

**Pride and Tradition**

A Handbook for Pupils and Parents  
2009-2010

**PEN ARGYL AREA HIGH SCHOOL**  
**501 WEST LAUREL AVENUE**  
**PEN ARGYL, PA 18072**

**Telephone: (610) 863-1293 – Ext. 1**  
**Fax Number: (610) 863-7660**

**District Office Telephone: (610) 863-3191**

**Name:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_

**PEN ARGYL AREA HIGH SCHOOL IS A FULLY  
ACCREDITED SECONDARY INSTITUTION BY THE  
COMMISSION ON SECONDARY SCHOOLS OF THE  
MIDDLE STATES ASSOCIATION OF  
COLLEGES AND SCHOOLS.**

### OUR PLEDGE OF PEACE AND RESPECT

We the students of Pen Argyl Area High School, pledge to respect ourselves, our peers and our community. We will not tolerate behavior or actions degrading toward each other or our learning environment. By abiding to this commitment, we will be better people and make Pen Argyl Area High School a more caring, understanding and accepting student body.

We promise:

- We will accept the diversity of others.
- We will be kind and considerate of everyone's ideas and feelings.
- Our actions will promote a safe and positive environment.
- We will be an effective role model through word and deed.
- We will be part of the solution and not the problem.

Developed by the students of  
Pen Argyl Area High School – April, 2000

### BULLYING PREVENTION POLICY

Any actions or behaviors which seek to threaten, intimidate, ridicule, berate, or degrade a student(s) or staff for academic performance, job performance, appearance, family composition, gender, or any other unique trait or characteristic is strictly forbidden. Pen Argyl Area High School is dedicated to maintaining an atmosphere of peace and respect results in a safe and orderly academic environment.

\*See policy on page 88

22 Pa. Code §12.2. Student Responsibilities

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of 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.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
  - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  - (4) Assist the school staff in operating a safe school for the students enrolled therein.
  - (5) Comply with Commonwealth and local laws.
  - (6) Exercise proper care when using public facilities and equipment.
  - (7) Attend school daily and be on time at all classes and other school functions.
  - (8) Make up work when absent from school.

- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

22 Pa. Code § 12.9. Freedom of Expression.

- (a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.
- (b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
  - (1) School authorities may restrict the use of certain bulletin boards.
  - (2) Bulletin board space should be provided for the use of students and student organizations.
  - (3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed

reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without

consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

ALMA MATER

Nestled in the Blue Ridge Mountains  
Beneath the azure sky  
Rests our noble Alma Mater  
Rests Pen Argyl High.

Her lofty tower of shining white  
Amid the hills of green  
Stands a stalwart sentinel  
That ever can be seen.

In her spacious halls of learning  
Let our memories roam  
For there is no greater treasure  
By immortals known.

We will always love and praise you  
Green and White our cry  
Hail to thee our Alma Mater  
Hail Pen Argyl High.

SCHOOL DISTINCTIONS AND TRADITIONS

School Yearbook ..... Green Echo  
School Mascot ..... Green Knight  
School Colors ..... Green/White  
Conference ..... Colonial League

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### STUDENT AND PARENT GREETING

The staff and administration of Pen Argyl Area High School extend a warm welcome to all for the 2009-2010 school year.

This agenda is to serve as a major instrument to communicate to you the policies that have been established in assisting all students through a very successful high school journey. The ultimate objective is to achieve a highly comprehensive education within the established curricular and co-curricular programs so that students will be provided with the necessary tools for success in a highly technological and informational society.

As you experience the challenges posed, please be assured that our staff is dedicated to providing support for any need that should arise. It is everyone's responsibility to achieve at their maximum potential. Hence, our actions should consistently reflect a **Commitment to Excellence!** Let us communicate frequently and effectively as the school and home work together to ensure the highest quality of education for our most precious product - our youth of America!

In closing, I encourage you to a Commitment to Excellence and to communicate any concerns, needs, or issues to the appropriate person(s). Our high school staff stands ready to assist all families in the nurturing process.

John C. Smith, Principal

### LETTER FROM THE SUPERINTENDENT – TITLE I

Dear Parents/Guardians:

In Title I schools, parents can request information regarding their child's teacher. This may include information on completion of state requirements for licensure and certification, emergency or other provisional status, and educational background. Parents may also inquire about paraprofessionals that may be serving their child and the qualifications of paraprofessionals.

If your child has been instructed for more than 4 weeks by a teacher who is not certified in the area of instruction, the school district will notify you of this.

William E. Haberl, Ed.D, Superintendent

## MIDDLE STATES SELF STUDY 2000-2001

### Mission Statement

The mission of Pen Argyl Area High School is to prepare all students to become lifelong learners and responsible, productive members of a global society through diverse educational experiences, a safe school environment, family and community involvement, and co-curricular activities, all of which foster respect for diversity, dignity, and worth of each individual.

### Philosophy Statement

The Pen Argyl Area High School will provide students with a thorough educational program designed to enable them to become well-educated, mature, healthy, socially conscious, morally upright and responsible citizens. We believe that the foundations of these ideals are discipline, tolerance for diversity, and respect for self, peers, teachers, and staff. We further believe that these standards of excellence and high ideals should be provided in all phases of the school program and that students should be taught to incorporate them in all aspects of their lives. Basic skills must be the backbone of each curricular area. As students develop, the school curriculum should meet individual needs, abilities, interests, and aspirations. It should be sufficiently broad to prepare students to pursue their chosen career and should support a school-to-work transition that will foster lifelong learning.

### Accreditation

Pen Argyl Area High School is a fully accredited secondary institution by the Middle States Association in Philadelphia to 2011.

## POLICY OF NON-DISCRIMINATION

Pen Argyl Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX coordinator and Section 504 coordinator at 1620 Teels Road, Pen Argyl, PA 18072 (610-863-3191).

For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Title IX coordinator at 610-863-3191, or call the building principal directly.

BOARD OF EDUCATION

President ..... Mr. Bryan Scott  
Vice-President ..... Mr. Robert Rutt  
Secretary/Business Manager ..... Mr. Walter Schlegel, Jr.  
Assistant Business Manager ..... Mrs. Jamie Achenbach  
Treasurer ..... Mr. Domenic Martino  
Solicitor ..... Mr. Alan McFall, Esq.

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Mr. John Dally, Jr ..... Mr. Mikal Sabatine  
Mr. Christopher Graham ..... Mr. Bryan Scott  
Mr. Darrin Evans ..... Mr. Thomas Wills  
Mr. Domenic Martino ..... Mrs. JeanMarie Yurkovitch  
Mr. Robert Rutt

STUDENT BOARD REPRESENTATIVES

Alexander Wallace ..... Jessica Nodine

ADMINISTRATIVE STAFF

Superintendent ..... Dr. William Haberl  
Assist. Superintendents ..... Dr. Robert Foster/Dr. Margaret Petit  
High School Principal ..... Mr. John C. Smith  
Assistant Principal ..... Mr. Allen Beardsworth  
Technology Coordinator ..... Mr. Ronald Riedi  
Director of Special Education ..... Mrs. Karol D’Huyetters  
Secretary ..... Mrs. Maureen Sousa  
Secretary ..... Mrs. Bernadette Metzgar  
Guidance Secretary ..... Miss Mary Kessler  
Food Service Coordinator ..... Ms. Juliana Farrell  
Athletic Director ..... Mr. Dwight Repsher  
Assistant Athletic Dir./Trainer ..... Mr. Tim Egan

STAFF

ENGLISH

Ms. Krista Campbell\*\*  
Mrs. Joyce Dotta  
Mrs. Cheryl Hance\*  
Ms. Kristen Kresge  
Mr. Philip Fritchey  
Mrs. Spring Shank

TECHNOLOGY

Mr. Brett Kunkle

HEALTH AND PHYS. ED.

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Mr. Brian Zale

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Mr. Scott Morgan\*

ART

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Mrs. Darla Lobb  
Mrs. Laura Macaulay  
Ms. Susan Setzer  
Mrs. Robin Strouse\*  
Mrs. Marlene Teel  
Ms. Angela Torrenti

\*Department Coordinator

\*\* Foreign Language Dept. Coordinator

STAFF (CONT'D.)

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Mrs. Marsha Horvath\*  
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Mrs. Toni Ann Pezzuto  
Mr. Robert Pipech  
Mrs. Mary Smith  
Ms. Bethann Sup

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Mr. Scott Harding  
Mr. David Kaiser  
Mr. Charles Kocher  
Mr. Earl Slutter  
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Mrs. Nicole Bogart

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Mr. Sam Drozic  
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Ms. Angela Pessina-Spanish  
Mr. Robert Scott Poppele-Spanish  
Mr. Dwight Repsher - German  
Ms. Josephine Bucemi - Spanish  
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Mr. James Giovanni  
Mr. Pat Pezzuto

CUSTODIANS

Mr. Peter Freeman  
Mr. Scott Harding  
Mr. David Kaiser  
Mr. Charles Kocher  
Mr. Earl Slutter  
Mr. Brian Strouse

\*Department Coordinator

## HIGH SCHOOL TIME SCHEDULE

Student released from café & A gym to lockers and HR 7:20 am  
 Teachers arrive at their homeroom and hall duty 7:20 am  
 Warning Bell 7:29 am  
 Late Bell 7:30 am

<u>Regular Schedule</u>		<u>Non-Activity Schedule</u>	
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
HR/TV Station	7:30- 7:37	HR/TVStation	7:30- 7:40
Period 11 (Act.)	7:40- 8:13	-----	-----
Period 1	8:16- 9:02	Period 1	7:43- 8:33
Period 2	9:05- 9:51	Period 2	8:36- 9:26
Period 3	9:54- 10:40	Period 3	9:29- 10:19
Period 4	10:43- 11:13	Period 4	10:22- 10:52
(Lunch 1)		(Lunch 1)	
Period 5	11:16- 11:29	Period 5	10:55- 11:12
Period 6	11:32- 12:02	Period 6	11:15- 11:45
(Lunch 2)		(Lunch 2)	
Period 7	12:05- 12:18	Period 7	11:48- 12:05
Period 8	12:21- 12:51	Period 8	12:08- 12:38
(Lunch 3)		(Lunch 3)	
Period 9	12:54- 1:40	Period 9	12:41- 1:31
Period 10	1:43- 2:28	Period 10	1:34- 2:24
Announcements	2:28	Announcements	2:24
Dismissal	2:30	Dismissal	2:30
Detention (M)	2:28- 2:50	Detention (M)	2:28- 2:50
Detention (T,W,TH)	2:28- 2:50	Detention (T,W,TH)	2:28- 2:50

Academic Periods - 46 minutes      Academic Periods -50 minutes  
 Lunch Periods – 30 minutes      Lunch Periods – 30 minutes  
 Report Card Dist/Portfolio (2:24-2:30)

### CAREER INSTITUTE OF TECHNOLOGY

A.M. SESSION 7:40 - 10:47  
 P.M. SESSION 11:00 - 2:15

CIT Bus Schedule

AM CIT Bus Sch.-Regular

AM CIT Bus Sch.-Non-Act.

Leave H.S.	7:20 am	Leave H.S.	7:20 am
Arrive @ CIT	7:35 am	Arrive @ CIT	7:35 am
Leave CIT	10:50 am	Leave CIT	10:50 am
Arrive @ H.S.	11:10 am	Arrive @ H.S.	11:10 am

PM CIT Bus Sch.-Regular

PM CIT Bus Sch.-Non-Act.

Dismiss H.S.	10:35 am	Dismiss H.S.	10:14 am
Leave H.S.	10:40 am	Leave H.S.	10:19 am
Arrive CIT	10:55 am	Arrive CIT	10:35 am
Leave CIT for return to H.S.	2:25 pm	Leave CIT for Return to H.S.	2:25 pm

### ONE HOUR DELAY SCHEDULE

Homeroom/TV	8:30 am - 8:40 am
Period 1	8:43 am - 9:20 am
Period 2	9:23 am -10:00 am
Period 3	10:03 am -10:40 am
Periods 4 to 10	Regular Schedule
Detention (M)	2:28 pm -2:50 pm
Detention (T,W,Th)	2:28 pm -2:50 pm

### TWO HOUR DELAY SCHEDULE

(34 minute classes – 25 minute lunch)

Doors Open	9:20 am
Warning Bell	9:29 am
Late Bell	9:30 am
Homeroom/TV	9:30 - 9:40 am
Period 1	9:43 - 10:17 am
Period 2	10:20 - 10:54 am
Period 3	10:57 - 11:31 am
Period 4	11:34 - 11:59 am (Lunch 1)
Period 5	12:02 - 12:08 pm
Period 6	12:11 - 12:36 pm (Lunch 2)
Period 7	12:39 - 12:45 pm
Period 8	12:48- 1:13 pm (Lunch 3)
Period 9	1:16 - 1:50 pm
Period 10	1:53 - 2:27 pm
Announcements	2:27 pm
Dismissal	2:30 pm
Detention (M)	2:28 pm- 2:50 pm
Detention (T,W,Th)	2:28 pm – 2:50 pm

P.M. CIT – excused at 10:35 am – bus departs at 10:40 am

No A.M. CIT–homeroom in lib; study hall during periods 1-3  
Lunch – period 4; report to classes for remainder of the day.  
AM CIT students could have the option of reporting excused  
late at 11:30 am to the main office

ASSEMBLY SCHEDULE

(40 min. classes-30 min. lunch)

Homeroom/TV	7:30 am -	7:37 am	
Activity Period	7:40 am -	8:13 am	
Period 1	8:16 am -	8:56 am	
Period 2	8:59 am -	9:39 am	
Period 3	9:42 am -	10:22 am	
Period 4	10:25 am -	10:55 am	(Lunch 1)
Period 5	10:58 am -	11:11 am	
Period 6	11:14 am -	11:44 am	(Lunch 2)
Period 7	11:47 am -	11:55 am	
Period 8	11:58 am -	12:28pm	(Lunch 3)
Period 9	12:31 pm -	1:11 pm	
Period 10	1:14 pm -	1:54 pm	
Assembly	1:57 pm -	2:30 pm	
Detention (M)	2:28 pm	2:50 pm	
Detention (T,W,TH)	2:28 pm -	2:50 pm	

ACT 80 DAY SCHEDULE - (30 min. classes - 25 min. lunch)

Doors Open	7:20 am	
Warning Bell	7:29 am	
Late Bell	7:30 am	
Homeroom/TV	7:30 am -	7:40 am
Activity (Per. 11)	None	
Period 1	7:43 am -	8:13 am
Period 2	8:16 am -	8:46 am
Period 3	8:49 am -	9:19 am
Period 4	9:22 am -	9:47 am (Brunch 1)
Period 5	9:50 am -	9:52 am
Period 6	9:55 am -	10:20 am (Brunch 2)
Period 7	10:23 am -	10:25 am
Period 8	10:28 am -	10:53 am (Brunch 3)
Period 9	10:56 am -	11:26 am
Period 10	11:29 am -	11:59 am

NO PM CIT – report to library or study hall, parental note needed to leave; AM CIT bus departs CIT at 9:40; reports to H.S. for period 6 class.

