

# *HUNTINGDON AREA HIGH SCHOOL*

*2016-2017*



# *STUDENT 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 has an approved policy which is used to govern the School District.  
These policies may be found on the District website [huntsd.org](http://huntsd.org).**

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### HUNTINGDON AREA SCHOOL DISTRICT SCHOOL BOARD

Mrs. Susan Grainey	Mrs. Janice R. Metzgar
Mrs. Danyle Shea	Mrs. Lucinda K. Dell
Mr. Richard W. Scialabba	Mrs. Tammy Peterson
Mrs. Carolyn Payne	Mr. Ian Thompson
Mrs. Apryl Hawn	Mr. Carl P. Beard, Solicitor

### ADMINISTRATIVE OFFICE

Mr. Fred Foster	Superintendent
Dr. Patricia Wargo	Director of Education
Mrs. Robin Whitsel	Director of Pupil Services
Mrs. Cynthia Ritchey	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

Mrs. Deborah Luffy	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 Sarah Scott	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 students. Using the guided model approach to teach clear expectations and positive behavior, faculty, staff, and the positive school wide student team of 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 student 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, students will be taught the expectations for a particular area using the BEARCATS slogan.

With this program, we are able to reward students 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 students who are seen positively following behavioral expectations. The use of the “BearCa\$h” cards is to reward students 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

Regular attendance at school is necessary for a successful educational experience. When a student returns to school after an absence, the student must present a properly signed excuse. If a student has obtained a written doctor’s excuse, please send this excuse as well. 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 student is under the compulsory school attendance law, proper steps will be taken to enforce that law.

### **STUDENTS UNDER THE COMPULSORY ATTENDANCE LAW (UNDER 17 YEARS OF AGE)**

Any student who has been absent for a total of four (4) or more unexcused days may be cited to the local magistrate and reported to Children and Youth and the TEP (Truancy Elimination Plan).

The magistrate may impose the following:

1. Student’s driver’s license may be suspended for 90 days for the first conviction.
2. Student’s driver’s license may be suspended for six months for second conviction.
3. Unlicensed juveniles are prohibited from applying for a learner’s permit for 90 days (first offense) and six months (second offense), commencing upon their 16th birthday.
4. All students convicted will be referred to County Children and Youth Service.
5. Authorities have the right to arrest the student if the parent is unable to make the child attend.
6. A parent or guardian can be fined for failing to have the child in school. Fines may go as high as \$300.00.

### **ABSENCE NOTIFICATION**

Each day a student is absent from school the home will be called by the School Messenger System to notify the parents/guardians of the absence.

Notification letter of unexcused absences will be sent after one (1) unexcused day, after two (2) unexcused days, after three (3) unexcused days, and after a fourth unexcused day. Once a student has obtained three (3) unexcused absences, a truancy meeting may be scheduled with the parents/guardians, student, and school administration. Children and Youth (CYS) may be notified and asked to attend the meeting.

Notification letter of total absences will be sent after a total of **five (5) days** and **ten (10) days** absent. Once a student has obtained ten (10) days absent, a meeting may be scheduled with the parents/guardians, student, and school administration.

### **REASONS FOR ABSENCE**

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

1. Illness.
2. Quarantine.
3. Impassable roads.
4. Recovery from accident.
5. Death in family.
6. Family educational travel, with prior approval.
7. Educational tours and trips, with prior approval.
8. Absences approved in advance by the Superintendent or administration.

**All other reasons for absence will be considered unexcused.**

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 physician. Excessive absences excluding medical and funeral/death absences may result in students losing the privilege of participating in school sponsored activities. Students whose absence is determined to be unexcused shall not be allowed to make up work.

Field Trips, medical excuses from the doctor and vacation up to five (5) days will not count towards the 10 days of absences.

### **PROCEDURES**

1. When a student returns to school after an absence, the student must report to the office and present an excuse signed by parent or guardian.
2. Students who miss classes due to early dismissals must follow the same procedure as that of an absence. They must present an early dismissal pass to their exit and entrance teachers.

### **FAMILY VACATIONS**

Family vacations during the school year are permitted but are not encouraged. If a vacation will be scheduled, please avoid our state testing windows. Any vacation exceeding five (5) days must have prior approval from the Superintendent. Family vacations not exceeding five (5) school days will 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 student must be in good standing. Good standing is determined by the student's teacher(s) and based on attendance, academic progress, and discipline.
3. Coursework will be provided to the student one day prior to departure.
4. All schoolwork missed must be completed and turned in to the teacher upon return to school.

Failure to meet any of the above conditions may result in unexcused/illegal absences.

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

Family vacations not exceeding five (5) school days per year will be excused. Any vacation day exceeding five (5) days will be counted as (1) unexcused day per absence.

### **FIELD TRIP PROCEDURE**

Students involved with a school approved field trip:

- Must not be failing 2 or more classes
- Get a parental approval form from the teacher in charge of the activity.
- Fill out the form completely and return to the teacher before taking part in the activity.

This procedure must be followed any time the student is involved in a school activity that requires the student to miss time from school. This includes activities, such as, but not limited to mentoring, career shadowing, class assignments and class projects.

### **COLLEGE VISITS**

The school recognizes the benefits of college visits during a student'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.

