to 911	1-10 Days OSS and SRO notified



<b>Fighting</b>	Use of physical force upon another learner	<u>Minor:</u> None  <u>Major:</u> - Engaging in any physically aggressive behavior that has the potential to harm	1-10 days ISS or OSS and SRO notified
<b>Forgery of Passes/Excuses</b>	Providing false information, documentation, or forgery	<u>Minor:</u> None  <u>Major:</u> -Signing a parent/guardian's signature on an excuse note or official document -Lying on classroom/school documents -Unapproved reproduction of documents	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Inappropriate and/or Abusive Language, Literature, Illustrations, or Actions</b>	Inappropriate language or physical gestures or physical actions	<u>Minor:</u> None  <u>Major:</u> - Using or demonstrating vulgar, perverse and/or offensive language or gestures - Inappropriate public display of affection - Taunting to provoke another - Taking unsolicited pictures or videos - Taking pictures or videos of learner misconduct	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Inappropriate Location/ Unauthorized Area</b>	Learner is in an area that is defined as off-limits to learners or that the learner does not have permission to be in during that time period	<u>Minor:</u> None  <u>Major:</u> - Accessing network closets - Accessing teachers' or staff's offices, desks, file cabinets, and belongings - Being in the gym during a non-assigned time without permission	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Left School Without Permission</b>	Learner leaves school property without permission	<u>Minor:</u> None  <u>Major:</u> - Going out for lunch - Going home for any reason without permission - Going off school grounds anytime after arrival	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Lying</b>	Learner provides false information to school personnel or administration	<u>Minor:</u> None  <u>Major:</u> - Being untruthful about whereabouts - Providing misleading information to protect friends	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Physical Contact and/or Physical Aggression</b>	<u>Minor:</u> Intentional unwarranted physical contact of peers  <u>Major:</u> Intent to cause humiliation or harm to peers through unwarranted physical contact	<u>Minor:</u> - push, shove, or run into another learner - horseplay  <u>Major:</u> - slapping, hitting, or kicking - other actions carried out with intent to harm or humiliate peers - any minor violation that could lead to injury of another person	<u>Minor:</u> Teacher assigned detention  <u>Major:</u> 1-3 Detentions  1-5 Days ISS  1-5 Days OSS

<b>Possession of matches or a lighter</b>	Unauthorized use/possession of matches or lighter	<u>Minor:</u> None  <u>Major:</u> - matches in pockets - lighters in purses	1-5 Days ISS  1-5 Days OSS
<b>Possession, Use or Sale of Tobacco (includes electronic cigarettes, vapes, and juuls)</b>	Possession of or using tobacco products or look-alikes, including eCigarettes, vapes, and juuls	- cigarettes in purse or backpack  - chewing tobacco in locker  - possession of a spitter	1-5 Days ISS  1-5 Days OSS  Citation may be issued
<b>Property Misuse/Damage  Vandalism</b>	Property Misuse(minor): Using school or personal property in an inappropriate manner  Property Damage/Vandalism (major): Damage that cannot be removed by routine cleaning and/or restored to original form	<u>Property Misuse(minor):</u> - drawing on desks, walls, or in textbooks - using equipment inappropriately - breaking pencils  <u>Property Damage(major):</u> - tearing pages out of a textbook - carving names in desks - cutting a bus seat - damaging another learner's cell phone	<u>Minor:</u> Teacher assigned detention  <u>Major:</u> 1-3 Detentions  1-5 Days ISS  1-5 Days OSS  will be monetarily responsible for replacing or restoring item
<b>Theft</b>	Engaging in any act of theft or attempted theft	<u>Minor:</u> None  <u>Major:</u> - taking personal items from others - intentional taking of school property without permission	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Threatening School Official/Learner</b>	Words or actions that are deemed threatening toward another individual	<u>Minor:</u> None  <u>Major:</u> - "I'm going to beat you up after school" - "You better watch your back" - Learner tells teacher, "I know where you live"	1-10 Days OSS  SRO notified
<b>Tardiness to Class</b>	Arriving to class late after the bell	See definition	1st & 2nd Offense: Warning  3rd-5th Offense: One (1) Detention  6th & 7th Offense: Two (2) Detentions  8th Offense: One (1) ISS  9th Offense: Two (2) ISS  10 + Offenses: Administrators Discretion



## DRESS GUIDELINES

Clothing will not be disruptive to the learning environment. In order to create an atmosphere of learning, cleanliness and safety, the following are guidelines for proper dress:

1. Cleanliness and personal hygiene must be stressed at all times.
2. Sandals, shoes, or some form of footwear must be worn at all times.
3. Learners are permitted to wear shorts or skirts of a conservative length. Short shorts and mini-skirts are unacceptable.
4. Revealing clothing is unacceptable.
5. Bizarre clothing or clothing advertising anything illegal, immoral, violent, or which advertises alcohol or drugs will not be acceptable.
6. Learners must wear clothing of conservative neckline; two piece outfits must overlap at the waist with no bare skin exposed. Clothing that exposes the torso or upper thighs is not permitted.
7. All undergarments must be covered by outerwear.
8. Hats, visors, bandanas, berets, hoods, sunglasses, or any accessory deemed disruptive or unsafe may not be worn in school by males nor females.
9. Display of gang colors, symbols, language, or gestures associated with undesirable groups/gangs will not be tolerated.
10. School officials may impose limitations on dress or articles that cause the disruption of the educational process or constitute a health or safety hazard.

Violation of the Dress Guidelines will result in learners being required to comply with the guidelines before returning to class. Repeat offenses may result in disciplinary action.