PEN ARGYL SCHOOL CALENDAR 2009-2010

C.I.T. SCHOOL CALENDAR 2009-2010

Aug.26-27-In-Service	Dec. 24 -Jan 1 - Winter Vac.
Aug. 31 - 1 <sup>st</sup> Day of School	Jan 18 – MLK Day
Sept. 4 - School Closed/ Office Open	Feb. 15 – Presidents’ Day
Sept. 7- Labor Day	March 29 -April 5 - Spring Vac.
Oct. 12- In-Service	May 31 - Memorial Day
Nov. 26-Nov. 30 - Thanksgiving Vacation	June 8 - Last Day for Students
	June 11 - Last Day Teachers

Any days lost to inclement weather will be added to the end of the school year

## MEDICATION PROCEDURE

### Authorization for Medication during School Hours

If your child needs to take medication in school, prescription or over the counter, the procedure is as follows:

1. Prescription medication, including over the counter, will be administered to the students in the regular school setting and only in circumstances when the child's health may be jeopardized without it.
2. The school medication form needs to be signed by the physician, psychiatrist or dentist **and** parent/guardian.
3. If dosage is changed, new written authorization from the doctor and parent/guardian is required.
4. Authorization will terminate with the expiration date of the prescription or at the end of the school year, whichever occurs first.
5. If medication is discontinued, the doctor must notify the nurse in writing.
6. Medication must be delivered to the school nurse by the parent, legal guardian, or authorized adult designee in the original medication container and in an amount not to exceed a 20-school day supply.
7. Students are **not to have** medication in their possession at any time per school district drug and alcohol policy (except physician authorized self-administered inhalant medications for **high school students only**).
8. **Medications sent to school in violation of this policy will not be administered to a student.**
9. Over the counter medication-**does not** apply to cough drops, **but does** include aspirin, Tylenol, Ibuprofen, allergy, antacids, and other over the counter medication, in which case a one school year standing order from the child's personal physician will be accepted.

### IMMUNIZATION REQUIREMENTS

The Pennsylvania Department of Health requires that all children at any grade, kindergarten through 12th, including all public, private, parochial, and intermediate unit students show proof of immunization before they can attend school in the state.

Diphtheria and Tetanus -fourth dose administered on or after the child's fourth birthday  
Polio--3 or more properly spaced doses of oral vaccine or 4 or more doses  
Measles (Rubeola)  
German Measles (Rubella)≥ MMR≥ 2 doses  
Mumps  
Three doses of Hepatitis B vaccine required for all new school enterers and 7<sup>th</sup> grade  
Varicella (chicken pox) immunity, either from vaccination, history of having had chicken pox or laboratory testing to prove immunization (kindergarten or 1<sup>st</sup> grade and for students entering 7<sup>th</sup> grade)

The state also requires that a Certificate of Immunization be kept on file in the child's school medical record.

Students who do not comply with these regulations will be excluded from school until compliance can be satisfactorily documented.

To make certain parents have the time necessary for their children to receive the required immunizations, the school district may grant an eight-month provisional enrollment for those children who have not met the requirements. For answers to questions regarding immunization requirements, please call Mrs. Racciato at 610 863-9093 or Mrs. Curcio 610 863-1293 (or contact the Pennsylvania Department of Health (Healthy Baby, Healthy Kids Hotline) at 1-800-986-5437. You may also contact the District Immunization Coordinator for the Department of Health at 610 865-7087.

### INSURANCE

The school district has provided an insurance program covering student accidents which result while practicing for, or competing in, all athletic and band events. Claims may be initiated by contacting the school nurse and using the following procedure:

1. Report the accident to the nurse as soon as possible.
2. The nurse will give your child a claim form.
3. You must complete the family information section.
4. Give the form to your doctor or hospital to complete the medical section.
5. The doctor or hospital should return the form to you.
6. After you have received all the bills, send the bills and the form to the insurance company.

All bills for covered expenses for treatment out of hospital, including emergency room, will be paid to the limit of the policy. When hospitalization or surgery is required, the insurance will pay the first \$200 of covered expenses. Bills for covered expenses above \$200 will be paid only if they are not recoverable from the family's group insurance.

If there is no family group insurance, bills for covered expenses will be paid to the limit of the policy. Benefits are payable for a maximum of 104 weeks. An accident must be reported to the school nurse immediately and an insurance claim form obtained.

### CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students should notify the building secretary of any changes in address or telephone number as soon as possible to ensure accuracy of student emergency information.

### WITHDRAWAL/STUDENT TRANSFER

Students who find it necessary to withdraw or transfer need to report to the office to complete this procedure. Students will be given a withdrawal card, which in turn will be filled out by each of their teachers.

### WORK PERMITS

Applications for working papers may be secured in the High School Office between the hours of 8:00 a.m. and 3:00 p.m. You must have a birth certificate, baptismal record, driver's license, or driver's permit as proof of age to obtain working papers. A parent **MUST** also be present with you the first time you apply for working papers. If that is not possible, a form will be supplied that must be notarized and returned to the office.

### VISITORS

All visitors are required to register at the High School Office immediately upon entering the building. This is in accordance with the Trespass Laws of the State of Pennsylvania. Students from other schools will not be permitted to visit while school is in session.

### PHONE MESSAGES/PHONE USAGE

Phone messages of an emergency nature only will be accepted at the office and relayed to the students. All messages of a non-emergency nature will be relayed to students when possible.

**DURING SCHOOL HOURS STUDENTS ARE NOT PERMITTED TO USE CELL PHONES TO CALL OR RECEIVE MESSAGES.**

### CORPORAL PUNISHMENT

1. The high school, in compliance with the board policy, will not administer any corporal punishment.
2. Reasonable force may be used but under no circumstances shall a student be punished in such a manner as to cause bodily injury.
3. Reasonable force may be used by teachers and school authorities under any of the following circumstances:
  - a. to quell a disturbance,
  - b. to obtain possession of weapons or other dangerous objects,
  - c. for the purpose of self-defense or
  - d. for the protection of persons or property.

### SEARCH AND SEIZURE GUIDELINES

A student's locker or other storage area may be subject to a search by a school administrator based upon reasonable suspicion of possession of prohibited or illegal materials. Reasonable suspicion may also result in a search of person, possessions and/or vehicle.

However, any personal property brought on school grounds may be inspected by drug-sniffing dogs for alcohol, drugs or other prohibited substances. Personal property that may be inspected includes, but is not limited to, cars parked on school grounds, desks, backpacks, lockers, book bags and gym bags. Reasonable suspicion of improper conduct is not required to use drug-sniffing dogs to inspect personal property. Drug-sniffing dogs will not be used to inspect students for alcohol, drugs or other prohibited substances.

### LOCKERS

A locker with either a combination or a separate combination lock will be assigned to each student at the beginning of the year. Students are reminded that the lockers belong to the school and are only on loan to the students. Students should never leave money or valuables in the lockers. Students are not to share lockers and are to use only those assigned to them.

**Students are to be punctual to class with all appropriate educational materials.**

### LOCKER SEARCH POLICY

1. The Board recognizes students' need to store books, clothing and other personal property in school; and the district may provide lockers or other storage space for this purpose. No locker or other assigned in-school storage space may be used to store any substance or object which is prohibited, or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the safety of the building itself.

2. By making lockers or other in-school storage space available for use by students, the district does not relinquish control over the lockers or other space, and students have no expectation of privacy in their locker or any other storage space assigned to them. Student lockers or other storage space and their contents, including personal items belonging to students, may be searched at any time at the discretion of the district. The district may authorize or undertake such searches regardless of whether the district has reason to believe that prohibited materials, or evidence of a violation of law or school policy, will be found in any particular locker.

3. Student lockers or other in-school storage space shall be secured against incursion by other students only by a lock or other device provided by the district, to which the district shall maintain the key and/or combination. Students may not secure lockers or any other in-school storage space with personal locks or other devices.

4. The district will enter or conduct searches of lockers or other in-school storage space assigned to students as follows:

- a. The district retains the unlimited right to search by any means the student locker or other in-school storage space provided to the students for their convenience.
- b. The district may enter any student locker or other in-school storage space to repair it or for routine sanitation inspections. The district may also enter any student locker or other in-school storage space for other administrative reasons, including to retrieve books and/or other materials when students are absent.
- c. The district will conduct unannounced general inspections of student lockers or other in-school storage space with or without articulable suspicion. Such searches may be conducted by any means including searches conducted with the assistance of trained sniffer dog.

5. The superintendent shall develop procedures for implementing this policy which requires the following:
  - a. Student lockers and other in-school storage space may be searched without prior warning to the student, and without the student's presence.
  - b. Unannounced general searches under Section 4.c. shall be conducted at the direction of the superintendent.
  - c. All entry into student lockers or other in-school storage space, other than unannounced general inspections under Section 4.c. of this policy, shall be at the direction of the building principal. In the event that the principal is absent from the building or otherwise unavailable, a person temporarily in charge of the building may direct that the search be conducted.
  - d. The principal or person temporarily in charge of the building, or his or her designee, shall be present whenever a student's locker is opened by the district.
  - e. At least two representatives of the school district shall be present whenever a student's locker is opened.
  - f. The principal shall be responsible for the prompt recording in writing of each locker inspection, said record shall include persons present during the search, objects found, disposition of the objects and circumstances surrounding the search.
  - g. The principal shall be responsible for the safe-keeping and proper disposal of any substance, object or materials found to be improperly stored in a student's locker, which shall include prompt delivery to law enforcement authorities, when appropriate.
  - h. Materials found in locker searches may be used in disciplinary and other proceedings against the student.

EMERGENCY CLOSING OF SCHOOL

This year the district will be using the "Alert Now" system for school delays/closings/early dismissals due to weather or other emergencies. You will receive a recorded phone call with a display of "411" on your caller ID, informing you of a change in our schedule. Info will also be listed on radio: WAEB 790 AM & 104 FM, WVPO 840 AM, WEST 1400, WSBG 93.5 FM, WCTO 96 FM, WODE 100 FM, WHCY 106.3 FM; TV - WNEP TV - Ch 16, WYOU TV - Ch 22, WFMZ TV - Ch 69 will broadcast this information during their morning newscasts. PLEASE DO NOT CALL THE SCHOOL.

### VALUABLES

Students are advised not to bring large sums of money or other valuables to school. The school is not responsible for students' personal property that is missing in school. The school will make every effort to locate items that are reported missing and take precautions to avoid such occurrences, but the school cannot replace such lost items. For your own protection, **DO NOT LEAVE MONEY OR JEWELRY IN THE LOCKERS OR LOCKER ROOMS.** Physical education students are advised to give valuables to the instructor for safe keeping.

### LOST AND FOUND

The Lost and Found Department is located in the office of the school nurse.

### VIDEO TAPING PROCEDURES

As a simple guideline, the video taping of students is permissible if an inherent expectation exists that the general public would also be expected/invited to attend. As example, such events are athletic contests, concerts, Halloween Parade, award ceremonies, graduation to cite a few. Not permissible would be events where the opposite inherent expectations exist that the general public would not be expected to attend. As example, such non-permissible events are classroom instruction, recess, student assemblies, again to cite only a few. Since not every event can be listed here, the examples as listed are intended to serve as a common sense guide. However, if you should have a question or need further clarification, please contact the administration.

### FINANCIAL AND SPORTS OBLIGATIONS

At the end of each marking period students who have financial, classroom, or sports equipment obligations will have their report cards withheld. In addition, notes concerning the obligations will be placed on the student's permanent record and no transcripts for college admissions or job applications will be issued until the obligations have been met. Also, until the obligation is resolved the student will not be eligible for awards and will not be permitted to participate in any future activity (i.e. sports, dances, class events). **No student will be permitted to take mid-term or final exams with an obligation.**

### PHYSICAL EDUCATION REQUIREMENTS

The students of the Pen Argyl Area Secondary Schools must comply with the following Physical Education requirements:

1. All students must be dressed in an approved gym uniform. Approved gym uniforms are all printed with the official approved Physical Education Logo. Uniforms may be purchased from local clothing stores. Official uniforms may be any combination of the following:

Gray Tee Shirt

Gray Shorts

Gray Sweat Pants

Gray Sweat Top

Gray Sweat Jams

Students must wear the entire uniform. A uniform top or bottom may not be mixed with a personal item of clothing. Physical Education uniforms are not school attire and will not be permitted in any other classroom.

2. Each student is encouraged to shower after gym class; therefore, students should bring a towel, soap, etc. Everything should be brought in plastic containers.
3. Each time a student is unprepared for class he/she will receive a reduction of 10 points in their quarterly grade. After four unprepared times during the marking period, the student may be removed from Physical Education class and will receive a failing grade of 50 for the course or that marking period. If the student fails two marking periods with a grade of 50, he/she may be removed from class for the remainder of the year.
4. A student who is medically excused from a P.E. class is still required to complete any evaluations missed according to the guidelines of the Make-Up Policy. His/her grade will be recorded as incomplete until the work is completed by the prescribed deadlines. Excessive absences and/or excuses can seriously affect academic performance.