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

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

## **TARDINESS**

### **TARDINESS TO SCHOOL and LATE ARRIVALS TO HOMEROOM**

1. Students arriving to homeroom between 7:50-7:55 will be admitted by the teacher and marked tardy. Any student arriving to school without an excuse during the following times will be marked:  
7:50-7:59: Late to Homeroom  
8:00-9:30: Tardy to School
2. Students arriving to school after 7:50 must present an excuse for the tardy to be excused. Students without a note will be marked unexcused tardy. Students will receive an admission pass to class.
3. Students not present at the start of the class period will be marked tardy for the entire period.
4. An accumulation of three (3) periods tardy will be calculated as a ½ day of absence. An accumulation of five (5) periods tardy will be calculated as one full (1) day of absence.

Students 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.

Procedures for handling unexcused tardies to school or late arrivals to homeroom:

- 1<sup>st</sup> and 2<sup>nd</sup> offense : Teacher and/or administration warns student
- Subsequent offenses: Thirty (30) minute detentions will be assigned for each offense. Students will not have to serve detention until sixty (60) minutes are accumulated.

Example:

- 3rd offense = 30 minute detention. DO NOT SERVE!
- 4th offense = additional 30 minutes, totaling a 60 minute detention. MUST SERVE!
- 5th offense = 30 minute detention. DO NOT SERVE!
- 6th offense = additional 30 minutes, totaling a 60 minute detention. MUST SERVE!
- Accumulation of 15 or more late to homeroom or unexcused tardies will result in a day of ISS for each infraction.

### **EARLY DISMISSALS**

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. When an appointment is necessary during school hours, a medical excuse is required. Students requesting an early release for a medical appointment must present an official excuse from the medical provider for the early release to be excused. The school reserves the right to call parents when an early dismissal is requested. Phone calls made to the office requesting an early dismissal 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.

- An accumulation of three (3) early dismissal periods will be calculated as a ½ day of absence.
- An accumulation of five (5) early dismissal periods will be calculated as one (1) full day of absence.

#### **Students that have an early dismissal:**

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.
3. After 1:00 p.m. will be marked early release. Early releases will accumulate into days absent.

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

1. Report to the high school office between 7:30 a.m. and 7:50 a.m. in order to get an early dismissal slip.
2. The student 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. Take the early dismissal pass to the main office and sign out before leaving the building.
4. When the student returns, he/she must report to the office to be signed in, and obtain a pass to return to class.
5. When a student returns to class he/she must present their pass to the teacher.

## **TARDINESS TO SCHOOL/EARLY DISMISSALS**

Tardies and early releases will convert into days absent according to the following guidelines:

- Combination of 3 tardies or early releases will equal ½ day absent.
- Combination of 5 tardies or early releases will equal one (1) day absent.

### **Classroom Attendance Infraction**

It is the student'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 student loiters on the way to class, however, he/she will no doubt be late. It is the teacher's responsibility to keep appropriate records and to work with the student to correct this behavior. **Teachers are not to send a student for a pass but admit them to class.** Students must present to the teacher an approved pass in order to not have a discipline referral.

Procedure for handling tardiness to class: See Behavior Guidelines and Consequences Chart – pages 25-30

### **MAKE-UP WORK**

If a student has been legally absent, he/she may make up work by contacting his/her teacher for makeup assignments upon returning to class. Students whose absence is determined to be unexcused shall not be allowed to make up work. All make-up work should be completed in a time frame consistent with the policy of the student'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. Students leaving school for a period of 3 hours or more will be considered as being absent and not eligible for this award. College visits will be counted as a field trip when pre-approved.

**HOMEBOUND INSTRUCTION** - Reference School Board Policy 117

## **PASSES**

### **HALL PASSES**

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

1. In order for a student 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. Students wishing to see a guidance counselor may sign the appointment book in the guidance office.
3. A student 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 student is returning to the class from which the pass was issued, the student will return the pass. If the student is sent back to class during another class period, the nurse will issue the student a new pass to that class.
4. Teachers will not issue a pass for a student to see other students or teachers.

### **RESTROOM PASSES**

Students are to use the restroom between class periods, and passes from classrooms will be restricted to emergency use only. Students 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, students should report to the nurse's suite after consulting with their teacher in charge. If the nurse **is not available, the student should report to the main office.**

### **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 student's parents will be notified.



## **MEDICATION** - Reference School Board Policy 210

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. Students may carry their own cough drops in school.
6. Students 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** - Reference School Board Policy 210.1

### **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 student, the parent/guardian must go to the office and sign a dismissal form. If a student is ill at school, the school nurse or administration may grant permission for a parent/guardian to pick up the sick student. Students 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 student 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.

## **ACADEMIC PROGRAMS**

### **COURSE COMPLETION**

Students 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.

Students 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**

Students belonging to the graduating class of 2017 are not required to pass the Keystones Exams in order to graduate. For students that do not pass their Algebra I and Literature, 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

Students belonging to the graduating class of 2018 and beyond are required to pass the Keystone exams in Algebra I, Literature, and Biology in order to graduate. If a student does not pass any of these exams on his/her first attempt, he/she will be placed in a supplemental course for each subject area not passed. After two unsuccessful attempts on the Keystone Exam, the student will be placed in a Project- Based Assessment class as an alternate to passing the exam in order to graduate.