## TECHNOLOGY & ELECTRONIC DEVICES

***Acceptable Use of Internet, Computers and Network Resources*** – reference [School Board Policy 815](#)

### **Purpose**

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

### **One-to-One iPad Guidelines and Insurance Information**

#### **Philosophy**

Our primary mission for increasing access to educational technology is to transform learning in the Huntingdon Area School District. We believe that technology rich classrooms, when facilitated by properly prepared teachers, are the vehicles to achieve this goal.

Our goals are:

- To use technology to customize learning and maximize learner success.
- To increase academic rigor, better preparing learners for success in whatever post-secondary path they select.
- To increase learner engagement in our classrooms through the meaningful integration of technology in the daily curriculum.

One specific technological tool that we want to be readily accessible to learners at school is an Apple iPad. This document provides the necessary guidelines for our learners to use the iPad as a powerful educational tool for 21st century learning.

### **iPad Guidelines**

The Apple iPad and case are the property of the Huntingdon Area School District. iPads will be assigned to learners who are enrolled on a full-time basis and must be returned to the Huntingdon Area School District at the conclusion of each school year. The iPad must be returned in original working condition. Damage not covered under insurance will be the responsibility of the learner and/or parent.

The district's Apple iPads are educational tools and are to be used only in that capacity. The Huntingdon Area School District's Acceptable Use Policy binds learners using district devices, regardless of location of usage. The policy is available through the school district web site (<http://www.huntsd.org>.) The use of the iPad is a privilege that can be revoked upon violation of the Acceptable Use Policy. Inappropriate use or neglect of a iPad, its case, the Internet, or any other installed software will result in the loss of use of the iPad. Loss of the learner iPad will not change classroom expectations and assignment completion.

### **Internet, Software, and E-mail Guidelines**

The [School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet](#) must be followed at all times. Learners should have no expectation of privacy as related to the iPad and can expect teachers, technical support staff and administrators to conduct spot checks of their Internet history, logs and other records of usage. Inappropriate Web activity or email use may result in loss of iPad privileges. If a learner "accidentally" links to an inappropriate Website, he/she should close the site, note the time and date of the incident and report it to the teacher. Learners may not install or run software that has not been approved by administration.

All learners will be issued a filtered district Gmail account along with a corresponding Google Drive account. Gmail email is to be used for school/academic purposes only and must be used in accordance with the [School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet](#). The district email is set up for school-related activities and should never be used for personal or business communication. The district-provided email account is not private and can be reviewed by building and district administration as well as school district and vendor support. Messages that are blocked by the content filter will be reviewed throughout the school day. Any non-academic email that is blocked by the content filter may be deleted and may not be delivered to the recipient.

### **General Rules**

- Learners will carry their iPad throughout the school day. Learners are responsible for the iPad at all times. The iPads are not to be left unattended. All iPads must be kept in the provided protective case, at all times. The screen protector should be covering the screen when the iPad is not in use.
- Unless directed by their teacher, learners are not authorized to use other learner's iPads. In addition, learners are not permitted to allow others to access their iPad, including family members and friends.
- Learners may not use the iPad in bathrooms or locker room facilities at any time.
- If a learner is unable to carry and supervise his/her iPad, the iPad is to be locked in the individual learner's assigned classroom cart. It is the learner's responsibility to notify the school office when circumstances arise that prevent the learner from carrying the iPad around school. The school office will review such requests and make alternate arrangements if necessary.
- Learners must keep their passwords confidential.
- Learners are responsible for regularly backing up school documents on their Google Drive. Learners are expected to keep all of their school files in their Google Drive. Failure to back up documents does not constitute an excuse for not turning work in on time.
- Headphones are prohibited in class unless a faculty member grants permission.
- Obscene language and/or inappropriate materials, including screensavers, desktop backgrounds and/or pictures are strictly prohibited. Inappropriate use of the iPad camera is also strictly prohibited.
- Learners must follow all copyright laws. Familiarize yourself with [School Board Policy No. 814- Copyright Material](#).
- Downloading unauthorized games, applications, or software by learners prohibited.
- All software and apps will be licensed, approved and installed by a District Computer Technician.

### **General Operating Guidelines**

- The iPad must remain in the case when not in use.
- All iPads and cases must remain free of any writing, drawing, stickers, decals or labels that are not the property of the District.
- Do not remove or alter school identification or nametags on the iPad or case.
- Do not place anything inside the iPad case (i.e. pen, pencil, disks, paper, books).
- Do not eat or drink while using your iPad. Learners prone to spills, drops, or other accidents may wish to invest in insurance.
- When using headphones or other accessories, be sure to carefully remove such accessories when finished.

### Charging Guidelines:

- At the end of each day, all learners must return their iPad to their assigned charging cart, and carefully connect the charger. Only the district provided charger should be used to charge district iPads.
- Loaner devices will NOT be given to students who forget to connect and charge their iPad.
- Failure to charge the iPad is equivalent to not being prepared for class.

### Personal Data Storage Guidelines:

- Some apps allow learners to complete work offline. However, it is each learner's responsibility to backup all work regularly to their Google Drive. Failure to backup data does not constitute an excuse for missed assignments.
- There is no expectation of privacy for data stored on District equipment or the Huntingdon Area School District learner Google Drive account.
- Back-up important data from your iPad before turning it over for repairs or at the end of the school year or when requested by a school official. All data will be erased from iPads at the end of the school year.

### Internet Usage Guidelines:

- Do not visit inappropriate websites or click on questionable links.
- The use of proxies to bypass District filtering is not acceptable and violates [School Board Policy No. 815: Acceptable Use Electronic Communications Systems, Devices, Network and Internet.](#)

### Cleaning Guidelines

- Do NOT use water or other cleaning solutions on the iPad.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the iPad screen.
- Any further cleaning needs should be reported to the office.