5. To guarantee a consistent policy for student-athletes and their dual responsibilities as students, who must fulfill Physical Education requirements as well as participation in co-curricular activities, the following guidelines have been established:
  1. A student who has been injured and has had medical treatment cannot participate (practice, contests, etc.) again until medical clearance has been granted via the physician, nurse, and/or trainer. A student who is medically excused from a P.E. class is still required to complete any evaluation missed according to the guidelines of the make-up policy. His/her grade will be recorded as incomplete until the work is completed by the prescribed deadlines.
  2. An injured student-athlete who does not have a medical excuse will be afforded the opportunity by the P.E. staff to participate within the physical education activity in a manner which promotes involvement and does not further exacerbate his/her injury.
  3. A student-athlete, who feels compelled to seek medical attention from the school nurse or trainer during the day of a game or contest, could jeopardize their qualification to participate. It shall be the recommendation of the school nurse or trainer to the Principal whether the student-athlete can be permitted to participate in that game or contest.
  4. A student who refuses to dress and participate in Phys. Ed. class is not eligible to participate in co-curricular activities for that day.

#### TEXTBOOKS

Students will be loaned textbooks by their teachers following the completion of the Book Loan Slip. Students should place their name and homeroom number in the space provided. Students are responsible for the condition of their textbooks and any damage will be paid for by the student.

### GUIDANCE

The Guidance Department is ready and willing to assist students in solving problems that deal with their educational, social, or vocational lives. Appointments to see the guidance counselors may be made in the Guidance Office.

### TRANSCRIPTS

Transcripts of grades will be sent to schools or employers only upon written request. Transcripts will not be sent if a student has an unfulfilled obligation to the school.

### STUDY HALLS

Study halls are provided to support and reinforce the academic program. All students must be prepared to study quietly while attending assigned study periods. Study Hall Rules:

1. You may not leave your seat until attendance is taken.  
Passes may be presented only after attendance is completed unless otherwise indicated by the teacher in charge.
2. No sleeping.
3. No games or cards.
4. No radios, walkmans, or headphones.
5. No food or drinks of any kind
6. Have study materials with you upon arrival to study hall.  
Lockers passes will be given at the discretion of the teacher in charge.
7. Library passes must be obtained before you come to study hall.

### CLASS DUES 2009/2010 SCHOOL YEAR

Reduced rates for families with more than one student at the high school.

1. One student at high school - \$25 class dues or the equivalent in fund raising.
2. Two students at high school - \$40 class dues or the equivalent in fund raising.
3. Three or more students at high school - \$50 class dues or the equivalent in fund raising.

\*Each class account is used to help subsidize students for events throughout the year. This results in students having reduced charges for dances, field day, class trips, Jr./Sr. Prom, etc.

### LIBRARY

The library is open every day from 7:20 a.m. to 2:50 p.m., Monday through Friday. If the library is closed for class use, there will be a notice on the morning announcements. Students are welcome to use the library before classes begin in the morning and after classes at the end of the day.

Homework not requiring the use of library materials should be done in study hall, not in the library.

Books may be borrowed for three weeks and may be renewed one time. Old magazines may be borrowed for one week. A fine of 10 cents per day will be charged for all overdue library materials except overnight books. The fine for overnight books that are not returned before first period range from 25 cents to \$1 per day.

Students wishing to use the library should acquaint themselves with the library pass system.

### LIBRARY PASS SYSTEM

Types of passes used to leave study hall to come to library:

RESEARCH PASS - All period

READING PASS - 15 minute pass

### Signing Up For Pass

A student may sign up for a pass at the library as early as SEVEN days beforehand. Sign up time closes 4<sup>th</sup> period. Exceptions will be made at the discretion of the library staff or administration.

### Use of Pass

RESEARCH - Go to study hall and wait until attendance is taken and you are dismissed to go to the library.

Infractions while in library will result in loss of privileges until the next matching letter day in the cycle. After a student picks up a pass, that person must come to the library or it will be considered a class cut. Repeat offenders will be reported to the administration.

### Students from Classrooms

Students, who come to the library on a research pass from a teacher, must sign in the notebook provided in the library. This will provide a record of attendance.

BEFORE COMING TO THE LIBRARY, all students must report to either their assigned class period or study hall, regardless of what kind of a pass they have.

### GRADING

Grades are issued four times a year and shown on the report card as a percentage grade. The grade represents a combination of the student mastery of the subject and, in most cases, the student's relative performance within the specific class section.

#### Percentage Grades

90 to 100 A Outstanding  
80 to 89 B Above Average  
70 to 79 C Average  
Less than 70 F Failure

#### Other Grades

P - Pass  
I - Incomplete  
S - Satisfactory  
O - Outstanding  
M - Excused for medical reason  
W - Withdrawn  
N - No grade

#### Report Card Comments

01-Commendable performance	13-Has positive attitude
02-Shows improvement	14-Works to ability level
03-Absent too frequently	15-Shows effort
04-Assignments late or incomplete	16-Course adapted to student
05-Poor test grades	17-Modified testing
06-Lack of class participation	18-Modified instruction
07-Lack of effort	19-Positive attitude needed
08-Lack of attention	20-Doesn't follow directions
09-Disruptive behavior	21-Unexcused absence(s) minus points
10-Unprepared for class	22-Averaged with dropped course
11-Participates in class	23-Not on grade level
12-Comes prepared for class	24-Credit denial-unexcused absences

### MID-TERM EXAMS

1. All students will undergo a mid-term examination for yearly courses.
2. Weight - will count as 10% of the final grade.
3. Comprehensive assessment of the curriculum for the 1<sup>st</sup> semester with a thorough emphasis on subjective evaluation (essays, case studies, etc.)
4. No exemptions for mid-term exams.
5. Two – four class periods for review are required before the exam.

### FINAL EXAMS

1. Scope - A final exam will be a test of the curriculum in the 2<sup>nd</sup> semester.
2. Weight - A final exam will count as 10% of the final grade (20% for semester courses).
3. Report Card - The final exam grade will appear on a student's report card.
4. Exemptions - Students who have a 95% average for the course will be exempt from the final exam.
5. Two – four class periods for review are required before the exam.

### SUMMER SCHOOL/TUTORING

A student who fails a course must obtain approval from the school in order to make up the course in a summer school or tutoring program. A student who receives approval to go to summer school and successfully completes the program, will receive an "S" and the appropriate credit for the course. A student approved for summer tutoring must arrange for tutoring with a person other than the instructor for the course failed. A re-examination will be administered by the original teacher at the beginning of the next school year.

### HONOR ROLL

**High Honors:** Awarded to students with a percentage of 92 or above (unweighted).

**Second Honors:** Awarded to students with a percentage average of 88 through 91 (unweighted).

The GPA for each marking period is calculated by summing the course grade percent earned for each course times the credit value of the course for all courses divided by the sum of the total credits for all courses graded during the marking period. A minimum of 5.2 units must be completed for the marking period to be considered for honor roll and a student may have no incompletes, grades below 70, or missing grades.

#### CLASS RANK

Courses that meet six days per cycle for the entire year receive 1.0 unit of credit. Classes that meet less are assigned proportionate value. All classes are ranked. All students are ranked except students with a majority of special needs classes. Ranking is based on the percentage grade times the credit value of the course. The rank incorporates each marking period grade and the final exam grade. The mid-term and final exam receive equal treatment with the marking periods. Students exempt from the final exam will have their mid-term counted as 10% of the final grade. Official ranks are produced at the end of each school year. Interim ranks, at the end of a marking period, are on an approximate, unaudited basis when provided. All class ranks are based upon a weighted rank according to the course levels.

#### SCHEDULING OF COURSES

All students are required to be enrolled in enough subjects to meet the annual credit requirements established for each grade level. Requests for exceptions may be granted in exceptional cases (such as medical reasons, child care, etc.)

The required annual credit load per grade is as follows:

##### Required

Grade 9 . . 6.25 credits

Grade 10. . 6.25 credits

Grade 11. . 6.25 credits

Grade 12. . 6.25 credits

**APPROVED PROGRAM FOR COLLEGE  
PREPARATION**

TOTAL CREDITS - 23.5

**English (4 credits)**

C.P./Hon. English 9  
C.P./Hon. English 10  
C.P./Hon. English 11  
C.P./Hon./A.P. English 12

**Math (4 credits)**

Algebra 1  
Plane and Solid Geometry  
Algebra 2  
Algebra 3/Trigonometry

**Science (3 credits)**

Earth and Space  
Lab Biology  
Lab Chemistry or Lab Physics  
(both recommended)

**Social Studies (4 credits)**

U.S. History 1  
U.S. History 2  
World Cultures  
Economics (.5 unit)  
Social Studies Elective (.5 unit)  
American Govt., Sociology,  
Psychology,  
Law & Family, Modern  
American History, AP European  
History, Current Events,  
Northampton County History, Taxes  
Criminal Justice

**Health & Physical Ed.  
(1.5 credits)**

Physical Educ. (4 courses)  
Health (1 course)

**Computer Skills(.5 credit)**

Computer Applications I

**Foreign Language (3 credits)**

Spanish 1 or German 1  
Spanish 2 or German 2  
Spanish 3 or German 3

**Group I Electives (1 credit)**

Spanish 4 or German 4  
Lab Chemistry or Lab Physics  
(if not taken as a science)  
Spanish 2 (2<sup>nd</sup> language only)  
German 2 (2<sup>nd</sup> language only)

**APPROVED PROGRAM FOR COLLEGE PREP  
(CONT'D.)**

**Group II Electives (2.5 credits)**

AP Statistics	Psychology	American Government
Statistics for SS and Business	Web Publishing	Sociology
Band	Aquatic Biology	Northampton County History
Philosophy	Orchestra	AP European History
Journalism	Yearbook	Modern American History
Accounting	Calculus	Human Anatomy and Physiology
Chorus	Music Theory	Current Events
Art 3	Law and Family	Writing for College
Keyboarding	Family Relations	Office Technology
		Mechanical Drawing
		Computer Applications II, III
		*An add'l. Group I Elective

**Notes:**

(1) Higher level courses within a subject area are encouraged and may be substituted for the listed courses in the approved program.

\*(2) An additional Group I Elective may be taken to fulfill the Group II Elective requirement.

## GENERAL REQUIREMENTS FOR GRADUATION

TOTAL CREDITS – 23.0

### **English (4 credits)      Mathematics (3 credits)**

English 9	Math
English 10	Math
English 11	Math
English 12	

### **Science (3 credits)      Social Studies (3.5 credits)**

Earth and Space Sci.	U.S. History 1
Biology	U.S. History 2
Sci. and Technology	World Cultures
	Economics (.5 unit)

### **Health & Physical Education (1.5 credits)**

Ph. Ed. 2 (4 courses)	<b>Computer Skills (.5 credit)</b>
Health	Computer Applications I or Word Processing I

### **Arts & Humanities Electives (2 credits)**

American Gov't.	Ind. Arts	Photography
Sociology	Spanish	Foods
AP European Hist.	German	Art Appreciation
Current Events	Business Law	Music
Taxes	Philosophy	Appreciation
Psychology	Chorus	Orchestra
Modern American	Journalism	Art
History	Mech. Drawing	Writing for College
Northampton	Practical Arts	Band
County Hist.	Family Relations	Family and Cons.
Intro. To Business		Science

### **Electives (5 credits)**

Selected from any other courses offered in the total curriculum (including Career Institute of Technology)

**Note:** Higher level courses within a subject area are encouraged and may be substituted for the listed courses in the approved program.

\*Students must successfully complete Graduation Project (.5 cr)

## CAREER PATHWAYS MODEL

### DROP/ADD POLICY

Any requests during the first 10 days of a course are generally granted. Thereafter, the drop/add process involves consultation among the counselor, parent, student, department coordinator, teacher, and an administrator. **If a student drops a course (at their request) at the end of the 1<sup>st</sup> M.P. they would qualify as WP (withdraw passing) or a WF (withdraw failing) on their transcript. A student who receives permission to withdraw after 50% of the course has been completed, will receive no credit but the average will be entered into their cumulative average.**

### WEIGHTING OF COURSES

For purposes of class ranking, Advanced Placement, Honors and College Preparatory level courses are weighted.

**-Advanced Placement (AP)** level courses have a weight factor of 1.10 multiplied by the percentage grade.

**-Honors (Hon.)** level courses have a weight factor of 1.06 multiplied by the percentage grade.

**-College Preparatory (CP)** level courses have a weight factor of 1.04 multiplied by the percentage grade.

### CHEATING/PLAGIARISM

Pen Argyl Area High School is an academically oriented school. Course work is often difficult, and students at times may feel pressured to succeed at all costs. As a result, some students consider cheating as an acceptable part of school life.

The school administration, faculty and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating has a very negative effect on the individual student, the class and the overall academic climate of our school.

Any student encountering academic difficulty should see his/her counselor to develop a plan to solve the problem. Many kinds of assistance are available, and school personnel are committed to helping each student succeed.

Students who choose to cheat to solve their problems will be disciplined very harshly. The penalties are delineated in the Pen Argyl Area High School Discipline Code, and involve loss of grade and severe disciplinary consequences.

All students should be aware that plagiarism, whether intentional or unintentional, is a form of cheating. A teacher who has determined that plagiarism has been committed shall have the option of downgrading the assignment or giving a no credit (a zero) for the assignment. In addition, any student who has plagiarized will receive 1 day of suspension for each offense.

To plagiarize is “to steal and pass off as one’s own (the ideas or words of another)”, or “to present as one’s own an idea or product derived from an existing source.”\* Using the words or the ideas of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, and homework assignments.

