

**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**

Mr. Thomas Bilich	Mrs. Janice R. Metzgar
Mrs. Danyle Shea	Mrs. Lucinda K. Dell
Mr. Richard W. Scialabba	Mrs. Tammy Peterson
Mr. J. Dennis Reif	Mr. Ian Thompson
Mrs. Apryl Hawn	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
Ms. Faith Swanson	Business Administrator
Mr. Dave Myers	Director of Technology
Mrs. Margaret B. McNitt	Food Services
Mr. Andrew Socie	Buildings and Grounds
Dr. David A. Buzminsky	School Psychologist
Mr. Christopher Lantz	School Psychologist

## **HIGH SCHOOL**

Mrs. Deborah Luffy	Principal
Mr. Nicholas Payne	Assistant Principal
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	Secretary
Ms. Stacy Ronk	Secretary
Mrs. Tammy H. Russell	Guidance Secretary/PIMS Administrator

## HUNTINGDON AREA HIGH SCHOOL



**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.

## ATTENDANCE

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***

Acceptable excuses are:

- Quarantine
- Illness of the student
- Death in the immediate family
- Impassable roads
- Absences approved in advance by the administration or superintendent
- Pre-approved family vacations (see family vacations section)
- Court appearances with proper documentation
- Medical/Dental appointments with signed note by medical provider

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

*Students that acquire ten (10) days of excused or unexcused absences will be required to have a doctor's excuse for any further absences or they will be considered unexcused.* 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.

### ***EXCESSIVE ABSENCES***

The Huntingdon Area School District attendance policy provides that a claim of continual or repeated illness in excess of **ten (10) school days** per year require a physician's statement regarding illness. Excessive absences excluding medical and funeral/death

absences may result in students losing the privilege of participating in school sponsored activities. Board policy states, students whose absence is determined to be unexcused shall not be allowed to make up work.

### ***FAMILY VACATION***

Family vacations during the school year are permitted, however the school recommends that parents consider their child's academic status if considering a family vacation during the school year. Family vacations not exceeding five (5) school days per year will be excused under the following conditions:

1. A written request for the trip submitted to administration five (5) school days in advance.
2. All school work missed must be completed and turned in to the teacher upon return to school.

***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***

Students who arrive in the building after 7:50 AM are tardy.

1. Students arriving to homeroom between 7:50-7:55 will be admitted by the teacher and marked tardy.
2. Students arriving to school after 7:55 must present an excuse for the tardy to be excused. A maximum of five (5) parent notes per school year will be accepted for excused tardies. 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 and late arrivals to homeroom:

- 1<sup>st</sup> and 2<sup>nd</sup> offense : Teacher and/or administration warns student
- 3<sup>rd</sup> and 4<sup>th</sup> offense : One detention
- Five (5) or more offenses : Discipline at the discretion of the administration

### **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 who attend a medical appointment must provide an official excuse from the medical provider for the early dismissal to be excused. A maximum of five (5) parent requests (without reason) for early dismissals will be accepted per year. The school reserves the right to call parents when an early dismissal is requested.

- 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. Verbal requests will only be recognized in emergency situations.
4. Take the early dismissal pass to the main office and sign out before leaving the building.
5. When the student returns, he/she must report to the office to be signed in, and obtain a pass to return to class.
6. 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.

### **TARDINESS TO CLASS**

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:

- |  |  |
|--|--|
| • 1 <sup>st</sup> and 2 <sup>nd</sup> tardy: | Teacher warns student                          |
| • 3 <sup>rd</sup> and 4 <sup>th</sup> tardy: | One detention                                  |
| • Five (5) or more tardies:                  | Discipline at the discretion of Administration |

### **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**

In case of prolonged absences, arrangements for make-up work or homebound instruction will be made at the school office. Students who have or will have two (2) weeks or more of excused absences should contact the school as soon as possible (643-1080) to arrange for homebound instruction. A doctor's note is required on a monthly basis. Qualified students will receive five hours of instruction a week. As per the School District Policy #117, homebound students are not permitted to participate in any

extracurricular activities. Some courses may not be appropriate for homebound students in which verbalization or hands-on activities are vital for learning.