## **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, Govt. Civics)	3.00 credits
Art (1 course)	0.50 credit
Music (1 course)	0.50 credit
Physical Education/Health (4 courses)	2.00 credits
Family & Consumer Science (1 course)	Credits vary
Technology (1 course)	0.50 credit
Electives	6.00 credits
Flexible Core Credit (4 <sup>th</sup> credit in Soc. Studies, Math, or Science)	1.00 credit

**Class of 2017 & Beyond** - 24 total credits are needed to graduate

## **GRADUATION PROJECT**

All students must successfully complete a graduation project, which consists of a presentation and a portfolio. See Guidance for details.

Successful completion of the graduation project must be on or before the previously determined deadline date or the student will not be permitted to participate in graduation ceremonies.

## **GRADUATION**

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

Students 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 student 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 students 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 students 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 student's high school career are used in these calculations.
4. Honors students their senior year will receive cords for a QPA of 3.75-4.00.

### **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 student's schedule may not be possible to accommodate.

Students are permitted to drop a course with parent/guardian and principal approval. If the principal grants approval, the student 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 student chooses to take for high school GPA credit. In all other cases, students 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

Beginning with 2016-2017, students can have courses at Juniata College for weighted courses if same collegiate weighted course is available at Huntingdon Area High School. For example, a student can take Calculus I course at Juniata for 1.4 weight if HAHS offers AP calculus or CIHS calculus.

### **SUMMER SCHOOL**

Curriculum Requirements: Students in summer school will receive the basic core of the course failed as outlined in the curriculum guide.

Students who fail a course with final grade ranging from 50-59% will have the opportunity to remediate portions of the course, rather than repeat the entire course. Students who choose to remediate will earn up to 10 additional percentage points to be added to the original grade. If the new grade is not more than 10 percentage points higher, students will receive the grade earned. For example, if a student originally earns a 55%, and the remediation grade is an 80%, the new final grade becomes a 65% (plus 10 points). If the student originally earns a 55% and the remediation grade is a 63%, the new final grade becomes a 63%. Remedial courses and 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 students 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, students 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 – pages 25-30

### **CODE OF STUDENT CONDUCT & DISCIPLINE**

For any school district to function properly, reasonable and necessary rules governing student conduct must be designed and enforced. Every student 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. Students will be disciplined taking into consideration the past disciplinary record of the student and any other extenuating circumstances. All disciplinary actions are at the discretion of the administration.

#### **STUDENT PROBATION**

Probation means that the student is not permitted to attend any after-school activities sponsored by the Huntingdon Area School District. If the student does, he/she may be charged with trespassing. If students need to come to school for any reason, they must receive prior permission from a school administrator. Additionally, probation means that the student's attendance at school, academic effort, academic achievement, behavior, and attitude will be closely monitored. Probation may be assigned as a separate consequence for violation of school rules.

#### **TEACHER-ASSIGNED DETENTION**

Teachers may assign students 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. It is encouraged that teachers communicate the reason for the detention with parents/guardians. Students are fully responsible for communicating the assigned detention and reason for the detention to their parents or guardians. The student should have a 24-hour notice to make arrangements for transportation. After the 24-hour notice, the student must complete the detention within the next two (2) schedule detentions. Failure to complete the detention will 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).

Administration will be notified of the noncompliance and assign the ISS.

### **DETENTION HALL (D-HALL)**

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

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

ISS is held every day from 1<sup>st</sup> period through 7th period. Students who are assigned ISS must report to the office with all their books immediately after the homeroom period. Students 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)**

Students who are assigned OSS must remain home from school for the period assigned. Students 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.

### **ALTERNATIVE SCHOOL**

Students who are placed in Alternative School may be transitioned into regular classes and may participate in District-sponsored activities at Administrative discretion. The Alternative School is held Monday through Friday from 7:50 a.m. until 2:45 p.m.

### **EXPULSION** - Reference School Board Policy 233

The school board, or an appropriately appointed committee, may, after a proper hearing, permanently expel a student. 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 students, faculty, or staff, or disrupts the educational environment.

### **EXPULSION HEARING** - Reference School Board Policy 233

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

Students 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 student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, 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 student or students, 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 student'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 student 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 student 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 student's personal property.
15. Unauthorized exercise of control over a student's personal property.
16. Placing a student 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 student through substantial interference with the student'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 Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board 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 student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

#### Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. 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 students 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 student is being harassed when she or he is exposed to negative actions on the part of one or more students. It is imperative that students 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 student'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 student 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 student'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 student'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 guidelines may result in the following:

**First offense:** 3-5 days ISS

**Second offense:** 1-5 days OSS

**Third offense:** 1-10 days OSS

Offenders may be required to have mandated counseling.

Student 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 students 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 students 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 student who violates this policy.

### Guidelines & Complaint Procedure

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

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.

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 Student Conduct.

If a possible violation of the district's harassment policy is implicated, the building principal shall take additional action as necessary to comply with Board policy and state and federal law and regulations.

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the district's website, if available.
4. Provided to parents/guardians.

### Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.

### Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.



## **HAZING** – reference School Board Policy 247

The purpose of this policy is to maintain a safe, positive environment for students 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 affect the mental health or dignity of the individual; or
6. Any willful destruction or removal of public or private property.

For purposes of this policy, any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purpose of this policy, student activity or organization is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the district.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

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

The Board encourages students 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 Student Conduct. Additionally, the student 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 Student Conduct. In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student 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 student 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 student 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.