\*Webster’s Seventh New Collegiate Dictionary (Springfield: G. and C. Merriam Company, 2002)

#### NATIONAL HONOR SOCIETY

Students’ academic records shall be reviewed at the end of the sophomore and junior years. Students who have attained a cumulative weighted average of 95% or better shall be notified by the chapter adviser that they are scholastically eligible for membership and told that for further consideration they must complete the Student Activity Information Form. The Student Activity Information Form shall be reviewed by the Faculty Council. Candidates receiving a majority vote of the Faculty Council shall be inducted into the chapter. No student has the right to the honor of National Honor Society membership, only the right to be fairly considered. The decision of the Faculty Council is final in all cases of selection and non-selection.

### VALEDICTORIAN/SALUTATORIAN

1. The student who is ranked number one in the class based on a four year cumulative numerical average will be class Valedictorian and will be invited to deliver the Valedictorian address at commencement. (Determined at the end of the 3<sup>rd</sup> marking period of the senior year and monitored for any serious academic decline prior to the 10% dinner.)
2. The student who is ranked number two in the class based on a four year cumulative numerical average will be the class Salutatorian and will be invited to deliver the Salutatorian address at commencement. (Determined at the end of the 3<sup>rd</sup> marking period of the senior year and monitored for any serious academic decline prior to the 10% dinner.)
3. In the event that either the class Valedictorian or the class Salutatorian declines to accept the responsibilities of the honor, the student who is ranked third will be named in their place.
4. In the event of a tie for number one in the class, both students will be recognized as Valedictorians.
5. If there is an undisputed number one and a tie for number two, those students tied for number two will both be recognized as Salutatorians.
6. Transfer students from grades 9 – 12 will have their cumulative average reflect unweighted grades from their previous school(s) which they attended. No new considerations after school year begins.
7. Home-school students who transfer into the high school are eligible if they are full-time students from the beginning of their sophomore year and maintain continuous status throughout their sophomore, junior, and senior years.
8. Severe discipline problems could impact on a student's eligibility.

### CLASS OFFICERS

#### Prerequisites:

1. All passing grades the previous year and current year as an officer.
2. No suspensions the previous year and current year as an officer.
3. No excessive detentions the previous year and current year as an officer.

Duties:

1. Class officers are required to help with planning any activity which will benefit the class.
2. Class officers must be present to help monitor the class function and provide feedback to the class advisor.
3. Class officers are responsible for collecting distributing and disposing of any products used or owned by the class during class functions.
4. Class officers are responsible for taking surveys and/or distributing information to the class during school time.
5. Class officers are required to attend officer meetings. A class officer who misses three meetings, other than excused absences, will be removed as a class officer.

If a determination is made by the class advisor that the officer is not performing the expected functions, then that student will be removed from office by the class advisor or principal, who will then appoint a suitable replacement.

Poor grades, cheating, excessive detentions, alcohol or drug usage, suspensions and other unethical actions will be a cause for removal. Such actions would mitigate that officer's effectiveness as a positive role model and will be considered grounds for removal of office.

FREE EDUCATION AND ATTENDANCE

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

## PUPIL ATTENDANCE

In accordance with the compulsory school attendance requirements as outlined in the School Laws of Pennsylvania, the Pen Argyl Area School District will follow the policies listed below:

1. The Board of School Directors of the Pen Argyl Area School District recognized its obligation to require pupils enrolled in their schools to be present in class in order that they may gain the maximum benefit from their educational experience. Consistent with this philosophy it is necessary to establish a minimum number of days of attendance and participation as a requirement for the awarding/denial of course credit. This policy is adopted for the benefit of the students, parents and community, which the school serves.

2. For each illegal/unexcused absence a student will lose 2 points from their marking period grade in each class.

For Example:

- i. A student's 1st illegal/unexcused absence during a marking period could result in a loss of 2 points from their marking period grade in each class.
- ii. A student's 2nd illegal/unexcused absence during a marking period could result in a loss of 4 points from their marking period grade in each class.
- iii. A student's 3rd illegal/unexcused absence during a marking period could result in a loss of 6 points from their marking period grade in each class.

3. **Credit Denial is based on a student's attendance. Students who accumulate six illegal/unexcused absences during one semester course (1/2 year) and twelve illegal absences over a full year course may be denied course credit(s).**

**A student has the right to appeal in writing to the building principal the decision of credit denial. If the principal deems appropriate a review of the student's records can be initiated by the principal or his or her designee. Within twenty school days of receipt of the written appeal the review of the records should be completed. The results shall be reported in writing by the principal or his/her designee to the Superintendent, the student, and the parents. The principal's decision is final on all appeals.**

4. Students will be expected to be in attendance on all of the days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as either cumulative or non-cumulative. Any student exceeding ten days of cumulative absences will be required to furnish a doctor's excuse for any days absent from this point on (except where doctor's notes are already required as in number 10 of this policy).
  - A. Cumulative Absences
    - 1) Illness covered by a parental note or contact.
    - 2) Family vacation while school is in session.
    - 3) Truancy and all other absences not classified as non-cumulative.
  - B. Non-Cumulative
    - 1) Illness verified by a doctor's note.
    - 2) Death in the family
    - 3) Religious holidays as designated by the Department of Education.
    - 4) Administration reasons: school activities, driver's test, college visits, etc. (could be identified as present – see page 38-college visit policy
    - 5) Suspension
5. In the cases cited above, it is the parent's responsibility to offer a written excuse to the school on the day the student returns to school. The absence of those who fail to produce a written excuse will be considered temporarily unexcused.  
Failure to produce a written excuse within seven (7) school

days of the absence will result in the absence being considered illegal (children enrolled in grades 1 through 12 and are 16 years of age or younger), or unexcused (kindergarten aged and 17 years of age and over).

Step 1 - On the 5th day of cumulative absence a letter shall be sent to the parents outlining the school district policy on attendance. The principal or his designee will request a conference with the student to discuss the attendance record and implications of further absence.

Step 2 - On the 10<sup>th</sup> day of cumulative absence a certified letter will be sent to the parents indicating that the student will be required to furnish a doctor's note for any days absent from this point on. Absences not covered by a doctor's note will be marked as illegal (16 years and under) or unexcused (17 and over) and will be used in filing citations through the Magistrate's office. Parents will be informed that an administrative hearing can be requested to appeal this action within fourteen (14) days of receipt of the letter.

6. Kindergarten students must be in regular attendance. Kindergarten students who compile four (4) or more unexcused absences will be considered for dismissal from the program.

7. It is our policy to discourage family vacation trips except during school vacations, as students almost invariably show a decline in content knowledge and grades when absent. Pupils who are absent from school for non-school sponsored tours or trips up to five (5) days per year may be granted an excused absence if such a trip is determined in the best interest of the student by the family. The family must submit a Permission for Student Excusal due to an educational /vacation trip or tour form, signed by the parent or guardian, presented to the principal no fewer than ten (10) school days prior to leaving. Family vacations are counted toward cumulative absences and pupils must make up missed schoolwork at the direction of the teachers.

8. Absences for any reasons contrary to school law will be regarded as illegal (16 years and under) or unexcused (17 and over).
9. A first offense notice will be mailed to the parent/guardian of any pupil who has acquired three (3) days or equivalent of illegal absences. This notice constitutes the close of the first offense. The next incident of illegal absence during the school year becomes the second offense. When this occurs, a non-traffic citation will be filed with the District Magistrate. The District Magistrate will then issue a summons to the parent/guardian of the pupil.
10. The compulsory attendance law does not apply to the pupil aged 17 or over, whose unpermitted absence may be classified as unexcused, but not as illegal. However, persistent absence of such kind can result in a loss of course credit and/or dismissal from school.
11. In the case of chronic, excessive absence, school officials reserve the right by law to request a physician's certificate showing any absence to be justifiable. Failure to comply with such a request will result in the absence being considered illegal (16 and under) or unexcused (17 and over).
- 12. In the case of excessive tardiness, school officials reserve the right to accrue the minutes and count the tardiness as an unlawful truancy from school once the accumulation of the minutes tardy is equivalent to an instructional day.**
- 13. Each issue concerning a student's attendance is confidential and will be dealt with on an individual basis at the discretion of the administration.**

**14. When a child lives with relatives or guardians, other than their parent(s), attendance notes will be accepted from the guardian or person with whom the child resides. If the child is not living with the parent(s), the parent(s) do not have the authority to provide attendance notes.**

15. The following shall be the official attendance officers of the Pen Argyl Area School District.  
Plainfield Elementary School Principal  
Wind Gap Middle School Principal and Ass't. Principal  
Pen Argyl Area High School Principal and Ass't. Prin.  
Secretary of the Board of School Directors

#### STUDENT PUBLICITY INFORMATION

We have a large percentage of our students who excel academically and in co-curricular activities throughout the school year. Hence, they are recognized publicly in the print media and on our web site. In addition, the No Child Left Behind Law states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing secondary school students' names, addresses, and telephone numbers to military recruiters, who can use the information for armed forces recruiting and for informing these students of scholarship opportunities. However, secondary school students or their parents can request that the information NOT BE RELEASED.

#### Activities/Events

1. School academic/activity photographs in news articles for newspapers. Names may be used in conjunction with such pictures.
2. Inclusion in general interest news media reports/interviews (i.e. television, radio, newspapers), including listings of student accomplishments (e.g. honor rolls, honor society). Students may be identified in such reports/interviews/listings.

3. Individual/group photographs that include the student and/or oral or written comments by the student that appear on the district website.
4. Visitation by U.S. military recruiters and/or providing them with access to directory information on a student. Both federal and state laws require that school districts provide military recruiters access to secondary school students. The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002 and Pennsylvania Act 10 (The Armed Forces Recruiting Act) reflect these requirements. They collectively require school districts to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. To ensure compliance with the collective laws, school districts are required to provide names, addresses and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has “opted out” of providing such information. Military recruiters are entitled to request and receive these lists throughout the year.

Accordingly, a parent or guardian may elect to withhold permission to publicize their son/daughter’s name, picture, and basic information such as address and phone number.

If you want to withhold any of the aforementioned information listed under activities/events, please return the form to the main office with your information and signature.

“Opting Out” Form\* - sample

I DO NOT GIVE MY PERMISSION FOR MY CHILD TO BE INVOLVED IN THE FOLLOWING EVENTS/ACTIVITIES FROM THE LIST ABOVE:

\_\_\_\_\_

\_\_\_\_\_

Student’s name: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*Actual form may be obtained in guidance

MAKING UP ACADEMIC WORK

**Excused Absences:** Students who are absent for a single day on the day of a test are required to make-up the test the day the student returns to school. For absences other than the day of a test, all academic and class work including, but not limited to homework, tests, quizzes, papers, laboratory experiments, and reports, will be made up based upon the number of excused days of absence. For example, 2 days of excused absences dictates that the student will complete the missing assessment on the 3<sup>rd</sup> day upon his/her return to school. In cases of extended illnesses the student will have three days to confer with each teacher to develop a written plan and dates to make up all missed work.

In special situations the student needs approval of the administration or guidance for extended time for make-up work. A written plan will be developed with each teacher as needed. If a student does not make-up the missed work within the allotted time period, the student will receive a zero for the missed work.

**UNEXCUSED/UNLAWFUL ABSENCES:** No makeup work. Students will be assigned zeros for all missed work.

### MORNING ARRIVAL PROCEDURES

1. Students arriving before 7:20 a.m. should report to Café 2 or A-gymnasium lobby. These areas are supervised by teachers or other school personnel.
2. **Bus students will not be permitted to leave school property upon arrival at the school, regardless of the reason.**
3. Students walking to school are to proceed directly from their homes to the school. They are not permitted to congregate and loiter along their way to school or leave school grounds once they have arrived.
4. Prior to the beginning of the school day, students are not permitted anywhere in the building without permission from an administrator or teacher.
5. The practice of loitering and/or smoking on public sidewalks, roads, or private property around the high school is prohibited.
6. All students with driving privileges must park on school property in their assigned spaces.

### TARDIES

Students will be considered tardy if not in their homerooms by 7:30 a.m. Students who arrive at school anytime after homeroom must report to the office. **Arriving after 9:30 a.m. will be recorded as an unexcused half day absence. An unexcused tardy to school will result in a “0” for work missed.**

#### Unexcused Tardy to Homeroom (per marking period)

1<sup>st</sup> Offense - Warning

2<sup>nd</sup> to 9<sup>th</sup> Offense - 1 detention (1/2 hour each)

Over 9<sup>th</sup> Offense - 1 suspension per offense

#### Unexcused Tardy to School-After 7:40 am (per marking per.)

1<sup>st</sup> to 9<sup>th</sup> Offense - 1 detention for each occurrence (1 hour each)

Over 9<sup>th</sup> Offense - 1 suspension per offense

**In the case of excessive tardiness, school officials reserve the right to accrue the minutes and tabulate the tardies as an unlawful truancy from school once the accumulation of the minutes is equivalent to an instructional day.**

Tardy to Class (per marking period)

1 - 4 minutes:

1<sup>st</sup> offense - warning - office

2<sup>nd</sup> to 9<sup>th</sup> offense - 1 detention (1 hour each)

Over 9<sup>th</sup> offense – 1 suspension per offense

5 minutes or more: considered a class cut

Class Cut/Leaving School Property Without Permission/Cutting

CIT

1st cut - 1 day of suspension

2nd cut - 2 days of suspension

Over 2 cuts - 3 days of suspension

ATTENDANCE PROCEDURES

- 1. Parents or guardians will call the High School Office (610 863-1293) to report the absence before 8:40 a.m.**
2. Students absent three or more days should contact the Guidance Office for their class assignments.
- 3. On the day of return, the student MUST report to the high school office or attendance office and present a written excuse to the Attendance Office signed by his/her parent or guardian stating reasons and dates of absence. In some instances, school officials may require a written excuse from a medical doctor or a call from the parent verifying the absence.**

EXAMPLE OF EXCUSE

DATE: \_\_\_\_\_ GRADE \_\_\_\_\_  
**PHONE:**(610) 863-1293 **FAX:**(610) 863-7660  
PEN ARGYL AREA HIGH SCHOOL  
ABSENCE FORM

\_\_\_\_\_ was absent from school  
on \_\_\_\_\_  
because \_\_\_\_\_  
OFFICE USE ONLY  
Excused \_\_\_\_\_  
Unexcused \_\_\_\_\_  
Unlawful \_\_\_\_\_ (Parent or Guardian)

HALL PASSES AND CLASS EXCUSALS

Students wishing to go to the guidance office must personally provide a guidance pass to study hall proctors or teachers to which they are assigned prior to reporting to the guidance office. Failure to do so will result in disciplinary action.