### Support Guidelines

- Learners are responsible for reporting any technical issues affecting the performance of the iPad to a member of the technical staff or administration. This needs to occur in a timely manner to ensure loaner iPad availability.
- Learners with a technical issue should request assistance from the classroom teacher first. If the classroom teacher is unable to resolve the issue, the teacher will contact the district computer technician by filling out a work ticket on the support website.
- In some instances, it may be necessary for a computer technician to access the iPad remotely to resolve a technical problem. If this is needed, the Student will be asked for permission before the remote access is performed. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all iPads. Such software maintenance may involve the correction of altered code or programming, and in some cases, may remove files from the mobile device if the files are deemed to be a threat to the operation or security of the device and/or District Network or are stored in unauthorized software.
- Learners should not attempt any repairs on the iPad themselves. All repairs are to be initiated by district computer technician.

The district utilizes specialized tools to monitor and prevent inappropriate use of district technologies. If learners have reason to believe another learner is using the District network or iPads **for cyber bullying, other behavior violations or any** manner that violates [School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet,](#) please contact the principal or assistant principal.

### Huntingdon Area School District 2018-19 Chromebook/iPad Insurance Form

The Huntingdon Area School District is offering families the opportunity to protect district-owned iPads and Chromebooks ("device") utilized by learners. This optional plan protects the device against accidental damage (drops/spills), loss or theft, fire, flood, and natural disasters. The plan will also act as an extension of the manufacturer's warranty against defects. Insurance is highly recommended, although it is not mandatory. However, if you choose **not** to purchase insurance, the parent/guardian is financially responsible for all repair or replacement costs of the device and its accessories.

### Parents/Learners will be responsible for the following deductibles:

- **1<sup>st</sup> Claim:** \$25
- **2<sup>nd</sup> Claim:** \$150 or cost of repair (whichever is less)
- **3<sup>rd</sup> Claim:** Full value of repair/replacement (Chromebook: \$200, iPad: \$350)

Claims submitted are per individual child, not per family and are on a per-year basis. Learners will be responsible for the care of devices, and devices can be tracked by their serial numbers. The insurance fee scale for the 2018-19 school year is listed below. If you qualify for free or reduced lunch status, you also qualify for reduced insurance costs. **If you purchased insurance for your child in 2017-18 there is no fee for 2018-19 for that child due to low claims. This type of offer will be evaluated each year and extended if possible.**

## Fee Schedule

Status:	Not Eligible for Free or Reduced Lunch	Eligible for Reduced Lunch	Eligible for Free Lunch
INDIVIDUAL PLAN:	\$30	\$20	\$10
FAMILY PLAN:	\$50	\$25	\$15

Please make check or money order payable to Huntingdon Area School District. If your check is returned for insufficient funds, an additional fee will be charged. Fees are reviewed annually based on claims incurred district-wide.

Parents/guardians will be responsible for the entire cost of replacement or repair for devices damaged through active misuse, abuse or intentional damage. If the iPad is misplaced, lost or stolen you must notify the school immediately and file a report with the School Resource Officer. iPad insurance is voided if an iPad is in an unapproved case.

### HS Procedures and Guidelines for iPads

To avoid interrupting the learning environment the following guidelines must be followed in order to retrieve your iPad during the day or put back your iPad when leaving for the day.

Each morning during homeroom, learners will retrieve their iPad from the cart. If the iPad is properly placed in the charging station, the battery should be able to last the entire day. When the dismissal bell rings at 2:45 pm, the learners will return their iPad to their homeroom and place it into the charging station. Learners are not permitted to take the iPad home. If iPads are not returned at the end of each day to the homeroom charging station, the following discipline guidelines may be followed:

# of times iPad not returned	LEVELS OF CONSEQUENCES	# of times iPad not returned	LEVELS OF CONSEQUENCES
1-2	Warning	6-7	One (1) ISS
3-4	One (1) Detention	8-9	Two (2) ISS
5-6	Two (2) Detentions	10 +	Administrative Discretion

A.M. HCCTC Learners - Retrieve your iPad during homeroom and place it in your locker prior to leaving for the HCCTC.

P.M. HCCTC Learners - Prior to lunch or leaving for the HCCTC, take your iPad back to your homeroom and place it in the charging cart.

Late Arrival to School - Please wait until the transition time between classes to retrieve your iPad from homeroom.

Early Releases (Appointments, Extracurricular Activities, etc.) - There will be two cart charging stations on the first floor located in the hallways for you to place your iPad prior to leaving for the day. One cart charging station will be located outside of Mr. Grenfell's office and the other cart will be located by the doors leading to the middle school. There will also be a mini charging stations located in the office.

### ELECTRONIC DEVICES GUIDELINES

1. Electronic devices are permitted in the cafeteria during lunch periods.
2. Electronic devices (cell phones and any other device you bring from home) are permitted in classrooms at teacher discretion.
3. Sound from any electronic device must be contained via headphones/ear buds.
4. Learners are not permitted to make and/or receive phone calls on their electronic devices (cell phones).
5. The use of electronic devices for unauthorized picture taking or recording (video or audio) of any kind is strictly prohibited.
6. The use of electronic devices for any illegal activity is strictly prohibited.

Violation of guidelines 1-4:

**First Offense-** Verbal Warning

**Second Offense-** Confiscation of device. Learner will be asked to place phone on teacher's desk. Learner will be allowed to pick up phone after class. A minor discipline referral will be documented. A detention may be assigned.

**Third Offense-** Confiscation of device. Upon request, learner will deliver the phone to the office. A major discipline referral will be documented. Parent/guardian will pick up phone in the office.