## 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. Students are permitted to wear shorts or skirts of a conservative length. Short shorts and mini-skirts are unacceptable.
4. Form-fitting and revealing clothing are unacceptable.
5. Bizarre clothing or clothing advertising anything illegal, immoral, violent, or which advertises alcohol or drugs will not be acceptable.
6. Students 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 student being required to comply with the guidelines before returning to class. Repeat offenses may result in disciplinary action.

## ELECTRONIC DEVICES GUIDELINES

1. Electronic devices are permitted in the cafeteria during lunch periods.
2. Electronic devices are permitted in classrooms at teacher discretion.
3. Sound from any electronic device must be contained via headphones/ear buds.
4. Electronic devices are not permitted in the hallways between 7:45 and 2:45.
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. Student will be asked to place phone on teacher's desk. Student will be allowed to pick up phone after class. A minor discipline referral will be documented.

**Third Offense-** Confiscation of device. Upon request, student 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 will be disciplined by building administration according to District policy and referred to the Student Resource Officer (SRO).

## STUDENT SEARCHES - reference School Board Policy 226

School officials have the authority to lawfully search students 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 students 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. Students 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 student body
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

Violation of guidelines may result in the following:

**First offense:** 1-5 days ISS

**Second offense:** 5-10 days ISS

**Third offense:** 1-10 days OSS

Offenders may be required to have mandated counseling.

Student 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 student.

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 student 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.**

**First 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 student activities) for at least the remainder of the school year or deemed appropriate by administration or School Board.
- The student may be required to participate in and complete an appropriate substance abuse program.
- If the student fails to attend 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 a discipline hearing. When they meet with the Student Services Committee, the student and the parents/guardians will be requested to sign a statement that they have been informed of the consequences of any subsequent violations.
- Huntingdon Borough Police Department may conduct an investigation.

**Second and any subsequent violations Possession or Use:**

- A minimum out-of-school suspension for 10 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 student activities) for at least the remainder.
- At or before the time of the re-entry conference with the Superintendent, the Principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.
- The student may be required to participate in and complete an appropriate substance abuse program before re-admission.
- Huntingdon Borough Police Department 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:

- Immediate out-of-school suspension for a minimum of **10 school days**. These days of out-of school 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 student activities) for at least the remainder of the school year.

- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he/she will recommend to the superintendent that the student be expelled.
- The Huntingdon Borough Police Department 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 students 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 student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while 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 student 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 student activities) for at least the remainder of the school year.
- The school district shall expel for a period of not less than one (1) year any student 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.
- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he/she will recommend to the Superintendent that the student be expelled.
- The Huntingdon Borough Police will 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 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 student activities) for at least the remainder of the school year.
- The school district shall expel for a period of not less than one (1) year any student 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.

- In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal will advise the student and the parents/guardians that he/she will recommend to the Superintendent that the student be expelled.
- The Huntingdon Borough Police will conduct an investigation.

#### **IV. PROCEDURES FOR HANDLING VIOLATIONS AND PENALTIES**

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

- The principal or his designee may search such student's locker, desk, personal belongings such as book bag, clothing, purse, pocketbook, etc., and such student'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 student has violated Section I, II, or III of this policy, the procedures will be as follows:

- The principal shall immediately notify by telephone the student's parents/guardians and the school superintendent. In all instances in which any contraband is seized, the principal or his designee will observe the procedure described in Paragraph A of this section.
- The principal or his designee will confer with the student, 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:**

- The principal and staff will maintain a general knowledge of controlled substances and be able to recognize significant changes in appearance and behavior in students.
- The principal and staff will monitor each substance abuse case to ensure that an appropriate intervention and follow-up response has been made.
- The principal or his designee 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***

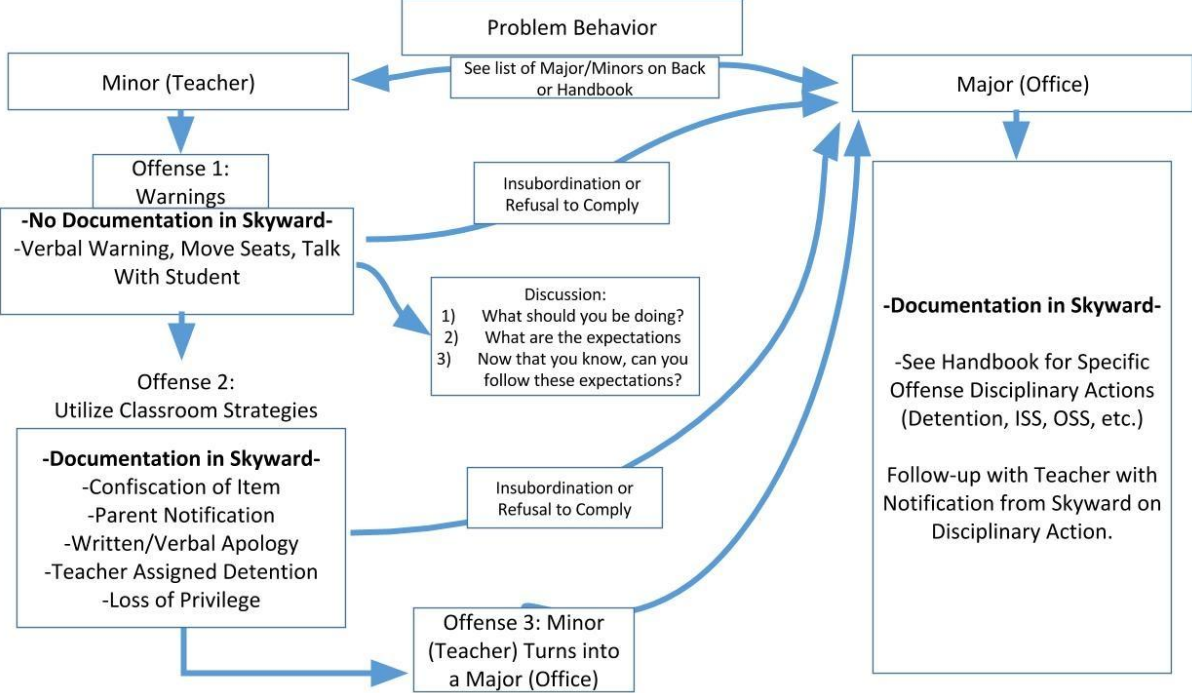
The Huntingdon Area School District has authorized the use of drug detecting canines in the school district. All students need to be aware that searches will be periodic and unannounced and will include all lockers, backpacks and vehicles on school grounds.