Students using bathroom or hall passes in an excessive manner will be limited in their usage. Such students will be placed on restrictive passes.

Students wishing to go to the Nurse's Office must report to the class to which they are assigned to obtain a pass prior to reporting to the Nurse's Office. Failure to do so will result in disciplinary action.

EMERGENCY DISMISSALS

Appointments for students (doctor, dentist, etc.) should be made for times after the school day. If appointments must be made during the school day, the appointment card must be presented to the Attendance Officer before 7:28 a.m., stating time and reason for the appointment. Anyone leaving before 12:30 p.m. who does not return, will be charged with a half day's absence.

**Written medical proof that the appointment was kept will be required upon return to school or the absence will be unexcused and possibly be construed as leaving school premises illegally.** The school will call and verify the appointment when necessary.

### VACATION POLICY

It is our policy to discourage family vacation trips except during school vacations, as students almost invariably show a decline in content knowledge and grades when absent. Pupils who are absent from school for non-school sponsored tours or trips up to five (5) days per school year may be granted an excused absence if such a trip is determined in the best interest of the student by the family. The family must submit a Permission for Student Excusal due to an educational/vacation trip or tour form, signed by the parent or guardian, presented to the principal no fewer than ten (10) school days prior to leaving. Family vacations are counted toward cumulative absences and pupils must make up missed schoolwork at the direction of the teachers.

### COLLEGE VISITATION POLICY

1. Seniors and junior students are not to use more than two (2) school days for college visitations/testing and must be accompanied by a parent. Exceptions to this policy would be with administrative discretion and, also, as it pertains to National Collegiate Athletic Association (N.C.A.A.) guidelines.
2. Students who have requested permission for college visitations or similar absences, must complete the college checklist. This form is available in the high school office and should be returned to the office **10 school days** prior to the college visit so the student can fulfill his/her academic obligations as set forth by the classroom teachers.
3. The administration reserves the right to refuse to grant excused absences for vacations when an individual student exhibits a poor attendance or academic record or fails to return the vacation checklist form on time.
4. Family vacations and similar absences are counted towards cumulative absences.
5. Any assessments required or related to a student visiting a post-secondary institution or C.I.T. training shall not be recorded as an absence.

### STUDENT OBLIGATIONS

Students who have outstanding obligations related to academic supplies, disciplinary actions (detentions, suspensions, restitution, etc.), athletic equipment, etc. must satisfy these obligations before they are permitted to take final exams and receive an original report card. Those situations will render a student receiving an incomplete until June 30. After this deadline, a failure grade will be the assigned grade.

### DISCIPLINE POLICY

Pen Argyl Area High School takes pride in providing a comprehensive educational program for its students. It is the responsibility of students to comply with school rules, regulations, and laws.

The easiest way for everyone to meet student responsibilities is to have established an effective set of rules and regulations that permit education to continue with the least amount of disruption as possible. Success is seen when all parties share in the responsibility to develop a climate within the Pen Argyl Area High School that is conducive to learning and living in today's society.

It is expected that Pen Argyl students will accept the responsibility for their behavior, both in and out of the classroom, by adhering to the established rules and regulations. When negative behavior impacts on this expectation, the discipline policy will be brought into effect. The administration has the right to use its discretion as situations arise. Fairness and consistency in applying the rules and regulations are the goals of the discipline policy. It is the intent of the administration to modify negative behavior in order to create an effective school climate.

**In light of constant societal changes relative to the American culture, it is impossible to identify every possible disciplinary offense in each level of the disciplinary policy. Hence, administrative discretion is applied when unique situations should arise in categorizing the level of offense.**

## VIOLENCE/WEAPONS POLICY FOR STUDENTS

### I. Policy

A. The Pen Argyl Area School District has made a strong and determined effort to maintain its schools as safe and secure places where students and staff can pursue the educational endeavors our children deserve. Escalating violence encroaching on our national landscape has resulted in the proliferation of dangerous and deadly weapons in America's urban, suburban and rural communities.

B. The Pennsylvania legislature, in an effort to stem this national trend shown by a significant increase in the presence of weapons in school settings, enacted Public Law 167 of 1980 making it a criminal offense to possess any weapon in a school building, on school grounds, or on a school bus. Additionally, 18PA, C.S.A. (912, makes it a misdemeanor of the first degree to possess any weapon in a school, school program or school bus.

C. No student shall have in his/her possession on school premises (including a school bus or other school vehicles, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school) a firearm, explosive weapon, knife, box cutter or any other dangerous weapon or any instrument represented as such. No one shall interfere with normal activities, occupancy, or use any building or portion of the school campus by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon, knife, other dangerous or illegal instrument or any instrument represented as such. Any student violating this policy shall be suspended or expelled. **Absent extraordinary and compelling reasons, the student will be subject to immediate police investigation of all incidents involving the possession of dangerous weapons on school grounds which may result in a police request to the Juvenile Probation Office for emergency detention.** The Superintendent may recommend discipline short of expulsion on a case by case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with 22 Pennsylvania Code (14.35.

D. An exception to this policy may be made to allow for possession of a weapon for any lawful supervised school activity or course upon prior written approval of the building principal.

Weapons under the control of law enforcement personnel are permitted. The Superintendent or his/her designee may prescribe special conditions or procedures to be followed before given such authorization.

## II. Definitions

A. Dangerous Weapon/Instrument means any weapon, device, instrument, material or substance, animate or inanimate, which is capable of causing death or inflicting serious bodily injury. The term shall include but not be limited to any knife, box cutter, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun or any other dangerous or illegal instrument represented as such.

B. Searches - Student lockers are school property. Student lockers will be searched pursuant to the standards set forth in the Pen Argyl Area School District Locker Search Policy.

C. Possession - A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker; under the student's control while he/she is on school property including a vehicle on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

## III. Consequences

Possession or use of a dangerous weapon/instrument is considered a violation of the Pen Argyl Area School District Violence/Weapons Policy. Any may be dealt with in one or more of the following ways:

- Parental Contact
- Suspension
- Counseling
- Expulsion
- Arrest
- Prosecution

The Superintendent shall report all incidents relating to expulsion for possession of a weapon to the Pennsylvania Department of Education.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year, as required.

Students and staff shall be informed of this policy and its consequences at least one time a year.

#### OPERATION SECURITY

Objective: To ensure compliance with major district policies related to possession or use of drugs, alcohol, and weapons.

Implementation: Where students are in attendance related to a scheduled school sponsored function such as dances, field trips, etc.

- Students are subject to a pat down/frisk search by security personnel to ascertain that they are not in possession of weapons as well as possession or influence of illegal substances. Male security will frisk males and female security will frisk females. Any bag, purse, pack, etc. must be opened for a search of illegal substances by security personnel.
- Upon discovery of any violation of school district policy, the mandated procedures will be activated immediately. The high school agenda book has the Drug and Alcohol Policy located on pages 69-74 and the Violence/Weapons Policy is located on pages 41-43.
- A student who refuses to submit to a security search will lose his/her privilege to attend the school sponsored event; will be evaluated by the police on the premises; will be subject to all applicable school disciplinary policies, and school representatives will contact the student's parent(s)

### CAFETERIA CONDUCT

1. It is a privilege to eat in the cafeteria. Please treat it as such.
2. No one may leave the cafeteria area without the permission of the teacher.
3. You must wait your turn in the lunch line.
4. All litter must be placed in the containers in the hall as soon as you have finished eating. Nothing is to be left on the tables!
5. This is your cafeteria. It is your responsibility to keep it clean.
6. **All food and drinks are to be consumed in the cafeteria.**

### AUDITORIUM CONDUCT

From time to time the pupils, accompanied by their teacher, go to the auditorium to enjoy the programs presented by different organizations.

The student should show respect for and listen to all parts of all programs regardless of likes and dislikes.

Pupils who fail to conduct themselves in an acceptable manner will be removed from the auditorium, subject to disciplinary action, and may be prohibited from attending future programs.

### CLASSROOM CONDUCT

The following regulations have been established to ensure the safety and the right to a learning climate for all students.

1. All students will be in the classroom ready to begin their academic work when the bell sounds.
2. Students will come prepared with books, materials, pencils, etc.
3. Students who fail to conduct themselves in an accepted manner will be removed from the classroom immediately and referred to an administrator for immediate disciplinary action.
4. No food or drinks are to be carried and/or consumed in the hallways or classrooms.
5. **Students are encouraged to exhibit respect at all times for people, property, the environment, and food.**

6. **Students are strongly encouraged to follow the Code of Peace and Respect.**

#### STUDENT TRANSPORTATION

1. Permanent Bus Stops: Students will be scheduled for one A.M. and one P.M. bus stop only.
2. **Bus Passes WILL NOT BE ISSUED.** Students must get on and off at their assigned bus stops. **No exceptions.**
3. New Bus Stops: Requests for a new bus stop which is located at a stop that has already been established need to be submitted directly to the student's school office in writing. Requests for a new stop which is not an established stop need to be submitted to the district's bus coordinator in writing. Once a written request has been received, the bus coordinator has three full working days to make a determination on whether or not permission for the requested stop will be granted. The bus coordinator will contact the individual making the request no later than four days after the request has been received with a determination.

#### BUS RIDER RULES AND REGULATIONS

The following rules and regulations have been established for the safety and comfort of all students when riding the bus. These rules apply on any trip under school sponsorship and for daily transportation.

- A. General Regulations:
  1. Obey the driver at all times.
  2. Board the bus in the morning and leave the bus in the afternoon **ONLY** at your assigned bus stop.
  3. Ride **ONLY** the bus to which you are assigned.
  4. Live animals and **hazardous materials are not permitted on the bus.**
  5. **Not responsible for any personal property left on the bus.**
  6. **Harassment of students and drivers will not be permitted.**

B. Prior to Loading:

The bus is not required to come to a complete stop if students are not standing at the stop indicated (curb side or road shoulder).

1. **Be at your designated bus stop five minutes prior to the scheduled time.**
2. Stay off the road while waiting at the bus stop.
3. Behave in a safe manner while waiting for bus.
4. **Remain at least ten feet from the bus** when it stops (where permitted), and do not approach it until it has stopped completely and the door is opened.
5. **Cross the road at least ten feet IN FRONT OF THE BUS, only after making sure no traffic is approaching from either direction.**
6. **Enter the bus in single file.**

C. While on the Bus:

1. Sit in the seat assigned by the driver - **all students will be assigned a seat.**
2. Keep your hands and head inside the bus.
3. **Throwing items in the bus or out of the bus windows will not be tolerated.**
4. Place nothing in the aisle of the bus.
5. Loud talking, laughing, vulgarity, and boisterous or other improper conduct which may divert the driver's attention is not permitted on the bus.
6. **Horse play in or around the bus is not permitted.**
7. Help look after the safety and comfort of younger students.
8. **Tampering or damaging bus equipment will not be tolerated. Repair cost must be paid by the offender and may be subject to arrest.**
9. **Eating, drinking, gum chewing, and use of tobacco products are not permitted on the bus.**
10. **I-Pods, MP3 Players, cell phones, or any device that would distract the driver are not permitted to be in use on the bus.**
11. **Remain seated while the bus in motion, or if the bus is delayed on the road.**

D. After leaving the Bus:

1. Remember to remove all books, lunches and other articles from the bus.

2. Cross the road at least ten feet IN FRONT OF THE BUS, only after making sure no traffic is approaching from either direction.

#### BUS DISCIPLINE

First Offense - conference and warning letter and/or after school detention(s)

Second Offense - 3 school days off the bus - AM and PM and/or after school detention(s)

Third Offense - 5 school days off the bus - AM and PM and/or after school detention(s)

Fourth Offense - 10 school days off the bus - AM and PM and/or after school detention(s)

Fifth Offense - loss of riding privileges for the duration of the school year and/or after school detentions

**Principal retains authority to review and change any disciplinary action due to severity and frequency of offense. Discipline may be carried over to the following school year.**

Video/Audio cameras are installed on every bus. The tapes will be viewed by the school district and used in discipline matters.

#### STUDENT DRIVING POLICY

All vehicles must be registered with the high school office prior to being driven to school. An updated record must be maintained in the high school office if the student drives a vehicle other than the one registered in the office.

**ALL ELIGIBLE SENIORS AND JUNIORS CAN BE ISSUED PARKING PERMITS AT THE BEGINNING OF EACH SCHOOL YEAR, UPON RECEIVING THEIR LICENSE, OR LATER ENROLLMENTS. THIS IS GOVERNED BY AVAILABILITY IN THE LOT AND ELIGIBILITY ACCORDING TO THE DISCIPLINARY CODE.**

Parking permits shall be hung on the rear view mirror. Failure to register a vehicle and/or display the parking permit on any vehicle operated by a student and parked on school grounds shall be considered a violation of these rules and regulations.

Vehicles which are not parked in the assigned space shall also be considered a violation of these rules and regulations.

**PARKING PERMITS ARE NOT TO BE SOLD OR TRANSFERRED TO OTHER STUDENTS.**

The following behaviors will result in loss of driving privileges: (The length of the loss of driving privileges will be determined by the offense committed by the student.)

1. Five unexcused tardies to school (per marking period). Automatic driving permit suspension for the semester
2. Frequent detentions
3. Excessive suspensions
4. Leaving school property without permission
5. Traffic or vehicle violation to and from school (principal's discretion)

\*Any driving suspension necessitates that the student re-applies for this privilege.