Subsequent Offenses may result in electronic device privilege being revoked.

Violation of guidelines 5-6: Any offense may be disciplined by building administration according to District policy and referred to the School Resource Officer (SRO).

## TRANSPORTATION

### LEARNER CONDUCT ON BUS

Proper bus riding conduct is essential to the safety of all who ride the bus. The bus driver's first concern is for the safety of the learners. If for some reason his/her concentration is disrupted by unruly learners, the welfare and safety of all is in danger. The school bus is an extension of the classroom. The District utilizes School Wide Positive Behavior Support (SWPBS) program to instruct expectations and positively manage learner behavior across all grade levels. The driver of any school bus will be held responsible for the orderly conduct and safety of the learners transported.

Prior to the beginning of the school year, learners bus numbers, pick up, and drop off locations are assigned. Learners are only permitted to ride their designated bus from and to their pick-up and drop off location. All misconduct on the bus will be treated the same as misconduct in the school building; therefore, drivers are directed to report to the principal any misconduct by learners which is deemed serious enough for further action. Each driver will establish and post the district bus expectations on rules of his/her bus. Riders will be instructed on what meeting each of these expectations looks like and how they can meet each expectation. It is expected that riders will meet the expectations as instructed. The bus driver will assign all learners a seat. The principal may suspend a learner from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the learner's transportation.

#### Unauthorized Entry of School Buses

Only bus drivers and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who enter a school bus without permission could face up to a year in prison and pay a fine up to \$2,500.

The school district provides all eligible learners with an opportunity to be transported by school bus to and from school. The riding of a school bus by learners is a privilege and not a right. Disorderly conduct or refusal to respect the authority of the school bus driver will be sufficient reason for a learner to be denied transportation to and from school in accordance with regulations of the local school.

Misconduct on the school bus can result in the following after district investigation:

- First Offense:** Warning, Reteaching of Expectations, Change in Assigned Seating and/or Conference with Administration.
- Second offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, and/or removal from the bus for one (1) day. Detention(s) or ISS
- Third offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for no more than three (3) days. Detention(s) or ISS
- Fourth offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for no more than five (5) days.
- Subsequent offense(s):** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for additional day or remainder of the year.

### ***LEARNER DRIVING and PARKING PRIVILEGE***

Driving to school is a privilege. Parking on school property is a privilege. The cafeteria parking lot is for staff only. The learner parking lot is for seniors only. The gravel parking lot is for staff and first come/first served learners. All drivers are expected to abide by safe driving rules and follow the flow of traffic. Learners parking in the designated lots without a permit or using the vehicle to break a school rule may result in the following:

- First violation - Verbal warning that parking privileges may be revoked.
- Second violation - Loss of parking privileges for one week.
- Third violation - Loss of parking privileges for forty-five days.
- Fourth violation - Loss of parking privileges for the remainder of the year.

### ***HCCTC DRIVING PRIVILEGE***

Driving to the HCCTC is a privilege. Learners who request to drive to the HCCTC must have a valid reason and secure permission from their HCCTC instructor and administration, and the high school administration. Learners driving to and from the HCCTC must sign in/out in the main office and enter/exit through the main office doors. This privilege may be revoked at any time if school rules are violated.



**VEHICLE SEARCHES**

A. The District retains the authority to conduct routine patrols of learner parking lots and inspections of the exterior of learner vehicles on District property, including by means of dog searches. Such patrols and exterior inspections may be conducted without notice, without learner consent and without a search warrant.

B. The interiors of learner vehicles may be inspected whenever school officials have reasonable suspicion to believe that illegal, unauthorized contraband or otherwise prohibited materials are contained inside or in the event such materials are in plain view upon inspection of the vehicles exterior. Where the District wishes to inspect the interior of a learner’s vehicle, the following guidelines are to be followed:

1. Where a school official has reasonable suspicion or has made observation in plain view, the learner shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the learner vehicle contains material, which poses an immediate threat to the health, safety, or welfare of the learner or staff, the learner vehicle may be searched without prior warning.
2. Searches of learner vehicles may be conducted by law enforcement officials or upon properly executed search warrants presented to school officials, or the intelligently and voluntarily given consent of the learner.
3. Where the interior of a learner vehicle has been subject to a search, the parents of the learner shall be notified as soon as practicable after the search has been conducted.
4. In the event the learner refuses to permit a search of the learner’s vehicle, after the District finds reasonable suspicion for the interior search, the learner shall be subject to discipline under the District’s learner code of conduct. The District reserves the right to immediately notify the learner’s parents and/or proceed to contact law enforcement authorities for obtaining a search warrant for the search of the interior of the vehicle.

C. If the results of the search produce evidence of drug or alcohol possession, theft of school equipment or supplies, or possession of a weapon, the learner in control of the vehicle will be appropriately referred to civil or criminal authorities for prosecution.

**CAFETERIA**

The cafeteria is operated for the convenience of learners of the high school. Learners using the cafeteria are expected to conduct themselves in an appropriate and reasonable manner. Learners are not permitted to eat lunch in the library or any other classroom.

1. All food & drink must be consumed in the cafeteria and not carried to other parts of the building (exception: the Grab and Go Cart is available each morning for breakfast from 7:30-7:50 AM.
2. Learners who carry lunches will eat in the cafeteria.
3. Learners that go to the cafeteria must get in line immediately if they plan to eat.
4. After eating, learners must stay in the cafeteria.

**CAFETERIA EXPECTATIONS**

1. Throwing of food, utensils or any objects during lunch will not be tolerated.
2. Learners are not permitted to leave the cafeteria unless a pass is presented to the teacher on duty.