## POSITIVE SCHOOL WIDE BEHAVIOR EXPECTATION MATRIX

Rule/Area	Be Engaged	Act Responsibly	Care About the Team	Safety
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*Be prepared</li> <li>*Participate</li> <li>*Keep restroom trips as short as possible</li> <li>*Complete assignments</li> <li>*Use time wisely</li> <li>*Pay attention</li> <li>*Follow Direction</li> <li>*Remove ear buds during instruction</li> </ul>	<ul style="list-style-type: none"> <li>*Complete all work</li> <li>*Be on time</li> <li>*Keep restroom trips as short as possible</li> <li>*Use electronic devices responsibly</li> <li>*If absent complete make-up work</li> </ul>	<ul style="list-style-type: none"> <li>*One person speaking at a time</li> <li>*Keep your area clean</li> <li>*Use appropriate, tone, volume, and language</li> <li>*Speak kindly to all</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others personal space and property</li> <li>*Leave room as you found it</li> <li>*Use materials appropriately</li> <li>*Follow safety procedures (fire drills, lock down, etc)</li> <li>*Have pass in the hallway</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Positive social interactions</li> <li>*Follow adult directions</li> <li>*Remove ear buds while in the cafeteria line</li> </ul>	<ul style="list-style-type: none"> <li>*Use electronic devices responsibly</li> <li>*Alert an adult if something is wrong</li> <li>*Only take what you pay for</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> <li>Thank cafeteria staff</li> <li>*Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>*Wait in line patiently</li> <li>*Respect others personal space and property</li> <li>*Always walk</li> </ul>
<b>Locker Room</b>	<ul style="list-style-type: none"> <li>*Use time wisely</li> <li>*Use locker at appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>*Use good hygiene</li> <li>*Secure your personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>*Respect other's privacy and property</li> <li>*Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>*Use electronic devices responsibly</li> <li>*Always walk</li> <li>*Respect others personal space and property</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>*Move to class on time</li> <li>*Take the quickest route to your next class</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hallway clean</li> <li>*Use locker quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk[5]</li> <li>**Respect others personal space and property</li> <li>*Find the most efficient way to get to class</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Use restroom as quickly as possible</li> <li>*Alert adults to messes</li> <li>*Return to class immediately</li> </ul>	<ul style="list-style-type: none"> <li>*Use electronic devices appropriately</li> <li>*Use bathroom pass</li> </ul>	<ul style="list-style-type: none"> <li>*Use facilities appropriately</li> <li>*Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Flush toilet</li> <li>*Wash hands[7]</li> <li>*Respect others personal space and property</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>*Follow adult directions</li> <li>*Be aware of your bus stop</li> </ul>	<ul style="list-style-type: none"> <li>*Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> <li>*Be polite</li> <li>*Be a good role model for younger students</li> </ul>	<ul style="list-style-type: none"> <li>*Remain seated</li> <li>*Respect others personal space and property</li> </ul>
<b>Library/Media Center</b>	<ul style="list-style-type: none"> <li>*Use time wisely</li> <li>*Actively use the library or return to class</li> <li>*Remove ear buds when interacting with others</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> <li>*Follow adult directions</li> <li>*Sign out and return borrowed items on time</li> <li>*Have a pass</li> <li>*Keep food and drink put away</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> <li>*Quiet voices</li> <li>*Use electronic devices responsibly</li> </ul>	<ul style="list-style-type: none"> <li>*Always walk</li> <li>*Keep aisle clear</li> <li>*Respect others personal space and property</li> <li>*Sign in to library</li> </ul>
<b>Offices: main, guidance, nurse</b>	<ul style="list-style-type: none"> <li>*Have your paperwork ready</li> <li>*Have a pass to be there</li> <li>*Respect others</li> <li>*Remove ear buds while interacting with others</li> </ul>	<ul style="list-style-type: none"> <li>*Follow office protocol</li> <li>*Take the quickest route to and from the office</li> <li>*Follow early dismissal protocol</li> </ul>	<ul style="list-style-type: none"> <li>*Use appropriate tone, volume, and language</li> <li>*Wait your turn</li> <li>*State your purpose politely</li> <li>*Quiet voices</li> <li>*Be aware of other people in the office</li> <li>*Respect other people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>*Respect others personal space and property</li> <li>*Wait in designated area</li> </ul>