## 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 AND SAFETY

### ***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***

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.

### ***ILLNESS AT SCHOOL***

During class time a student must secure a pass from the teacher to go to the nurse's office. He/She must sign in at the nurse's office, see the nurse and sign out of the nurse's office. If the nurse is not in the nurse's office, the student should report to the main office and have a secretary call a parent/guardian. 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. When the school nurse is present or available, the student is NOT permitted to call or text a parent to go home without the permission of the school nurse or principal. If a student calls or texts a parent without the permission of the nurse or principal, then the absentee procedures and/or discipline will apply.

### **ASBESTOS NOTIFICATION**

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.

## **ACADEMIC PROGRAMS**

### **THE FOLLOWING PROGRAMS OF STUDY ARE AVAILABLE:**

1. Honors & Advanced Placement Programs
2. College Preparatory Programs
3. Vocational Agriculture Program
4. HCCTC Vocational-Technical Programs

### **PROMOTION**

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 2016 are not required to pass the keystones exams in order to graduate. For students that do not pass their Algebra I, Literature, and/or Biology Keystone Exams, 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
- 2 of 3 Science courses

Students belonging to the graduating class of 2017 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 and retake the Keystone Exam. While in the project-based assessment course, students can still choose to take the Keystone Exam in order to gain Proficiency. If Proficiency is achieved, the student will not have to complete the project-based assessment course.

### **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) .....	Credits vary
Music (1 course) .....	Credits vary
Physical Education/Health (4 courses) .....	2.00 credits
Family & Consumer Science or Food & Nutrition .....	Credits vary
Technology Course.....	0.50 credit
Electives.....	5.50 credits
Flexible Core Credit (4 <sup>th</sup> credit in Soc. Studies, Math, or Science) .....	1.00 credit

#### **Class of 2016**

22.1 total credits are needed to graduate (three years of 1.0 credit value and one year of 1.25 credit value)

#### **Class of 2017 & Beyond**

24 total credits are needed to graduate (all four years of 1.0 credit value)

### **GRADUATION PROJECT**

All students must successfully complete a graduation project, which consists of a written research paper, community service hours, 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. The deadline will be announced prior to the second semester.

### **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.

**For a home school, cyber school or private school student to receive a Huntingdon Area School District diploma and participate in graduation ceremonies they must:**

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). In previous years, our GPA calculations were based on unweighted averages.

The difference between a weighted and unweighted GPA is that weighted GPA takes the difficulty of each class into consideration. An unweighted GPA does not recognize this difference. Basically, this results in a more equitable assessment of cumulative GPA and class rank because students are earning their GPAs based on the class difficulty 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 we use now 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.

**NOTE: Advanced Placement classes (weighted) are sometimes abbreviated as "AP"**

**College Prep classes (which are not weighted) are sometimes abbreviated as "CP"**

IMPORTANT: The credit students earn for a weighted class is the SAME as the credit earned for an unweighted class. The difference is noted in the GPA calculation only. In other words, students in Honors English 11 will earn 1.0 credit toward graduation, the same as students in CP English 11. But when the GPA is calculated for transcript purposes, the grade in the Honors English class will earn 1.2 GPA credits and the CP English will earn 1.0 GPA credit.

Weighting of classes took effect in 2014-15. Students currently in 11th or 12th grades will not have their GPAs re-calculated in previous years to show a weighted GPA. They will, however, benefit from weighted GPA calculation from this point forward.

### 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:

Grade of			
A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	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. High Honors, Honors, 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.

### SCHEDULE CHANGE

1. Computer scheduling errors take first priority.
2. Requests for individual teachers will NOT be honored.
3. Generally, credited courses will NOT be dropped to add study halls.
4. General schedule changes that require a detailed rearrangement of a student's schedule may NOT be possible to accommodate.
5. Students removed from a course due to conduct or safety violations will receive a "WF" (withdraw failure) for that course, regardless of when the class withdrawal occurs. (See details below on class withdraw).

**Students are permitted to drop a course with parent/guardian and principal approval ONLY. If the principal grants approval, the student must add another course with credit (meaning NOT a study hall). Please be aware that any schedule changes may affect what appears on the transcript as follows:**

After the first week of school: For any course, a "W" will appear on the transcript if a class is dropped after the first week of school but before the end of the second week.