Violation of this policy will result in:	1st offense	1-2 detentions and/or cafeteria clean up
	2nd offense	2-4 detentions and/or cafeteria clean up
	3rd offense	1-3 days ISS and/or cafeteria clean up

**CHARGING PROCEDURE**

1. Pricing for the cafeteria are listed on the School District website.
2. There will be a \$20.00 service charge for any check or E-fund transaction returned from the bank for any reason.
3. A limit of one lunch will be enforced for charging.
4. Learners with a negative balance will not be permitted to purchase a lunch or any a la carte item until the entire negative balance has been paid in full.
5. Charging procedures apply to breakfast meals and lunch meals.
6. Cashiers will notify learners when their account has a negative balance.
7. Graduating seniors will not receive their diploma until all moneys due to the cafeteria are paid in full. Graduating seniors should request refunds from their lunch account through the cafeteria office by the last day of school.
8. Due to excessive negative balances in the past, no charging will be allowed during the last two weeks of school.
9. Balances from each school year will be carried over into the next school year for underclassmen.

## SCHOOL-HOME COMMUNICATIONS

The school district is using Skyward to strengthen the communications between the home and school. Parents will be able to access Skyward to more effectively track their child/children's academic progress.

## EXTRACURRICULAR ACTIVITIES

### **PHILOSOPHY**

The primary purpose of the extracurricular activities in the Huntingdon Area School District is to promote the physical, social, emotional and moral well being of the participants. It is hoped that extracurricular activities in our schools will be a positive force in preparing youth for an enriching and vital role in American life.

All extracurricular activities are an important and integral part of the total school program and is open to participation by all learners regardless of individual differences. Through voluntary participation, the learner gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations and responsibilities that are required when participating in extracurricular activities.

### **PIAA**

The High School and the Middle School in the Huntingdon Area School District are members of the Pennsylvania Interscholastic Athletic Association (PIAA) and subscribe to the philosophy and intent of its by-laws. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence, participation, representation, curriculum and seasonal rules will be followed. Each coach is responsible for knowing the rules, informing team members and parents of them and for enforcing them.

#### **FALL**

Football  
Soccer (boys & girls)  
Golf  
Field Hockey  
Tennis (girls)  
Volleyball (girls)

#### **WINTER**

Basketball (boys & girls)  
Wrestling  
Swimming (boys & girls)

#### **SPRING**

Baseball  
Softball  
Tennis (boys)  
Track & Field (boys & girls)  
Volleyball (boys)

#### **Other Extracurricular/non-PIAA Activities**

Cheerleading  
Jazz Band  
Indoor Percussion

Belles & Beaus  
Marching Band  
Indoor Band

Color Guard  
Huntingdon Camerata  
Musical

## ELIGIBILITY REQUIREMENTS

### **ACADEMIC**

Academic eligibility for extracurricular and athletic activities are based on the premise that academic performance is the keystone of the curriculum and the standard upon which participation is measured. Pennsylvania Interscholastic Athletic Association (PIAA) eligibility requirements will be followed along with the HAHS eligibility requirements. These eligibility requirements are applicable for all extracurricular and athletic activities.

1. Learners must pursue a full-time curriculum defined and approved by the Administration.
2. Eligibility will be cumulative from the beginning of a grading period and will be reported on a weekly basis.
3. Learners who are failing (below 60%) two or more courses will not be eligible to participate in practice or scheduled events for the following week. If a learner is deemed ineligible, they are not permitted to participate in athletic events from Sunday to Saturday.
4. A learner that has failed two or more classes during the previous grading period, except that eligibility for the first grading period is based on the final grades for the preceding school year, will be ineligible for 15 school days of the next grading period, beginning on the first day of the next marking period.

### **ATTENDANCE**

A learner must be in school by **9:30AM** in order to participate in any extracurricular contest/practice that day. If a learner has an early release, the learner must be present for five (5) periods in order to participate in any extracurricular contest or practice. An exception will be made if the learner has an approved appointment; in which case, the learner must present a signed statement regarding the absence one day in advance.

If a learner is absent the last school day of the week, and the competition is on a non-school day, the learner must have coach and parent permission to participate. It is recommended that the coach call the parent regarding the absence.

If a learner is absent from school during a semester for a total of 20 or more school days, the learner will lose his/her eligibility until he/she has been in attendance for a total of 45 school days following his/her 20th day of absence.

### ***SPORTSMANSHIP***

All extracurricular participants in the Huntingdon Area School District must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow learners, fans, opponents, and the media. They, therefore, have an obligation to serve as positive role models by subscribing to the following:

1. Showing respect for authority and property.
2. Maintaining academic eligibility and training rules.
3. Emphasizing the ideals of sportsmanship, loyalty, ethical conduct and fair play.
4. Understanding that striving to excel is important to success in extracurricular activities just as in every facet of life.

Any display of unsportsmanlike behavior toward an opponent, official or spectator during the season will result in counseling by the advisor, coach, or administration and possible suspension from participation.

### ***TRAVEL***

Extended Trips are defined as any travel that requires an overnight stay. Learners must travel to and from contests, away from Huntingdon, in transportation provided by the school.

The only exceptions are:

1. Injury to participant that would require alternate transportation.
2. Prior arrangement made in writing between the participant's parent/guardian and the advisor or coach for the learner to ride with the parent/guardian or another approved parent.
3. When school transportation is not provided and alternative means are approved.

### ***EQUIPMENT & UNIFORMS***

Equipment and uniforms are issued to learners on a loan basis and are to be worn only when authorized by the advisor and coach. If any of the equipment is not returned at the conclusion of the season, an obligation will be issued to the learner for the fair cost of replacing it. Until the obligation is resolved, the learner will not be permitted to participate in any future activity.