<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

**POSITIVE SCHOOL WIDE BEHAVIOR FLOWCHART**





## 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 Student</b>	An unlawful attack by one person or another	<p><u>Minor:</u> None</p> <p><u>Major:</u> Intentionally, knowingly, or recklessly causing bodily injury</p>	10 days OSS; SRO notified
<b>Violation of the AUP/Technology (Acceptable Usage Policy)</b>	<p>Computer or file hacking or mishandling</p> <p>Using another person's account information or personal gain</p>	<p><u>Minor:</u> None</p> <p><u>Major:</u></p> <ul style="list-style-type: none"> <li>-Accessing any site not approved by the district</li> <li>-Accessing any system that is password controlled</li> <li>-Using another's lunch account</li> <li>-Changing computer hardware or software</li> <li>-Sharing computer accounts/passwords</li> </ul>	<p>1-3 Detentions</p> <p>1-5 Days ISS</p> <p>1-5 Days OSS</p> <p>loss of computer privileges</p>
<b>Electronic Equipment Violation</b>	Violating individual classroom rules about electronic equipment use	<p><u>Minor:</u></p> <ul style="list-style-type: none"> <li>-electronic device out during restricted time</li> </ul> <p><u>Major:</u></p> <ul style="list-style-type: none"> <li>-repeated minor violations</li> <li>-taking pictures or videos within the school environment</li> </ul>	<p><u>Minor:</u></p> <ul style="list-style-type: none"> <li>-1st Offense: Verbal Warning</li> <li>-2nd Offense: Confiscation of device, placed on teacher's desk, and given to the student after class.</li> <li>-3rd Offense: Student is sent to the office with the device. A major violation referral will be</li> </ul>

			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

<p><b>Disrespectful to Peers</b></p> <p><b>Provoking Behavior</b></p>	<p>Words or actions meant to demean or hurt another</p> <p>Behavior or words that will cause a negative reaction from another student</p>	<p><u>Minor:</u> -minor name calling</p> <p><u>Major:</u> -major name calling</p> <p>-Student delivers socially rude or dismissive messages to students</p> <p>-shoving another student</p> <p>-negatively talking about another student</p> <p>-spreading rumors</p>	<p><u>Minor:</u> -Teacher assigned detention</p> <p><u>Major:</u> -1-3 Detentions</p> <p>-1-5 Days ISS</p> <p>-1-5 Days OSS</p>
<p><b>Failure to Follow Procedures</b></p> <p><b>Handbook Violation</b></p>	<p>Not following the expected school or classroom behaviors</p>	<p>-Failure to follow teacher instructions</p> <p>-Not abiding by posted area expectations</p>	<p>1-3 Detentions</p> <p>1-5 Days ISS</p> <p>1-5 Days OSS</p>
<p><b>Failure to Serve Detention/ISS</b></p>	<p>Not showing up for detention or ISS</p> <p>Not communicating with administration to reschedule detention or ISS</p>	<p>See definition</p>	<p>Rescheduled detention or ISS</p> <p>Increased penalty for initial infraction</p>
<p><b>False Alarms/Disruption under false pretense</b></p>	<p>Willfully and without cause, tampering with, altering, or breaking any public or private fire or safety alarm, apparatus, or device</p>	<p><u>Minor:</u> None</p> <p><u>Major:</u> -Activating/pulling a fire alarm</p> <p>-Tampering with or using a fire extinguisher</p> <p>-Tampering with or misusing any safety device</p> <p>-Tampering with surveillance devices</p> <p>-False call to 911</p>	<p>1-10 Days OSS and SRO notified</p>
<p><b>Fighting</b></p>	<p>Use of physical force upon another student</p>	<p>Minor: None</p> <p>Major: -Engaging in any physically aggressive behavior that has the potential to harm</p>	<p>1-10 days OSS and SRO notified</p>
<p><b>Forgery of Passes/Excuses</b></p>	<p>Providing false information, documentation, or forgery</p>	<p><u>Minor:</u> None</p> <p><u>Major:</u> -Signing a parent/guardian's signature on an excuse note or official document</p> <p>-Lying on classroom/school documents</p> <p>-Unapproved reproduction of documents</p>	<p>1-3 Detentions</p> <p>1-5 Days ISS</p> <p>1-5 Days OSS</p>

<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 student misconduct	1-3 Detentions  1-5 Days ISS  1-5 Days OSS
<b>Inappropriate Location/ Unauthorized Area</b>	Student is in an area that is defined as off-limits to students or that the student 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>	Student 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>	Student 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 student  -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)</b>	Possession of or using tobacco products or look-alikes, including eCigarettes	-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	Property Misuse(minor): -drawing on desks, walls, or in textbooks  -using equipment inappropriately  -breaking pencils  Property Damage(major): -tearing pages out of a textbook  -carving names in desks  -cutting a bus seat -damaging another student'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/Student</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"  -Student tells teacher, "I know where you live"	1-10 Days OSS  SRO notified
<b>Tardiness to Class</b>	<u>Minor:</u> Arriving to class late after the bell  <u>Major:</u> 5 or more minor violations	See definition	1st & 2nd Offense: Teacher warns student  3rd & 4th Offense: Teacher assigned detention  <u>Major:</u> 5th Minor Offense: Discipline at administrative discretion