After the end of the 2nd week of class, dropped classes will appear as follows on the transcript:

Semester Course: "W" (withdraw) will appear until the end of the 1st marking period; after the 1st marking period "WF" will appear on the transcript.

Full Year Course: "W" will appear up until the end of the 1st and 2nd marking periods; after the 2nd marking period, "WF" will appear on the transcript.

### **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

### **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**

- A. First offense: warning, discipline referral, and/or no credit for the assignment.
- B. Second offence: discipline referral, detention, ISS and/or no credit for the assignment
- C. Subsequent offense(s): Failure for the marking period and/or year.

## **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 made.

The high school administration and teachers retain the right to assign such discipline for infractions that are not specifically listed within this statement. 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. Students needing to come to school for any reason 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 but communication to home is not a requirement. 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) scheduled 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).

Extracurricular activities cannot be an excuse for missing detention halls.

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**

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**

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.

## 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/earbuds.
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 and initial referral; student will pick up phone in the office after 2:45

**Third Offense-** Confiscation of device and discipline referral; 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).

## BULLYING

### Purpose

The Huntingdon Area School District Board of School Directors is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment when they occur.

### Definitions

Bullying shall mean a pattern of repeated harmful and cruel behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying including but not limited to:

1. Physical - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal - includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

4. Cyberbullying - forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, personal profile web sites, text messaging, social networking and/or Web 2.0 environments. (See Definitions)

Bullying shall mean unwelcome and intentional electronic, verbal, written or physical acts or series of acts directed at a student by another student that takes place in the school setting; is severe, persistent and pervasive; and has the intent and/or effect of:

1. Physically harming a student.
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in reasonable fear of damage to or loss of personal property.
5. Creating an intimidating or hostile environment (shunning, spreading rumors, cyberbullying).
6. Substantially interfering with a student's educational opportunities.
7. Systematically and intentionally excluding a student from activities with peers.
8. Spreading false information about a student or attempting to influence others to exclude a student.
9. Using relational aggression, which is defined as behavior which can undermine or destroy relationships.
10. Substantially disrupting the orderly operation of the school.

Bullying may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Some examples of bullying are as follows, but are not limited to:

1. Physical - hitting, kicking, spitting, pushing, stealing and/or damaging personal belongings, sexual acts, and invasion of one's personal space in an aggressive manner.
2. Verbal/Written - taunting, malicious teasing, name-calling, making threats, phone and/or Internet, and sexual innuendo/remarks.
3. Emotional - spreading rumors, shunning, manipulating social relationships or environment, engaging in social exclusion, extortion, ridiculing, and intimidating.
4. Electronic - verbal, written and/or emotional bullying through electronic means (i.e., cyberbullying).

Direct bullying includes, but is not limited to, a negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally) by threatening, taunting, teasing and calling names.

Indirect bullying includes, but is not limited to, making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, shunning and/or encouraging others to disassociate with someone.

The term bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, digital pictures or images, web cam, web site postings and/or communications (including blogs and personal profile sites), or breaking into or misusing an e-mail or similar account to send vicious or embarrassing material; creating fictitious social media pages or other internet/social media entries that impersonate; or otherwise, pretend to be another student without the student's knowledge and consent with the intent to embarrass, bully or harass. All forms of cyberbullying are unacceptable.

#### School Setting

School setting shall mean in the school, on school grounds, on the school's network or computer equipment, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including during the time spent traveling to and from school and/or school-sponsored activities.

#### Authority

The Huntingdon Area School District will not tolerate any acts of bullying/cyberbullying occurring in the school setting. For bullying/cyberbullying that occurs outside the school setting, the District shall take appropriate disciplinary action to the extent permitted by applicable law. The Huntingdon Area School District encourages students who have been bullied to promptly report such incidents to the building principal or other designated administrator. The Board directs employees who observe or become aware of an act of bullying to take immediate, appropriate steps to investigate and intervene and to report the bullying to the building principal, where necessary.

#### Reporting Procedures

Victims – All students who believe they have been the victim of bullying shall promptly report the bullying incident to a teacher, counselor, or building administrator.