No vehicle may be operated on school property in a careless, reckless, or noisy manner. This shall include, but is not limited to: excessive "revving" of engines, racing with another vehicle, failure to yield to pedestrians, "squealing" of tires, excessive loudness of radios, and excessive noise created by the operator or occupants of a vehicle.

By registering and/or parking a motor vehicle on the property of Pen Argyl Area High School, you are consenting to the possibility of a search of the vehicle based upon reasonable suspicion of the administration. The purpose is to prevent the use of the vehicle for illegal acts and to protect the safety and welfare of students and staff.

Eligible students who drive registered vehicles to school shall not be permitted to use, or allow the use of, their vehicles during the school day for any purpose unless permission is first obtained from the administration. No student is to drive to C.I.T. unless they have a school issued permit. Violators will face multiple days of suspension and possible suspension of driving privileges.

Any student smoking in a vehicle while on school property will result in disciplinary action, including the loss of driving privileges for the operator of the vehicle.

Eligible students who drive registered vehicles to school shall immediately park their vehicles in the assigned spaces upon arrival at school and proceed to the approved waiting areas prior to entering school. There shall be no loitering in the parking lot or sitting in parked vehicles before, during, or after school hours. Once drivers enter the school parking lot in the morning, they may not leave. Drivers leaving the parking lot are to turn right as they are exiting unless otherwise directed.

Students who drive or park on the lot between 6:55 am and 2:40 pm and who do not have parking permits, will face disciplinary action including the loss of future parking privileges. The only exception will be for those students who participate in after school activities.

**Students must park on school property for reasons of safety and security. No student will be allowed to park off school property. Each violation will result in one hour of detention, and repeat offenders could be suspended.**

**Safe driving is required by all student drivers traveling to and from school. Verified incidents of moving violations, reckless or unlawful driving will result in the loss of driving privileges for a designated period as established by the administration. Students violating driving privileges will be sanctioned as follows:**

**1. Parking off campus**

- a. 1<sup>st</sup> offense – 2 detentions
- b. 2<sup>nd</sup> offense – 4 detentions
- c. 3<sup>rd</sup> offense-loss of driving/parking privileges for the remainder of the school year and 1 day of suspension (if possessing a permit); 1 day suspension for each violation from the 3<sup>rd</sup> offense (if not possessing a permit).

2. **Moving violations** (Traveling to and from school or CIT)
  - a. 1<sup>st</sup> offense – Loss of driving/parking privileges to and from school for 45 days and 1 day suspension.
  - b. 2<sup>nd</sup> offense – Loss of driving/parking privileges to and from school for the remainder of the school year and 1 day suspension.
3. **Reckless or unlawful driving** (On campus and in the vicinity of the high school)
  - a. 1<sup>st</sup> offense – Loss of driving/parking privileges for 45 days and 1 day suspension
  - b. 2<sup>nd</sup> offense – Loss of driving/parking privileges for 45 days and 1 day suspension
  - c. 3<sup>rd</sup> offense – Loss of driving/parking privileges for the remainder of the school year and 1 day suspension.

Driving offenses can be carried to the next school year. Hence, a loss of driving/parking privileges for 45 days could be carried to the next school year. A loss of privileges for the remainder of the school year would be calculated for a minimum loss of 45 days if occurring during the 4<sup>th</sup> marking period.

#### OBSCENE OR ABUSIVE LANGUAGE

Respectful and appropriate language is required within an academic/school environment. This supports Pen Argyl Area High School's Pledge of Peace and Respect for all students and staff. The following sanctions shall apply:

1. Obscene or Abusive Language directed toward a member of the faculty or staff - 3 days of suspension and possible citation filed with local law enforcement.
2. Obscene or Abusive Language directed toward another student in the classroom or hallways - 1 to 3 days of suspension and possible citation filed with local law enforcement.
3. Obscene or Abusive Language overheard by a member of the faculty or staff in the classroom or hallways - 1 to 3 hourly detentions or 1 day suspension for repeated offenders.

### DISORDERLY CONDUCT OFFENSE

According to Pa. Crimes Code Section 5503, “A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, he/she:

1. engages in fighting or threatening, or in violent or tumultuous behavior
2. makes unreasonable noise
3. uses obscene language or makes an obscene gesture: or
4. creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.”

The administration will conduct an appropriate determination of the act and whether it caused serious disruption of the learning environment as it applies to the major points of the aforementioned legal statute. **This is a Level IV offense.**

## DISCIPLINARY STRUCTURE

<u>LEVELS OF MISBEHAVIOR</u>	<u>EXAMPLES</u>
<p><u>Level I</u> Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other authorized school personnel. They should be dealt with swiftly, fairly and unemotionally.</p>	<p>Spitting; Consuming food &amp; beverages in non-designated areas; Show of affection; Lack of courtesy; Lying; Inappropriate attire; Classroom or hallway disturbance; Bus incidents.</p>
<hr/>	
<p><u>Level II</u> Frequent and/or serious misbehavior, which tends to disrupt the learning climate of the school.</p>	<p>Continuation of unmodified Level I behavior; Failure to serve detention/suspension assignments; Repeated failure to provide absence excuse form; Possessing/using tobacco products on school property; Using forged notes; Insubordination; Disruptive classroom/field trip/assembly behavior; Classroom and school tardiness; Offensive language or gestures; Cutting class; Intimidation or harassment or bullying; Plagiarism.</p>

DISCIPLINARY STRUCTURE (CONT'D.)

PROCEDURES TO BE FOLLOWED

DISCIPLINARY OPTIONS

Level I

There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

Application of dress code; Contact parent; Detention(s); Application of Bus Rider Rules and Regulations

A proper and accurate record of the offense and disciplinary action is maintained by the principal.

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Level II

The student is referred to the administrator for appropriate disciplinary action. Referrals are transmitted in writing.

The administrator meets with the student and/or teacher and then implements the most appropriate response.

The teacher is informed of the administrator's action.

A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.

Parental notification and/or conference

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Application of Attendance Policy; Student schedule change; Referral to outside agency; Social restriction; Extra-curricular restriction; Detention(s); Suspension (in-school and out-of-school); Academic penalty; Citation for violation of compulsory attendance laws; Application of cut policy; Application of smoking policy; Administrator/teacher/parent/student conference; Application of class trip policy; Application of discipline policy; Possible referral to law enforcement officials.

## LEVELS OF MISBEHAVIOR

### Level III

Acts of a minor nature that are directed against persons, property, health and safety of others on school property.

These acts may be considered criminal. Corrective measures that the school will undertake, however, depend upon the extent of the school's resources for remediating the situation in the best interests of all students.

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### Level IV

Acts of a serious nature that result in violence to another person or property or pose a direct threat to the safety of others on school property.

These acts are clearly criminal and are so serious that they require administrative actions that often result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the Pen Argyl Area School Board.

## EXAMPLES

Continuation of unmodified Level I and II behavior; Fighting (minor-all parties involved); Stealing (petty larceny-under \$50); Threats to others; Vandalism (minor); Bus incidents; throwing rocks, snowballs, or other harmful objects; Furnishing, consuming, or possessing an unauthorized drug (for example, the possession of a non-registered prescription drug with the school nurse); Careless driving on school property

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Unmodified Level I, II, or III behaviors; Obscene and abusive language; Disorderly conduct; Terroristic threats; Extortion; Falsely reporting the existence of a bomb, a fire, or other potential hazard; Possession/use/transfer of a weapon; Assault/battery; Vandalism; (willfully damaging of property belonging to the school, faculty; or other students); Larceny theft \$50 or greater; Possession/sale of stolen property; Arson; Furnishing, transporting, consuming; or possession of illegal or unauthorized drugs or alcoholic substances or paraphernalia; Performing any criminal act or an act that constitutes a hazard to self and/or others; Serious incidents including on district transportation; Trespassing on school property while suspended; Bullying

DISCIPLINARY STRUCTURE (CONT'D.)

PROCEDURES TO BE FOLLOWED

DISCIPLINARY OPTIONS

Level III

The administrator investigates the reported infraction and administers the appropriate disciplinary action.

The administrator meets with the student and confers with, or reports to, the parent about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

Level IV

The administrator verifies the offense, confers with the staff involved and meets with student or contacts parents. The following steps are the taken:

1. The student is removed from the school environment, if appropriate, and parents are notified.
2. A complete and accurate report is submitted to the superintendent.
3. The student is offered a full due process hearing.
4. Law enforcement officials are contacted, as appropriate.

Temporary removal from class; Suspension, in or out-of-school; Restitution, as appropriate; Application of bus rider rules and regulations; Detention(s); Application of Drug and Alcohol Policy; Application of Student Driving Policy; S.A.P. referral; Referral to law enforcement agencies

Suspension; Expulsion; Other board action that results in appropriate placement; Application of Drug and Alcohol Policy; Application of Weapons Policy; Application of Bus Rider Rules and Regulations; Charges under PA Civil/Criminal Code; Referral to appropriate law enforcement agencies; Anger intervention counseling; S.A.P. referral

### DETENTION

After-school detention is one way to help students learn to meet their responsibilities. While in detention students are to do school work. Talking, sleeping, and/or disruptive behavior will not be tolerated.

Detentions are scheduled from 2:28 until 3:00 pm on Monday and 2:28 – 3:30 pm Tuesday, Wednesday and Thursday. Students will be given at least 24 hours notice before being assigned. **It is the STUDENT'S responsibility to inform parents of these detentions.** Absence from school due to illness is the only acceptable excuse for missing after-school detention (not work schedule or participation in athletics.) If students are absent, their detentions will be rescheduled. Students reporting tardy to detention up to five minutes will receive a class tardy, which will be dealt with according to the class tardy policy. Reporting 5 minutes or more late will result in an additional detention assignment for the next scheduled detention.

Lack of transportation will not be an excuse for not attending detention when assigned. If the student has a transportation problem, he can eliminate the possible conflict by keeping out of mischief.

Any student not reporting to an assigned detention will be suspended for a class cut.

**1st cut- One day of suspension**  
**2nd cut- Two days of suspension**  
**3<sup>rd</sup> or more - Three days of suspension**

The detentions that will be rescheduled will be those due to an absence from school.

### INDIVIDUALIZED STUDY SUPPORT

When necessary, students can be scheduled to serve in-school suspension, individualized study support, (I.S.S.) for certain behavioral problems. Examples of these offenses can be but are not limited to the following:

profanity, stealing, gambling, fighting, bus misconduct, harassing or threatening others, cutting detention, disorderly, defiant, and disrespectful conduct, abusive language, insubordination, throwing objects in the building or on school grounds, smoking, and continuous class disturbances

At the discretion of an administrator, any act which is harmful to the health and welfare of the student body or staff may result in in-school suspension, out-of-school suspension, and/or police involvement.

### IN-SCHOOL SUSPENSION PROVISIONS

1. Students assigned in-school suspension to the in-school suspension room by the homeroom bell.
2. Provides for in-school suspension for a period of one to three days.
3. Parents are to be notified by letter which is sent to the parents indicating the cause of the in-school suspension.
4. Students must abide by the rules for the in-school suspension room which they will read and sign.
5. The students must take all of their books with them in order to complete class assignments.
6. The student(s) may not participate in any school activities during the in-school suspension period. Any suspension including a Friday and Monday, or the days before and after a school holiday will ban the student from participation in weekend/holiday school activities, as in the case of any suspension in or out of school.
7. Students will be assigned **only three times to in-school suspension**, the fourth and succeeding offenses will be out-of-school suspension.

RULES FOR INDIVIDUALIZED STUDY SUPPORT ROOM

1. All school rules apply. No talking. Students must sit in their assigned seats and are not to leave their seats without permission from the teacher.
2. In the morning, report to your locker and get all of your books and materials. You must be in the in-school suspension room by 7:30 am. If you are late, it will be reported to the attendance office and recorded as a homeroom tardy.
3. Students must bring their own packed lunch and beverage. No carbonated beverages will be allowed. Lunch time will be Period 4.
4. Students are entitled to two lav breaks per day (one in the morning and one in the afternoon) in addition to the lunch lav break.
5. Use this time to study. Need help? Ask.
- 6. You may not sleep!**
7. Additional days may be assigned if your behavior and attitude are unacceptable.
8. You are not permitted to use the school phone.
9. In a fire drill, you should leave the building through the first exit on the left. You should remain with the teacher in charge.
10. You should leave the room in good order at 2:30 P.M. Books should be neatly stacked, all magazines returned, paper picked up, and furniture neatly placed. If you damage magazines, you will be denied access to them. All reading material should possess wholesome educational quality.
11. Discuss your concerns with a guidance counselor or with a teacher. Consider ways to avoid trouble in the future.
12. Students are excluded from all school- wide activities during their individualized study support time.
13. Students are responsible for completing all assignments by the end of each school day covered in I.S.S.

I have read these rules, I understand them, and I will abide by them.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Witnessed by

\_\_\_\_\_  
Date

### OUT-OF-SCHOOL SUSPENSION

Should it become necessary to remove a student from the school environment, out-of-school suspension will be assigned.

Depending on the severity of the incident the suspension may be from one to ten days. In each case, the student will be informed of the issue(s) surrounding such assignment and be given an opportunity to respond. Parents/guardians will be notified by telephone and letter. **No student is permitted to work during school hours while on suspension. If this occurs, the student will be charged with an unexcused absence.**

Parents/guardians may be requested by the administration to make an appointment for a re-admission conference based upon the severity and/or frequency of suspendable violations.

The Pen Argyl Area School District follows the Pennsylvania Student Rights and Responsibilities Regulations regarding suspensions as follows:

#### One to Three Day Suspension:

- A. May be given by the principal or assistant principal.
- B. The student shall be informed of the reasons for the suspension.
- C. The student shall be given the opportunity to respond (tell his/her side of the story.)
- D. Police may be called as deemed appropriate by administrators.
- E. Parents are to be notified by telephone and letter to be sent to the parents indicating the cause of the suspension.
- F. No informal hearing shall be held.
- G. Suspension decisions cannot be appealed.