<b>Academic Dishonesty/Cheating</b>	Any cheating that occurs in relation to a formal academic exercise	<u>Minor:</u> -copying homework  -cheat sheet used on an exam  -plagiarism  <u>Major:</u> -Three or more instances of academic dishonesty or cheating	<u>Minor:</u> No credit for assignment  Documentation in Skyward  Teacher Assigned Detention  <u>Major:</u> No credit for assignment  Failure for the marking period/school year.
<b>Dress Code</b>	Clothing will not be disruptive to learning environment.	See page 18 for examples.	Will result in students being required to comply with the guidelines before returning to class.  Repeat offenses may result in disciplinary action.
<b>Bus Infractions</b>	Inappropriate behavior that interrupts the safe transportation on buses.	<u>Major:</u> Out of seats/moving seats.  Distractions to the bus driver.  Following all posted bus rules.	See handbook for discipline guidelines.
<b>Student Driving and Parking Privileges</b>	Violation of school district guidelines for driving and parking privileges	<u>Minor:</u> None  <u>Major:</u> See handbook for details on violations	See handbook discipline guidelines
<b>Bullying/Cyberbullying, Unlawful Harassment, Dating Violence, and Hazing</b>	Violation of school district policy.	<u>Minor:</u> None  <u>Major:</u> Any violation of this offense as determined by school policy.	3-10 days of ISS or OSS  Other consequences may occur as stated in each individual policy.

Any disciplinary infraction committed by a student may result in the superintendent and the school resource officer (SRO) being notified. The superintendent may recommend other consequences up to expulsion. The school resource officer may also investigate the situation to determine if charges need to be filed.

## TRANSPORTATION

### **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 students. If for some reason his/her concentration is disrupted by unruly students, the welfare and safety of all is in danger. The school bus is an extension of the classroom. The driver of any school bus will be held responsible for the orderly conduct and safety of the students transported.

Prior to the beginning of the school year, student bus numbers, pick up, and drop off locations are assigned. Students 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 students which is deemed serious enough for further action.

Each driver will establish and post the rules of his/her bus. Riders must obey these rules. The bus driver will assign all students a seat. The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student'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 students with an opportunity to be transported by school bus to and from school. The riding of a school bus by students 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 student 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:

First offense:	One (1) day removal from bus, detention(s), or ISS
Second offense:	Three (3) days removal from bus, detention(s), or ISS
Third offense:	Five (5) days removal from bus
Fourth offense:	Ten (10) days removal from bus
Subsequent offense(s):	Removal from bus for the year

### ***STUDENT 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 student parking lot is for seniors only. The gravel parking lot is for staff and first come/first served students. All drivers are expected to abide by safe driving rules and follow the flow of traffic. Students 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. Students 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. Students 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 anytime if school rules are violated.

### ***VEHICLE SEARCHES***

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

B. The interiors of student 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 vehicle's exterior. Where the District wishes to inspect the interior of a student'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 student 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 student vehicle contains material, which poses an immediate threat to the health, safety, or welfare of the students or staff, the student vehicle may be searched without prior warning.
2. Searches of student 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 student.
3. Where the interior of a student vehicle has been subject to a search, the parents of the student shall be notified as soon as practicable after the search has been conducted.
4. In the event the student refuses to permit a search of the student's vehicle, after the District finds reasonable suspicion for the interior search, the student shall be subject to discipline under the District's student code of conduct. The District reserves the right to immediately notify the student'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 student 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 students of the high school. Students using the cafeteria are expected to conduct themselves in an appropriate and reasonable manner. Students 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. Students who carry lunches will eat in the cafeteria.
3. Students that go to the cafeteria must get in line immediately if they plan to eat.
4. After eating, students must stay in the cafeteria.

### **CAFETERIA EXPECTATIONS**

1. Throwing of food, utensils or any objects during lunch will not be tolerated.
2. Students 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 returned from the bank for any reason.
3. A limit of one lunch will be enforced for charging.
4. Students 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 students 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 use 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 students regardless of individual differences. Through voluntary participation, the student 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. Students 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. Students who are failing (below 60%) two or more courses will not be eligible to participate in practice or scheduled events for the following week.
4. A student 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 student must be in school by **9:30AM** in order to participate in any extracurricular contest/practice that day. If a student has an early release, the student must be present for five (5) periods in order to participate in any extracurricular contest or practice. An exception will be made if the student has an approved appointment; in which case, the student must present a signed statement regarding the absence one day in advance.

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

If a student is absent from school during a semester for a total of 20 or more school days, the student 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 students, 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 or coach and possible suspension from participation.

### **TRAVEL**

Extended Trips are defined as any travel that requires an overnight stay. Students 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 student 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 students 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 student for the fair cost of replacing it. Until the obligation is resolved, the student 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 student who has been injured and has had medical treatment cannot participate until medical clearance has been granted.

### **GENERAL REGULATIONS**

1. Students 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 student 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 student-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. No awards will be given to any student-athlete suspended and/or dismissed for the remainder of the season for violations.