### ***PRACTICES & CONTESTS***

Each member of any extracurricular activity is required to make a commitment to that group during the season. Part of the commitment involves being at every scheduled practice and contest throughout the season. Unexcused absence(s) from scheduled practices/contests will result in:

1. Counseling by the advisor or head coach and notification of parents, if necessary; and
2. Suspension from the extracurricular activity and possible dismissal for remainder of the season if subsequent violations occur.

A learner who has been injured and has had medical treatment cannot participate until medical clearance has been granted.

### ***GENERAL REGULATIONS***

1. Learners should be neatly groomed and properly dressed when traveling to any contest.
2. No athlete may quit one sport and try out for another after the season has begun without mutual consent of both coaches.
3. Any civil law infraction or conduct by a learner that occurs during a season that is determined by the administration, advisor or head coach to be detrimental to the extracurricular program, or the school district, will result in counseling by the school administration, advisor or head coach and possible suspension/dismissal from the group.

### ***COMPLETION OF SPORTS SEASON***

In order for the learner-athlete to be eligible for a letter, team and/or individual awards, it is required that he/she complete the sports season, including post-season playoffs and tournaments as well as meet the qualifications set forth by the head coach. No awards will be given to any learner-athlete suspended and/or dismissed for the remainder of the season for violations.

### ***LEARNER CONDUCT POLICY***

Violations of the Huntingdon Area School District "Learner Conduct Policy" which require administrative action will be handled in accordance with the provisions of the policy.

1. If a violation involves a suspension, then said athlete will be suspended from practices/contests of that team for those days.

2. If a violation involves a detention then said athlete may participate in practices/contests on that day at the coach's discretion.
3. No disciplinary leniency will be granted based on a learner's participation in extracurricular activities.

### **SUBSTANCE USE/ABUSE & POSSESSION**

The use and/or possession of controlled substances/drug paraphernalia not prescribed by a doctor are absolutely forbidden. Coaches must immediately notify the athletic director of such occurrences.

This policy shall also apply to learner conduct that occurs off school property. Violations of the Huntingdon Area School District "Learner Conduct Policy" that require administrative action will be handled in accordance with the provision of the policy.

#### **The Pledge:**

I agree to refrain from the possession, use, and distribution of any tobacco products, drugs (unless prescribed), alcohol, and controlled substances, both on and off school grounds, during the school year. If it is verified that I have used any of these substances, I understand that the aforementioned consequences will apply.

### **JURISDICTION**

The rules and regulations for extracurricular participants will apply to any violations, on and off school premises, during the season of participation.

## **SCHOOL SPONSORED ACTIVITIES**

School sponsored activities include but not limited to field trips, semi-formal, and prom. Learners must be in good academic standing, owe no detentions, nor have had ISS or OSS (within the month prior) in order to attend these events. A learner is not in good academic standing if he/she is failing two or more classes prior to the school sponsored event. School attendance will also be considered in order to attend school sponsored activities. At the discretion of the administration learners in violation of the following attendance guidelines may not be permitted to participate in the semi-formal and prom dances, as well as graduation ceremonies.

A learner with more than six (6) unexcused absences may result in the following:

- Learner not participating in extracurricular activities
- Learner not attending semi-formal or prom
- Seniors not participating in graduation events and ceremonies

### **SCHOOL DANCE GUIDELINES**

1. All functions will end no later than 10:45 p.m.
2. Inappropriate learner or guest behavior will not be tolerated. Violators will be instructed to leave, and may be excluded from future dances.
3. Learners will not be allowed to enter the dance later than one half hour after the start time.
4. Once a learner or guest leaves a dance, the learner will not be permitted to return
5. Guests will not be allowed to sign in the night of the dance.
6. All school rules are in effect for our learners and their guests.

### **GUEST GUIDELINES**

In order for a non-Huntingdon High School learner to be permitted to a school dance the following guidelines must be followed.

1. All guests must be pre-registered with proper signatures prior to the dance by filling out the permit to bring a non-Huntingdon High School learner to a school dance form. The form must be on file in the office.
2. A copy of guest photo I.D. with birth date must be attached to the form.
3. At the day of the dance, all guests must not be older than twenty (20) years of age.
4. All guests must be high school learners or past high school learners in good standing.

## **LEARNER ORGANIZATIONS AND PUBLICATIONS**

### **Argus**

The "Argus" is the yearbook and is one of the most important responsibilities of the senior class. It is issued before commencement, but work on its organization begins the latter part of the junior year.

### **Student Council**

Student government is open to all learners of Huntingdon Area High School. Representatives from each class are elected from homerooms. Learners interested in holding office should contact the sponsor and follow the prescribed procedure for the elective office.

### **National Honor Society**

Huntingdon Area Chapter of the National Honor Society is for juniors and seniors who have achieved a 3.75 grade point average and qualify on the basis of character, service, and leadership. In addition, members must annually

complete at least twenty service hours in the community, five of which need to be an individual project befitting the school or community.

### **Key Club**

Key Club is open to all learners of Huntingdon Area High School. The Key Club is a humanitarian organization that promotes the ideals of being a responsible citizen and learner in the community. Learners will participate in various volunteer and donation activities in and out of school that require leadership skills and commitment.

### **Teens Against Tobacco Use (TATU)**

This club is for learners who live a drug free lifestyle and would like to volunteer in the school and community to educate others on the benefits of being tobacco and drug free. Since the club is funded through grant money, space is limited and active status could vary from year to year.

### **FFA**

Learners enrolled in an Agricultural Class at HAHS are given the opportunity to become active members of the Standing Stone FFA Chapter. Members will participate in community service, education, leadership and recreational activities.