#### Four to Ten Day Suspension:

- A. May be given by the principal or assistant principal.
- B. The student shall be informed of the reasons for the suspension and given a right to respond (tell his/her side of the story) before the suspension is imposed.
- C. Police may be called as deemed appropriate by administrators.
- D. Parents/Guardians shall be notified of the suspension action by telephone and letter.

- E. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- F. The District shall offer to hold an informal hearing within the first five days of the suspension.
- G. Sufficient notice of the time and place of the informal hearing shall be given to the parents and student.
- H. An accused student has no constitutional right to confront witnesses and to know their identities. Hearsay testimony from administrators is upheld in order to protect students from ostracism and perhaps physical reprisals.
- I. The student has the right to speak and produce witnesses on his/her own behalf at the informal hearing.
- J. The student/parents/guardian does not have a right to bring legal counsel.
- K. There is no appeal right from the principal's informal hearing determination.
- L. Tape recording of any portion of the informal hearing is forbidden.

Students have the right to all school assignments. They should either obtain all work before leaving the building, if possible, or call the guidance office to make arrangements to get their assignments. **Students will be responsible upon their return to school after suspension to hand in completed assignments and to make-up missed tests.** Failure to do so will result in zeros being given for all incomplete work and tests. **AT NO TIME MAY A STUDENT WHO HAS OUT OF SCHOOL SUSPENSION ATTEND ANY SCHOOL DISTRICT FUNCTIONS OR BE ON ANY SCHOOL DISTRICT PROPERTIES UNTIL THE MORNING FOLLOWING THE SERVING OF THEIR SUSPENSION. FAILURE TO COMPLY WITH THAT STIPULATION WILL BE NOTIFICATION TO THE LOCAL POLICE AS A VIOLATION OF TRESPASSING.**

### EXPULSION

The Pen Argyl Area School District follows the requirements of the Pennsylvania Student Rights and Responsibilities Regulations regarding expulsion as follows:

EXPULSION FROM SCHOOL (exclusion from school for more than ten days, up to permanent exclusion):

A. A formal hearing is required in all expulsion actions. The hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. Following the hearing, a majority vote of the entire school board is required to expel a student, without regard to whether the hearing was conducted by a committee of the board or a hearing examiner.

B. The following due process requirements are mandatory in regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
2. Sufficient notice of the time and place of the hearing must be given.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student has a right to be represented by counsel.
5. The student has the right to be presented with the names of the witnesses against the student, and copies of the statements and affidavits of those witnesses, if statements or affidavits have been obtained.
6. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.

7. The student has the right to testify and present witnesses on his own behalf.
8. A stenographic record must be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript.
9. The hearing must be held with all reasonable speed.

C. Appeal Rights - When the student disagrees with the results of the hearing, he/she may file an appeal through the Northampton County Court of Common Pleas. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in Federal District Court for the Eastern District of Penna.

#### BASES FOR DISCIPLINARY ACTION

Students will be subject to disciplinary action for misconduct as provided for by the policies, rules and regulations of the School District, The Public School Code, Pennsylvania Code and the Pennsylvania Crimes Code. Suspension and expulsion determinations, whether based on criminal charges, or civil laws, rules and regulations, or both, will be decided based on civil law, School Code, and local agency law standards of proof.

### CRIMINAL CHARGES

Student misconduct may also give rise to criminal charges filed by administrators or law enforcement agencies. The imposition of suspension or expulsion discipline is not dependent on the outcome of criminal charges, if any.

Types of improper conduct which may result in the filing of criminal charges includes, but is not limited to, the following:

- A. disorderly conduct
- B. criminal mischief
- C. criminal trespass
- D. terroristic threats/bullying
- E. drug, alcohol, tobacco, and weapons offenses
- F. computer hacking

### BULLETIN BOARDS

Announcements of interest to the student body may be placed on bulletin boards in the corridors after being approved by a principal.

### AFFECTION POLICY

We recognize that caring for others and showing affection are important. Public displays of affection are not wrong, they simply are inappropriate in a school setting. There is nothing wrong with a simple show of affection, such as holding hands; however, kissing and close physical contact in school are inappropriate. In order to avoid offending or embarrassing others, students are to confine displays of affection to hand holding while on school property. Violations will be handled as follows:

- 1st offense - warning
- 2nd offense - referred to guidance
- 3rd offense on - detention(s)

### DRESS CODE

All students attending Pen Argyl Area High School are expected to be neat, clean, fully-clothed, and well-groomed at all times. The following guidelines have been established and will be enforced by the high school administration.

1. **All clothing should be clean, neat, in good repair (no holes above the knee) and in good taste. Students should be neat and clean in their personal hygiene.**
2. **Students may not wear destructive clothing or footwear, i.e. pins, rivets, cleats, ornamental belts, etc. NO HEAVY GAUGE CHAINS OR CHOKE COLLARS MAY BE WORN AT ANY TIME.**
3. Hairstyles which could pose a serious disruption to the educational environment will be evaluated by the administration on an individual basis. The major objective is to promote a safe and academically oriented school atmosphere. Examples of styles, which could be construed as serious disruptions are spiked hair, glued hair and brightly dyed hair.
4. **Sleeveless shirts for males and females, garments exposing the stomach, clothing with indecent, suggestive or unsavory slogans, expressions, pictures, words and symbols are not to be worn. Drug, alcohol and tobacco symbols and expressions are prohibited. Tank tops and sundresses exposing too much of a girl's anatomy may not be worn. Hats, caps, hoods and/or bandannas, coats and/or jackets may not be worn or carried within the school buildings. Exposure of any undergarment or wearing pajamas is not acceptable in school.**
5. **Any attire which the administration considers to be an impediment to the quality of instruction or the welfare of the student or school shall not be permitted. Parents may be requested to bring in suitable clothing before the student may return to class. Students will be required to wear a belt if it is necessary to keep pants at an appropriate height.**
6. Students taking classes in Art, Industrial Arts, Family and Consumer Science, and Science, should be concerned about length of hair, loose clothing, sandals and eye protection. These items and others will be discussed by the teacher. (Proper attire for physical education will be required by the teacher.)
7. Students should have footwear on at all times, in the classroom, fields, and parking lot. (Slippers are not permitted.)
8. **Students may wear shorts or skirts of appropriate length. The length of the shorts/skirts MUST BE NO HIGHER THAN 3 INCHES ABOVE THE KNEE.**

STYLE: No spandex or cycling shorts. No “boxer” shorts - no garment that is designed as underwear will be allowed. No Phys. Ed. attire. If in doubt, don’t wear it to school!! OTHER REMINDERS: **No bare midriffs. No shorts or tops that are cut-off or expose too much of the anatomy. No spaghetti straps.**

Failure to adhere to the administrative requests concerning the dress code will result in disciplinary action.

IPODS, BEEPERS, PAGERS, RADIOS, WALKMEN, TAPE PLAYERS, LASER POINTERS, TOYS, AND SIMILAR EQUIPMENT

Students may not play or carry this equipment anywhere in the building during school hours. **STUDENTS ARE TO LEAVE THESE ITEMS AT HOME. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSS OR THEFT. BECAUSE THESE ITEMS ARE SO EASILY LOST, DO NOT EXPECT TO BE REIMBURSED. FACULTY/STAFF ARE AUTHORIZED TO CONFISCATE THESE ITEMS AND GIVE TO THE ADMINISTRATION. THE ADMINISTRATION HAS THE DISCRETION TO HOLD THESE ITEMS FOR A PERIOD OF TIME DEEMED APPROPRIATE.**

CELL PHONE POLICY

Cell phones CAN DETRACT FROM SCHOOL SAFETY AND CRISIS PREPAREDNESS!

- A. Cell phones have been used for calling in bomb threats, detonating an explosive device, impede public safety response through calls of panic, and overloading the system during a real crisis (World Trade Center Terrorism).
- B. Pen Argyl Area High School follows a “common sense approach” to the possession of cell phones by students. Families have attempted to improve communication with their son or daughter by issuing them cell phones. We do not want to infringe upon this parental objective. **However, during the school day any cell phone is to be locked in the student’s locker and turned off! At no time during the school day (7:30 am – 2:30 pm) is a student to use a cell**

**phone. This policy is in force to promote school safety and crisis preparedness as well as preventing class disruptions! Violators will have their cell phones confiscated and returned to them at the end of the day. Repeated offenders could risk the confiscation of their cell phone for an extended period of time and possible parent visit to obtain the cell phone.**

C. Sanctions

1. Illegal possession or use of a cell phone:  
1<sup>st</sup> offense – 2 detentions, confiscation of the cell phone, and return to student at the end of the day.  
2<sup>nd</sup> offense – 1 day suspension, confiscation, and parent to claim from the school officials  
3<sup>rd</sup> and each additional offense - 1 day suspension for each occurrence and parent to claim from the school officials.
2. **THE USE OF A CAMERA CELL PHONE COULD BE A LEVEL III OR IV MISBEHAVIOR IN THE STUDENT DISCIPLINE CODE. FOR EXAMPLE, THE VIOLATION OF AN INDIVIDUALS PRIVACY OR PLAGARISM.**

STUDENT ELIGIBILITY ON CLASS TRIPS

A student may participate in a class trip if he/she has met the following requirements:

1. The student has no known obligations.
2. The student had not been on the class trip previously.
3. The student has not been assigned an excessive number of detentions and/or suspensions as determined by the advisor and/or administrator.
4. The student has not had excessive absenteeism which is impeding student's academic progress.
5. The student has given no reason to believe that he/she will behave improperly.
6. A student who misbehaves on a field trip could be subject to disciplinary action and could be ineligible to participate in any other field trips scheduled during the school year.

7. The student is in poor academic standing (failing a CORE subject for the school year) and is in dire need of remediation/tutoring.

### EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

#### Section A - Scholarship

1. A student participant must be passing four full credits or the equivalent. Scholastic eligibility shall be determined by ascertaining the student's average to date. This average is defined as the "cumulative" grade in a given subject for all work covered from the beginning of the term. Eligibility sheets, indicating the names of all participants in an extra-curricular activity, shall be completed weekly by all teachers and returned to the high school office by 8:00 am every Monday or the first day of a school week. If the student is ineligible he/she cannot participate (practice, play, etc.) for the following week (Sunday through Saturday.)

EXCEPTION: when an extra-curricular activity is also a class, the ineligibility clause does not apply if participation in the event partially or wholly determines his/her grade. Example: a student failing math class is assigned in yearbook class to photograph an after-school event.)

2. A pupil whose work in any marking period does not meet the above standard of this section shall be ineligible to participate in athletics the first 15 days of the next marking period. The period of ineligibility will begin on the day report cards are issued.

3. After the three week waiting period, a student must be reinstated by the principal if progress reports indicate improvement in academic performance.

#### Section B - Attendance

1. Students who are absent from school may not participate in a practice, contest, or performance on the day of the absence unless the absence is pre-excused or is verified by a doctor's excuse. Judgments will be made at the discretion of the administration.

- 2. Students who are tardy to school will be ineligible to participate in a practice, contest, etc. if their arrival is after 8:10 am.** The preceding does not apply if the students have a pre-excused or doctor's excuse. Emergency circumstances will be dealt with on an individual basis at the discretion of the principal.
3. Students who are suspended will not be permitted to participate in a practice, contest, etc. of their activity until the "days" suspended have transpired. This includes activities which may occur on a weekend or a holiday during the suspension period. Eligibility begins the morning following the end of the suspension period.
4. If a student is absent the last school day of the week, and the competition/event is on a non-school day, he/she is not eligible participate unless the absence is a pre-excused or accompanied by a doctor's excuse. All judgments will be made at the discretion of the administration.
5. If a student is absent from school during a semester for a total of 20 or more school days, he/she will lose eligibility until he/she has been in attendance for a total of 60 school days following the 20th day of absence. This policy carries over from spring to fall activities.
6. A student who has been injured and has had medical treatment cannot participate (practice, contests, etc.) again until medical clearance has been granted via the physician, nurse and/or trainer.
7. Coaches, advisors, administration, and any appointed staff member are responsible for monitoring attendance problems and enforcing attendance policies.
8. Any participant that practices in the morning before school and does not attend class on the same day will be ineligible to participate in his/her activity the next time it meets.

### Section C

A student who violates the eligibility requirements shall be ineligible to participate in the next scheduled contest or activity. Chronic violations will result in removal from the team, organization, or activity.

### Section D

Any student who is medically excused from Physical Education and is taking Adapted Physical Education may not participate in any extracurricular sport or sports related activities until released by the physician that originally excused the student.

### Section E

Students have no right to due process proceedings when being excluded from extracurricular activities. However, a student should be advised either verbally or in writing when exclusion from said activity is a possibility. The student must be given an opportunity to respond.

### FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone immediately clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during the drill and are to remain outside the building until directed to return. Teachers will accompany the students assigned to them to an outside area away from the building. Teachers will remain with their assigned group.

### DRUG AND ALCOHOL POLICY

The Pen Argyl Area School District Board of Education, Administration and staff believe in the individual value and potential of each member of the school community to develop to their full potential. We also recognize that problems created by chemical abuse and dependency have an adverse effect on all members of the school community. This policy is based on the belief that chemical usage or dependency can be life threatening and can disrupt the lives of the individuals involved, those of their closest relations and friends, and even those of innocent persons who may be in the wrong place at the wrong time.

We believe that it is the responsibility of the school community to provide leadership in the prevention of all forms of chemical abuse. An educational program on the harmful effects of drugs, alcohol, and tobacco must be an important part of the curriculum from Kindergarten to graduation. Aggressive attempts to identify potential abusers and recommend appropriate support to address their problems are an integral part of the district plan. A key component of this process is the Student Assistance Program (SAP). The SAP team is a group of school personnel trained to identify high-risk students who are having academic or behavioral problems in school, which may have resulted from abuse of drugs or alcohol. Parents and members of the community will continue to support district initiatives to assist students to respond appropriately to the temptations associated with the use of controlled substances.