### **STUDENT CONDUCT POLICY**

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

1. If a violation involves a detention or suspension, then said athlete will be suspended from practices/contests of that team for those days.
2. No disciplinary leniency will be granted based on a student'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. If a member of an extracurricular team or activity is caught using or possessing such:

- The student will be referred to the Student Assistance Program (SAP) which will include drug/alcohol evaluation and counseling sessions.
- The student will be suspended from competition immediately for twenty (20) calendar days.
- Second or subsequent offenses will result in the athlete being dismissed for sixty (60) calendar days from school sponsored extracurricular activity.
- The student may practice and travel with the team while on athletic suspension.

This policy shall also apply to student conduct that occurs off school property. Violations of the Huntingdon Area School District "Student 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.

***COACHING RULES***

Any additional rules and regulations developed by the advisor or head coach of any sport must be approved by the principal and/or athletic director prior to the season. These additional rules and regulations must be in writing and on file in the office.

**SCHOOL SPONSORED ACTIVITIES**

School sponsored activities include but not limited to field trips, semi-formal, and prom. Students 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 student 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 students 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 student with more than...

1. Fifteen (15) days of excused and/or unexcused absences may not be permitted to attend the semi-formal dance.
2. Twenty (25) days of excused and/or unexcused absences may not be permitted to attend the prom.
3. Thirty (30) days of excused and/or unexcused absences may not be permitted to participate in graduation ceremonies.

***SCHOOL DANCE GUIDELINES***

1. All functions will end no later than 10:45 p.m.
2. Inappropriate student or guest behavior will not be tolerated. Violators will be instructed to leave, and may be excluded from future dances.
3. Students will not be allowed to enter the dance later than one half hour after the start time.
4. Once a student or guest leaves a dance, the student 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 students and their guests.

***GUEST GUIDELINES***

In order for a non-Huntingdon High School student 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 student 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 students or past high school students in good standing.

**GET INVOLVED!!! - STUDENT 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 students of Huntingdon Area High School. Representatives from each class are elected from homerooms. Students 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 seniors who have achieved a 3.5 grade point average and qualify on the bases of character, service, and leadership.

### **Key Club**

Key Club is open to all students of Huntingdon Area High School. The Key Club is a humanitarian organization that promotes the ideals of being a responsible citizen and student in the community. Students 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 students 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**

Students 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.

## **MISCELLANEOUS**

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

Checks written to the High School or cafeteria and returned for insufficient funds will result in a \$20.00 charge being added to the amount of the check.

### ***DELIVERIES***

**Deliveries of any kind for students 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 student; therefore, proper care must be taken, for the student 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 student before credit will be given for the course.** The cost to the student 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 students 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 students for emergencies. Students must obtain permission from an office employee to use the telephone. Students 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 students. The unauthorized use of school phones may result in disciplinary action.

### ***FUNDRAISING GUIDE FOR STUDENTS***

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

### **ASSEMBLIES**

Assemblies will be scheduled during convenient times. Students should conduct themselves in a quiet, orderly manner while going to and from the auditorium/gymnasium. Each student 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 student 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**

Students 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. Students 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. Students may visit their locker only between classes.

### **MORNING EXERCISES AND ANNOUNCEMENTS**

Announcements will be made each morning and afternoon. 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 students are to refrain from talking. To conduct the exercises over the public address, it is essential that each student 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 students. 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 student with a disability.

CST members review the student'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 student is a student 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. Students determined eligible for special education services will receive an Individualized Education Plan (IEP) based on their needs. The program to

which a student 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 students in the Huntingdon Area School District will require students to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student 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 student is based on the unique needs of the student, not solely on the classification. Gifted education services enables identified students 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 K-12 English as a Second Language (ESL) Program provides initial assessments and instruction for students who are learning English while enrolled in the district. Instruction is provided to students with limited English proficiency until they are proficient enough to participate fully in grade-level classes. The program also facilitates the student's introduction to American schools and culture. Students generally receive between 1-8 hours of instruction a week, depending on proficiency and grade level. Instruction is conducted in English, and students are generally grouped when close in age and proficiency.

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students - April 2016**

### 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.

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.

INTERMEDIATE UNIT			
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
SCHOOL DISTRICT OFFICES			
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 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Jill Condo 75 South Seventh Street 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. Tracey Quigley-Jones 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. Ronn Bargiel 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11 Ms. Linda Dell 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School Ms. Deb Goodman 256 South 5th Street. Huntingdon, PA 16652	814-643-7112	Stone Valley Community Charter School 814-667-2705 Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	
PRISONS			
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Tracey Quigley-Jones 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 - 2016-2017 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 students 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 student 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 students 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 students 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 students 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 students, 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 STUDENT RECRUITING INFORMATION UNDER THE NO CHILD LEFT BEHIND ACT OF 2001 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 students and directory information on those students. 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 students is for the purpose of armed services recruiting or for informing young people of scholarship opportunities.

Under FERPA and Section 9528 of the No Child Left Behind Act, parents may request the student'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 students 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	Students may enter halls	
7:50-7:55	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	Class11:08-12:05
B-Lunch	11:05-11:35	Class10:37-11:04 & 11:38-12:05
C-Lunch	11:35-12:05	Class10:37-11:34
12:08-12:58	5th Period	
1:01-1:51	6th Period	
1:54-2:45	7th Period	
2:45	Dismissal	

**2016-2017 School calendar can be found on the HASD website. [www.huntsd.org](http://www.huntsd.org)**