Parents/Guardians – All parents/guardians who become aware of any bullying are encouraged to report the bullying incident(s) to a building administrator.

Witnesses – All students who witness bullying shall immediately report the bullying incident(s) to a teacher, counselor, or administrator. Any teacher, counselor or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

Teachers/Counselors – Any teacher or counselor who witnesses bullying or receives a report of bullying shall document such incident and promptly investigate the matter. Administrators shall seek to discuss the bullying incident(s) with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one (1) student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. After the investigation has been completed, the building principal shall take appropriate actions consistent with this policy.

#### Investigation Procedures

Each building principal or designated administrator is authorized to investigate reports of alleged bullying/cyberbullying brought to their attention by students, parents/guardians or school employees. Designated administrator must submit a report of the investigation to the building principal.

Any investigation of a report may include meetings with students, parents/guardians of employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

After the investigation, the building principal shall take corrective action where appropriate. The parent/guardian will be notified in writing of the investigation summary.

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.[1]

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.[1]

District administration shall annually provide the following information with the Safe School Report:[1]

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

#### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][3][4]

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.[1][5][6]

### 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][4][7]

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/Therapy outside of school.
10. Referral to law enforcement officials.

If an investigation substantiates that bullying has occurred, a written record of the incident shall be placed in the file of the offending student(s). The district recognizes that parents/guardians can play an important role in educating their children and preventing bullying. Accordingly, the parents/guardians of each offending student shall be informed of any bullying incidents involving their child. Parents/Guardians of the offending students will be encouraged to attend one (1) or more conferences with an administrator to review the bullying behavior and cooperative strategies for correcting it. The building principal or designee shall also inform the victim's parents/guardians of any and all bullying incidents involving their child.

All incidents of confirmed bullying, including those that are mediated, shall be recorded in writing and placed in the offending student's discipline file.

The penalties and prohibitions in this policy are in addition to, and do not replace or supersede, any related provisions in district prohibiting conduct such as harassment, violence, assault, and hazing.

### Confidentiality

The district recognizes that both the complaining student and the alleged bully have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses involved will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Educational Rights and Privacy Act (FERPA) and any discovery or disclosure obligations. Subject to the limitations imposed by FERPA protections, the principal or his/her designee may inform the complaining student/parents/guardians of the outcome of the investigation.

## **HARASSMENT**

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.

GENERAL HARASSMENT- Verbal, written or physical taunting of others will not be permitted

ETHNIC HARASSMENT - Harassment against another's culture, heritage or other characteristic will not be permitted.

SEXUAL HARASSMENT - The Equal Employment Opportunity Commission Guidelines on Sexual Discrimination (20 CFR 1604.11) defines sexual harassment as deliberate unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature.

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

**The Huntingdon Area High School will not tolerate or condone harassment of any kind.**

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.

## STUDENT SEARCHES

School authorities are authorized to conduct searches of students or their property when there is reasonable suspicion that a student is in possession of an item or substance that represents a threat to school routines or is prohibited by school board regulations. Unannounced searches may be conducted by local and/or state police departments using certified dogs. They may search lockers, book bags and cars parked on school property during the school year.

## 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.

## 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.



## **SUBSTANCE ABUSE, WEAPONS, EXPLOSIVES and ARSON - POLICY AND PROCEDURES IN HUNTINGDON AREA HIGH SCHOOL**

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**

1. The term **Controlled Substances** means
  - a. Alcohol
  - b. All controlled substances, marijuana, and certain solvents as defined in the Pennsylvania Criminal Code
  - c. Imitation controlled substances as defined in the Pennsylvania Criminal Code
  - d. Over-the-counter drugs and any other drug or prescription medication not possessed for legitimate medicinal purposes
  - e. Inhalant substances (glue, gas, paint, etc.)
2. 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.
3. 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.
4. The term **Substance Abuse** means:
  - a. 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.
  - b. Being under the influence of a controlled substance.
5. **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.