### **The Varsity Club**

ALL athletes entering the high school in their freshman year become members of the Varsity Club. Four members of each class are appointed to the Varsity Club Board (16 members). Officers are then selected from the board members of the Junior class. The purpose of the Varsity Club is to be part of the support system for all sports through improvements in athletic training, equipment and beautification of Huntingdon High facilities.

### **Positive School Wide Student Team**

The Positive School Wide Student Team is responsible for planning events and fundraising for our high school Positive School Wide Behavior Interventions and Supports. As part of this team, the learners will work to plan several events throughout the year as well as work with staff to create a positive learning environment.

## **MISCELLANEOUS**

### ***RETURN CHECK POLICY***

There will be a \$20.00 service charge for any check or E-fund transaction returned from the bank for any reason. This \$20.00 charge will be in addition to the amount of the original check or E-fund transaction.

### ***DELIVERIES***

**Deliveries of any kind for learners are not to be sent to the school.** This causes a disruption of the educational process and is a potential safety hazard during travel.

### ***TEXTBOOKS, SUPPLIES, AND EQUIPMENT***

Books are loaned to the learner; therefore, proper care must be taken, for the learner is responsible for the books and material given to him/her. If a book is lost, stolen, destroyed or shows unreasonable wear, **it must be paid for by the learner before credit will be given for the course.** The cost to the learner for lost, destroyed, or stolen books will be:

80% of the replacement cost the first year the book is used.

60% of the replacement cost the second year the book is used.

50% of the replacement cost every year thereafter.

### ***LOST AND FOUND***

Articles found by learners should be taken to the main office where they may be claimed after identification.

### ***TELEPHONES***

There is one telephone located in the office that may be used by learners for emergencies. Learners must obtain permission from an office employee to use the telephone. Learners are not permitted to use the classroom phone to call parents/guardians. Friends and parents are not to call you by telephone, except on matters of extreme importance. The other office telephones are not available to learners. The unauthorized use of school phones may result in disciplinary action.

### ***FUNDRAISING GUIDE FOR LEARNERS***

Each class will conduct fundraising campaign(s). All money will be deposited in the Extracurricular Activities account for expenses during the class's junior and senior year. *All fundraising activities must be cleared by the high school principal.*

## **ASSEMBLIES**

Assemblies will be scheduled during convenient times. Learners should conduct themselves in a quiet, orderly manner while going to and from the auditorium/gymnasium. Each learner must use self-control in his/her talking and behavior. The success of the assemblies will depend upon the audience conduct and the courtesy extended to those who are presenting the program.

## **VISITORS**

Anyone not currently enrolled or on staff at HAHS is considered a visitor. Alumni wishing to visit faculty members must have a prearranged appointment. All visitors must report to the office upon entering the building. A badge will be issued by the office staff and must be worn by the visitor at all times. Any learner bringing a guest to HAHS must have the guest pre-approved by an administrator. No guest will be permitted the first or last day of the year.

## **SOCIAL ACTIVITIES**

Social activities of classes, clubs, and other organizations must have approval of the school board. A request must be submitted to the office at least a month prior to the activity. Dances require three (3) faculty chaperones.

## **HALL LOCKERS AND BACKPACKS**

Learners will be assigned a locker in the corridor close to their homerooms. Locks are permitted on these lockers; however, a spare key or combination must be given to the office. Learners will not use any other locker but the one assigned. Valuables should not be left in the locker but deposited at the office for safe-keeping. Learners may visit their locker only between classes.

## **MORNING EXERCISES AND ANNOUNCEMENTS**

Announcements will be made each morning- Afternoon announcements will be made on a limited basis. Announcements to be made should be presented to the school office for approval. Attendance, the flag salute and announcements will be the procedure each morning. During this period learners are to refrain from talking. To conduct the exercises over the public address, it is essential that each learner be seated in his/her assigned seat when the tardy bell rings.

## **PUPIL SERVICES DEPARTMENT**

The utilization of the Child Study Team (CST) enables the district to meet the Federal Regulation in regards to Chapter 14 as well as a component of Response to Intervention. The CST is a group of professionals who provide consultative, evaluative, and prescriptive services to parents and learners. The CST encompasses parent(s), a regular education teacher, special education teacher, school psychologist, building administrator, guidance counselor, and the Director of Pupil Services and/or Assistant Director of Pupil Services. The district's therapist(s): occupational, speech/language, and/or physical therapist, as well as, consultants may also participate as deemed necessary. Any agency representatives that are involved with the child are also invited to be a member of the CST process.

The CST process has assisted our district with providing screenings in various areas (cognitive, emotional, social, and communication). Parents and teachers may request a CST meeting at any time. The CST may recommend interventions, further screening, and/or a referral for a multidisciplinary evaluation (MDE) to determine eligibility for special education as a learner with a disability.

CST members review the learner's history, including any pertinent medical or health information as well as school attendance. Pre-referral interventions and assessment data are reviewed. The team may determine that additional interventions are warranted and would reconvene, or a Prior Written Notice for Initial Evaluation and Request for Consent Form and Procedural Safeguards would be issued to the parents. Once the Prior Written Notice for Initial Evaluation and Request for Consent Form is received, the Huntingdon Area School District abides by the information as stated in the form. After the evaluation results are gathered, a Multidisciplinary Evaluation Team meeting is convened. The team consists of parent(s)/guardian, school psychologist, Director of Pupil Services, regular education teacher, special education teacher, guidance counselor, and therapists (as deemed necessary). The MDE team reviews all of the information to determine by consensus if the learner is a learner with a disability and in need of special education services.