#### **B. Possession or Use**

##### **1. First Violation for Possession or Use**

The first violation of the prohibition against the use or possession of a **Controlled Substance or Drug Paraphernalia**:

- a. By a student in grades 9 - 12 will result in a minimum out-of-school suspension for ten (10) school days. Also, 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 days of suspension will be excused absences, and make-up work will be provided.
  - b. 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.
  - c. The student may be required to participate in and complete an appropriate substance abuse program.
2. The **second and any subsequent violations** of the use or possession of a controlled substance or drug paraphernalia by a student in grades 9 - 12 will result in a minimum out-of-school suspension for ten (10) days. Also, 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 days of suspension will be excused absences, and make-up work will be provided. In addition, at or before the time of the conference of the student and the parents/ guardians with the school superintendent, the principal will recommend any 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 activity before re-admission.

**C. Sale and Distribution – Violation** – For the **sale and distribution** of a controlled substance or drug paraphernalia: 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, will be an immediate out-of-school suspension for a minimum of **ten (10) school days**. Also, 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 days of suspension will be excused absences, and make-up work will be provided.

## **II. WEAPONS and EXPLOSIVES**

### **A. Definitions**

1. The term **Weapons** means:
  - a. "Weapon" - the term shall include 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.
  - b. Any object used with the intent of threatening or harming an individual.
2. 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.

### **B. Possession and Use - For violation of prohibition against possession or use of a weapon or explosive:**

1. The penalty for the unauthorized **possession of a weapon or explosive on school property (portal to portal)** may result in an immediate out-of-school suspension for a minimum of **ten (10) school days**. Also, 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 and School Board. The days of suspension will be excused absences, and make-up work will be provided. In addition, at or before the time of the conference of the student and the parents/guardians with the Student Services Committee, the principal may recommend any additional period of suspension or expulsion from school as deemed appropriate.
2. The penalty for the **use of or distribution of a weapon or explosive** may result in an immediate out-of-school suspension for a minimum of **ten (10) school days**. Also, 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 days of suspension will be excused absences, and make-up work will be provided. During the Student Services Committee meeting, the principal or designee may recommend expulsion or further discipline.

## **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 any **act of Arson** may result in a minimum out-of-school suspension for **ten (10) school days**. Also, 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 days of suspension will be excused absences, and make-up work will be provided. In addition, the student and his parents or guardians must meet with the Student Services Committee, at which time the principal may recommend any additional period of suspension or expulsion from school as deemed appropriate.

## **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:

1. 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.
2. 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:

1. 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.2. of this section.
2. 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:**

- A.** 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.
- B.** The principal and staff will monitor each substance abuse case to ensure that an appropriate intervention and follow-up response has been made.
- C.** 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.

**DISCIPLINE GUIDELINES**

<b>Infraction</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd and subsequent offenses</b>
Assault or Assault With Weapon	10 days OSS; SRO notified	See first offense	See first offense
Violation of AUP/Technology (Acceptable Usage Policy)	1-3 detentions or 1-2 days ISS; loss of computer privileges	1-5 days ISS and loss of computer privileges	3-5 days ISS or 1-5 days OSS; loss of computer privileges
Class Disruption	1-2 detentions	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS
Cut Class	1 detention	2-3 detentions	1-5 days ISS
Defiant/Disrespectful/Noncompliant/Insubordination	1-3 detentions or 1-2 days ISS	1-5 days ISS	3-5 days ISS or 1-5 days OSS
Disrespectful to Peers and School Personnel	1-3 days ISS	3-5 days ISS	1-5 days OSS
Failure to Follow Procedures	1-2 detentions	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS
Failure to Serve Detention/ISS	Rescheduled	Rescheduled	1-3 days ISS
False Alarms/Disruption under false pretense	1-10 days OSS	1-10 days OSS and SRO notified	See second offense
Fighting	1-10 days OSS; SRO notified	See first offense	See first offense
Forgery of Passes/Excuses	1-2 days ISS	2-4 days ISS	3-5 days ISS or 1-5 days OSS
Handbook Violation	1-2 detentions	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS
Inappropriate and/or Abusive Language, Literature or Illustrations	1-3 detentions or 1-2 days ISS	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS

Inappropriate Location/Unauthorized Area	1-2 detentions	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS
Left School Without Permission	1-2 days ISS	2-4 days ISS	3-5 days ISS and/or 1-5 days OSS
Lying	1-2 detentions	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS
PDA (Public Display of Affection)	Warning	1-2 detentions	1-2 days ISS
Physical Contact and/or Physical Aggression	1-3 detentions or 1-2 days ISS	1-5 days ISS	3-5 days ISS or 1-5 days OSS
Possession of matches or a lighter	1-3 days ISS	3-5 days ISS	1-5 days OSS
Possession, Use or Sale of Tobacco (includes electronic cigarettes)	1-3 days ISS; citation may be issued	3-5 days ISS; citation will be issued	1-5 days OSS; citation will be issued
Property Misuse/Damage	1-3 detentions and will be monetarily responsible for replacing or restoring item	1-5 days ISS and will be monetarily responsible for replacing or restoring item	3-5 days ISS or 1-5 days OSS; will be monetarily responsible for replacing or restoring item
Provoking Behavior	1-2 detentions	2-4 detentions or 1-3 days ISS	3-5 days ISS or 1-5 days OSS
Theft	1-3 days OSS and SRO notified	3-5 days OSS and SRO notified	Up to 10 days OSS and SRO notified
Threatening School Official/Student	1-10 days OSS; SRO notified	See first offense	See first offense
Vandalism	1-3 days OSS and will be monetarily responsible for replacing or restoring item; SRO notified	3-5 days OSS and will be monetarily responsible for replacing or restoring item; SRO notified	5-10 days OSS and will be monetarily responsible for replacing or restoring item; SRO notified

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 Busses

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 will 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 vehicles 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 in the auditorium lobby each morning for breakfast from 7:30-7:50 AM. Students may take their selections with them or eat them in the lobby/cafeteria area.**)
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 MISBEHAVIOR

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. A limit of one lunch will be enforced for charging.
3. 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.
4. Charging procedures apply to breakfast meals and lunch meals.
5. Cashiers will notify students when their account has a negative balance.
6. 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.
7. Due to excessive negative balances in the past, no charging will be allowed during the last two weeks of school.
8. Balances from each school year will be carried over into the next school year for underclassmen.

## 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 Permission to Evaluate form and Procedural Safeguards would be issued to the parents. Once the Permission to Evaluate is received, the Huntingdon Area School District abides by the information as stated in the Notice and Request. The information includes cognitive testing, achievement testing, behavioral rating scales, adaptive behavior rating scales, parent input, teacher input, and any other information relating to the individual child. 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 May 2015**

### **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 Mrs. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Lee Bzdil 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 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	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly	814-667-2705



256 South 5th Street. Huntingdon, PA 16652	13006 Greenwood Road Huntingdon, PA 16652
<b>PRISONS</b>	
Huntingdon County Prison Mrs. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104
Mifflin County Prison Ms. Tracey 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.

## SCHOOL-HOME COMMUNICATIONS

The school district is using technology to strengthen the communications between the home and school. Teachers are using a District-approved software product to list class assignments, administer tests, report grades and communicate with parents using e-mail. Parents will be able to use technology to more effectively partner with their child/children's teachers. Please contact your child's teacher(s) to learn if they are providing this service.

## 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 (boys & girls)

#### WINTER

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

#### SPRING

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

### 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. For example, if a violation involves a 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.

### **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.

## **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.

### **Monthly Club Choices**

Biology	Hobby & Craft Time	SSR – Silent Sustained Reading
Chemistry	Hunting & Fishing	Spanish
Chess	International (Intercultural)	Swim
Circle of Friends	Math Puzzles & Games	Table Tennis
Civil War History	Music	Tap Dance (Intro.)
Classic Movie Buff's	Pop Culture of Supernatural	Voice
Crochet	Portfolio	Weekly Roar
Envirothon	Press & Journalism	Weightlifting
Hard Rock Café	Prom Committee	Women's Self Defense

## **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. **Hall lockers, physical education lockers, and backpacks** 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.**

### **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.

### **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.**

### **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..... Principal's 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  
1:54-2:44 ..... 7th Period  
2:44-2:45 PM..... Announcements & Dismissal

**2015-2016 School calendar can be found on the HASD website. [www.huntsd.org](http://www.huntsd.org)**