## **CHAPTER 14: Special Education**

A child with a disability means a child who, as the result of a multidisciplinary evaluation, is determined to meet the criteria in one or more of the following categories: intellectual disability, hearing impairment including deafness, speech or language impairment, visual impairment, including blindness, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities and who is determined to need special education services. Learners determined eligible for special education services will receive an Individualized Education Program (IEP) based on their needs. The program to which a learner with a disability is assigned shall be one that provides an appropriate education, seeks to assure success in learning, and offers the least restrictive environment, in accordance with federal and state regulations.

## **CHAPTER 16: Gifted Support**

The policy for identification as gifted for learners in the Huntingdon Area School District will require learners to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged learner with an IQ score lower than 130 when other educational criteria strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist. Gifted education for each identified learner is based on the unique needs of the learner, not solely on the classification. Gifted education services enable identified learners to participate in acceleration and/or enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs. Eligibility for gifted support is evaluated on a case-by-case basis.

## **CHAPTER 12: Overview of K-12 ESL Program**

The goal of the Huntingdon Area School District's English as a Second Language (ESL) programs is to facilitate the acquisition of English language skills of learners whose native or first language is not English. Upon enrolling into the school district, all families will complete a Home Language Survey (HLS). As a result of the survey, learners whose first language is a language other than English or if a language other than English is spoken in the home, the learner will be assessed in English proficiency in reading, writing, listening, and speaking. A program will then be developed to meet the learner's individual needs, dependent upon the assessment results.

### **Homelessness**

The McKinney-Vento Homeless Assistance Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The Huntingdon Area School District works to ensure that homeless learners have the same educational programs and services provided to other district learners. For more information on this Act and how the district may be able to help contact:

Robin Whitsel

Huntingdon Area School District Director of Pupil Services (including Homeless Liason) at 814-641-2104

You can also access more information on this Act at: <https://ecyeh.wikispaces.com/>

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students August 2018**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

## Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

## Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## Confidentiality of Information

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

<b>INTERMEDIATE UNIT</b>			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-3195	Forbes Road School District Forbes Road High School Ms. Maria Scott-Bollman 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Ms. Robin Whitsel 2400 Cassidy Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Jill Condo 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148



Mount Union Area School District Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
<b>CHARTER SCHOOLS</b>			
New Day Charter School Ms. Autumn Fiscus -256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
<b>PRISONS</b>			
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## **SAFETY**

### ***ASBESTOS NOTIFICATION - 2018-2019 school year***

The Huntingdon Area School District is providing information to you concerning the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA). These plans are available for your review upon request. A copy of the plans for all buildings is located in the Superintendent's Office, which is located at 2400 Cassady Ave., Huntingdon, Pennsylvania 16652; telephone number (814)643-4140. The plans can be viewed by any person during normal business hours. Interested parties wishing to inquire about the hours and times that plans are available should call the telephone listed above. The asbestos management plans provide information regarding six month inspections, third year re-inspections and response actions.

### ***FIRE REGULATIONS***

A fire drill may be called at any time. Fire drills are very important, for the lives of many learners may depend on their success. When the fire alarm sounds, it is a signal for the pupils to line up and walk quickly and quietly to the exit, which has been indicated for the particular room in which the pupils are located. Information concerning assigned fire exits for all rooms is posted in every room. The auditorium, cafeteria, and gymnasium have their own plainly marked exits.

The first learner to reach any outside door will open the door and hold it open until the last person has left by that door. Then the door should be closed. All windows and doors should be closed. Teachers and learners will move to the area assigned well away from the building and remain orderly. The teacher will take his/her class roster with him/her and take attendance when everyone is out of the building. Once learners are accounted for, teachers will be radioed by administration to return to the building.

### ***INTEGRATED PEST MANAGEMENT PARENTAL NOTIFICATION***

The Huntingdon Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of learners enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to learners, and gel type baits placed in cracks, crevices or voids.

Each year the district will prepare a new notification registry. If you have any questions, please contact the IPM Coordinator at (814)643-4140, ext. 2124.

**ACCESS TO LEARNERS RECRUITING INFORMATION UNDER THE EVERY STUDENT SUCCEEDS ACT OF 2015 AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

All local educational agencies must provide to military recruiters or institutions of higher education, upon request, access to secondary school learners and directory information on those learners. This "directory information" can routinely be disclosed and includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy under FERPA. The release of directory information for secondary male and female learners is for the purpose of armed services recruiting or for informing young people of scholarship opportunities.

Under FERPA and Section 9528 of the Every Student Succeeds Act, parents may request the learner's name, address and telephone listing described in the preceding paragraph be excluded from the list provided to military recruiters or institutions of higher education and that this information not be released without prior written parental consent. All incoming 9th grade learners will be given a form, which parents should sign and return if they choose to opt out of routine disclosure of directory information. This will remain in effect unless written parental consent for the information to be disclosed is received by the High School Guidance Office.

**DAILY BELL SCHEDULE**

7:00 AM	Office opens	
7:30	Attendance Office opens/School opens/Faculty is on duty	
7:45	Learners may enter halls	
7:48-7:55	Homeroom	
7:58-8:48	1st Period	
8:51-9:41	2nd Period	
9:44-10:34	3rd Period	
10:37-12:05	4th Period & Lunches	
	A-Lunch	10:35-11:05
	B-Lunch	11:05-11:35
	C-Lunch	11:35-12:05
	Class	11:08-12:05
	Class	10:37-11:04 & 11:38-12:05
	Class	10:37-11:34
12:08-12:58	5th Period	
1:01-1:51	6th Period	
1:54-2:45	7th Period	
2:45	Return Ipads to Homeroom & Dismissal	

**2018-2019 School calendar can be found on the [HASD website](#).**