#### Definitions:

- A. Confiscation - The seizure of any tobacco product, drug/alcohol or mood altering substance by school officials.
- B. Displaying Symptom(s) – Displaying one or more symptoms of the following symptoms:
  - 1. Odor of alcoholic beverages/or drugs
  - 2. Slurred speech
  - 3. Bloodshot eyes, glassy eyes, dilated pupils
  - 4. Excessive fatigue or hyperactivity
  - 5. Mention of alcohol/drug use
  - 6. Erratic behavior

- C. Distribution – Delivering, selling, passing, sharing or giving any alcohol, drug or mood-altering substance, as defined by this policy, from one person to another or aid therein.
- D. Illegal Substances – Any alcohol or malt beverage, and drug listed in the Controlled Substance Drug, Device and Cosmetic Act (1972 P.L.233, No.64), or PA Drug Device and Cosmetic Act (Act 1971), as a controlled substance which is intended to alter mood. Examples include, but are not limited to, beer, wine, liquor, marijuana, hashish, chemical solvents, inhalants, glue, look-alike substances, and any capsule or pill not registered with the school nurse, annotated within the student’s health record and then administered in accordance with the school district’s policy for the administration of medication to students in school.
- E. Drug Paraphernalia – Any utensil or item, which in the school district’s representative’s reasonable judgment, is commonly associated with the use of drugs, alcohol, or mood-altering substances. Examples include, but are not limited to, roach clips, pipes, and bowls.
- F. Possession – The act of holding on one’s person or among one’s possessions, or under one’s control, without any attempt to distribute alcohol, drug, or mood-altering substances as defined by this policy.
- G. School Property – Includes buildings, facilities and grounds on the school campus, as well as, any off-campus buildings, facilities, or grounds used for a school function, school bus stop, school parking areas, and on any route traveled to and from school by any means.
- H. School-Sponsored Activity - Any approved activity before, after or during school hours.
- I. Student Assistance Program Team – A team composed of school personnel which is trained to understand and work on the issues of adolescent chemical use, abuse, death, suicide, pregnancy, and mental health. The SAP team operates within the guidelines established by the Safe and Drug-Free Schools and Communities Act of 1994.
- J. Underage Drinking – The consumption, possession, or displaying symptoms associated with alcoholic beverages by a person under 21 years of age.

## **GENERAL RULES**

Alcoholic beverages, tobacco, or illegal substances are not allowed on school property and/or grounds of the Pen Argyl Area School District, at any school district sponsored activity (on school property or elsewhere) or on any school sponsored transportation. Student compliance with the rules, regulations and standards of conduct and disciplinary sanctions established by the school district is mandatory.

### **Procedures:**

Pursuant to this policy, the following rules and procedures shall be used by all school district personnel when responding to drug and alcohol related situations involving any student in school, at school sponsored activities, on school approved transportation, or participating in school sponsored activities on or off school property:

A. Distribution of alcoholic beverages, or illegal substances on school property, at school sponsored activities, or district approved transportation. Notification of local/state law enforcement agencies.

2. Notification of parent or legal guardian of the student.
3. Ten-day out-of-school suspension.
4. Referral to Student Assistance Program.
5. Recommendation for expulsion.
6. Students involved in athletics or extra-curricular/co-curricular activities will be subject to additional penalties as stated in the athletic and/or extra-curricular and co-curricular activities subsection of this policy.

B. Consumption, possession and/or\* displaying of symptom(s) indicative, or associated with underage drinking or illegal substance use, and/or possession of drug paraphernalia on school property, school sponsored activities, or district approved transportation (\*for example: drinking off campus and arriving under the influence to campus).

1. Notification of local/state law enforcement agencies.
2. Notification of parent or legal guardian of the student.
3. Up to a 10-day out-of-school suspension.
4. Referral to Student Assistance Program.

5. Students involved in athletics or extra-curricular/co-curricular activities will be subject to additional penalties as stated in the athletic and/or extra-curricular and co-curricular activities subsection of this policy.
  6. Possible recommendation for expulsion.
  7. Emergency Situations (Overdose/Intoxication)
    - a. Provisions for emergency medical attention
    - b. Numbers one through six will be followed under procedure B.
- C. Distribution, possession of and/or use of tobacco products on school property, school sponsored activities, or school approved transportation is prohibited by Pennsylvania State Law. Violators will be subject to the following:
1. Summary fine
  2. 3-day out-of-school suspension.
  3. Students involved in athletics or extra/co-curricular activities will be subject to additional penalties relative to the Athletic Policy of the district.

**ATHLETICS**  
**EXTRA-CURRICULAR and CO-CURRICULAR**  
**ACTIVITIES**

It is a privilege to participate in athletics and extra-curricular/co-curricular activities. Each participant represents our school and with representation comes the responsibility to uphold the standards of the school district and community. Violation of the school district's drug and alcohol policy will subject participants in athletics and extra-curricular/co-curricular activities to additional penalties as follows:

**Definitions:**

- A. Co-curricular – A school-sponsored activity that supplements a credited course. Examples include, but are not limited to, curriculum related field trips, choral concerts, band concerts, orchestra concerts, parades, assemblies and competitions.

- B. Extra-curricular – Any non-curricular school-sponsored activity. Examples include, but are not limited to, the prom, class trips, school play, ski-club, scholastic scrimmage, student government, athletics, and practices for any of these activities.

Students involved in athletics and extra-curricular/co-curricular activities are also subject to the penalties as stated under sections A. number 6, B. number 6, and C. number 3, of the general rules and procedures. These sections do not apply if the offense is committed off school property and off school time at a non-school function or event. If a student from another district establishes a bona fide residence within the Pen Argyl Area School District, but has committed any offense at his or her prior district which rendered the student ineligible to participate in extra-curricular and/or co-curricular activities, such student shall be ineligible to participate in such activities for the same period of time in the Pen Argyl Area School District.

The exclusion rule will take effect immediately upon notification of the school administration, student and parent.

**Athletic and Extra-Curricular/Co-Curricular Exclusion**

**Rule:**

**First Offense:**

Students will be suspended from participation from all athletics and extra-curricular/co-curricular activities for a period of 45 consecutive school days. The suspension shall include all school calendar days falling within the said 45 school day period.

In the case where an offense occurs during the summer, the exclusion penalty for the student will begin on the earlier of either the first day of school or the first day that the Fall activity/practices begin, as specified by PIAA for Fall athletics/activities.

Where there are less than 45 days left in a school year, the completion of the exclusion rule will carry over to the next school year. The continuing dates to complete the fulfillment of the penalty shall be the same as listed above, either the first day of school or the first day the Fall activity practice begins, this includes the first day of practice specified by PIAA, for Fall athletes.

Second Offense:

Participants will be suspended from all athletics and extra-curricular/co-curricular activities for an entire calendar year, beginning the day the student is notified of the discipline.

Third Offense:

Participants will be permanently suspended from all athletics and extra-curricular/co-curricular activities for the remainder of his/her high school career.

Coaches/Activity Advisors may establish more stringent rules than what is set forth in this policy for participation in the sport/activity that they oversee. Such rules must have the approval of the High School Principal and the Athletic Director. Also, such rules are to be put in writing and signed by the student and their parent/guardian.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

Mission Statement

The Student Assistance Program (SAP) is committed to developing positive coping skills in students that will foster confident, constructive behaviors. It is our purpose to provide early recognition, intervention and offer referral services to students who are exhibiting behaviors which create barriers to learning and school performance.

### Statement of Parent Input

Involvement of parents in the SAP process underscores the parents' role and responsibility in the decision-making process affecting the student's education.

### SAP Process

1. **Referral to the Student Assistance Program team by school personnel, parents, peers, or self.**
2. **Gathering information**
  - behavioral observation forms sent to student's teachers, counselor, administrator and school nurse.
  - parent input/parent permission
  - student input
3. **Action**
  - SAP team will review data collected
  - provide in-school supportive services
  - referral to out-of-school support services
  - follow-up with student and/or family

### Student Behavior Appropriate for SAP Referral

- A. Decline in academic performance
- B. At-risk behaviors resulting in disciplinary action
- C. Truancy and/or chronic lateness to school
- D. Inability to express anger appropriately
- E. Distinct change in behavior, appearance, or friends
- F. Observable references to drugs/alcohol
- G. Inability to concentrate due to home or family issues

### What to Do??

If you know of a student experiencing these behaviors, please do not hesitate to contact a member of the SAP team.

Mr. Allen Beardsworth  
Ms. Krista Campbell  
Ms. Cathy Novello  
Mrs. Lee Pavan

Mrs. Karin Curcio  
Mrs. Sallyann McCarty  
Mr. Jason Oakley  
Mr. Eric Sampson

## HARASSMENT POLICY

### I. Harassment Prohibited

It is the policy of the Pen Argyl Area School District to maintain a working and learning environment free from harassment based on factors such as gender, color, ethnicity, religion, disability, sexual orientation and age. It shall be a violation of this policy for any member of the district staff (professional or non-professional) to harass a student or another staff member through conduct or communications of any nature as defined below. Any employee of the district who engages conduct which constitutes harassment as defined in this policy shall be subject to discipline up to and including discharge.

In addition, it shall be a violation of this policy for any student of the district to harass another student or a staff member through conduct or communications of any nature as defined below. Any student who engages in conduct which constitutes harassment as defined in this policy shall be subject to discipline up to and including expulsion.

### II. Definition of Harassment

#### A. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. unwelcome sexual advances; or
2. requests for sexual favors; or
3. other unwelcome verbal or physical conduct of a sexual nature, when made by any member of the school staff to a student or to another staff member.

Where

4. submission to such conduct is explicitly or implicitly required of the recipient as a term or condition of an individual's employment or education, or when
5. submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the recipient; or when
6. such contact has the purpose or effect of unreasonably interfering with the recipient's work or education or of creating an intimidating, hostile, or offensive or learning environment.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, services, or benefit of the district's programs and activities.

#### B. Definition of Other Harassments

Other harassments based on factors such as color, ethnicity, religion, disability, sexual orientation, and age are forms of discrimination prohibited by Title IX of the Educational Amendments of 1972, (503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act.

Other harassments, as listed above, may include, but not limited to the following: verbal harassments or abuse of a derogatory or slanderous nature; repeated remarks and/or actions to a person, with demeaning implications; implied or explicit threats concerning one's grades, job, services, or benefits of the district's programs and activities.

### III. Procedure for Reporting Harassment

Any person who alleges harassment by any staff member or student in the district may use the district's complaint procedure and complain directly to a staff member's immediate supervisor, a staff member, building principal or other individual designated to receive such complaints. If the complaint involves someone in direct line of supervision, the complaint should inform another district employee of the complaint.

Filing a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future employment, assignments, educational opportunity or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### IV. Procedure for Handling Complaints

- A. Complaints involving harassment at the building level may be resolved informally through confidential mediation, counseling or informal discussion. If a satisfactory informal resolution is reached, no further investigation or action is required.
- B. If the complaint cannot be resolved informally, the complainant may file a formal written complaint to the building principal who in turn will notify the district's affirmative action officer. The complaint shall set forth in detail the nature of the complaint, against whom the complaint is directed, and the names of any witnesses.

- C. A fact-finding investigation will be initiated by the affirmative action officer or his/her designees which shall include, but not be limited to the following.
1. interview of complainant and review of a written description of the incident completed by the complainant
  2. interview of accused and review of a written description of the incident completed by the accused
  3. interview of any other persons with personal knowledge of the allegations of the complaint.

Within twenty (20) school days of receipt of the written complaint, the fact-finding investigation should be completed. The results shall be reported in writing to the superintendent, the building principal, the complainant, the accused, and the staff member to whom the complaint was initially made.

All individuals involved in such an investigation shall maintain strict confidentiality.

#### V. Disposition of Complaint

A. If the investigation shows that unlawful harassment has occurred, the superintendent, building principal, or supervisor shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code, State Board Regulations, and other applicable law, and any applicable collective bargaining agreement.

B. Disciplinary action may include

1. Staff:
  - a. verbal reprimand and written letter in file
  - b. disciplinary time off
  - c. dismissal

2. Students:

- d. disciplinary action according to the elementary, middle, or high school discipline policies
- e. Suspension
- f. Expulsion hearing before the school board

C. If the investigation shows that no unlawful harassment has occurred, the superintendent and building principal shall be so notified. Under no circumstances shall any record of complaint which is found to be without basis be placed in the accused's record or released to any person other than the accused, the complainant, the superintendent, the building principal, and the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.

D. In addition, if the investigation shows that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, then the superintendent and/or the building principal or supervisor may impose appropriate discipline on the complainant subject to limitations of law. In addition, if the investigation shows that the accused retaliated against the complaint in any way because of the complaint, then the superintendent and/or the building principal may impose appropriate discipline on the accused, subject to limitations of law.

VI. Prevention Program

- A. The school district will be responsible for providing a prevention program. Such a program may include workshops to:
- 1. explain the school district's harassment policy
  - 2. identify harassment

B. New staff members will be informed of the school district's harassment policy through induction and/or at the time of their employment. Existing staff members will be given a copy and overview of the policy at the first faculty meeting of the school year.

C. Students will be informed of the school district's harassment policy through a paragraph in the handbook and/or orientation sessions. Parental signature acknowledging receipt of the handbook will also include a review of this and other policies was conducted at home.

COMPUTER, NETWORK, ELECTRONIC  
COMMUNICATIONS AND INTERNET ACCEPTABLE USE  
POLICY

SECTION I. Responsibilities and Privileges

A. Purpose and Goals of District Provision of Network  
Access

The Pen Argyl Area School Board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The Pen Argyl Area School District (PASD) will provide access to computers, the Internet and the district's schools network for staff members and students, with their parent's or guardian's consent. The network will allow users to locate material to meet their educational and personal information needs, through a network called the Pen Argyl Computer Network (abbreviated hereafter as PACN). These computers have the capability to access local educational resources, as well as the global Internet. Access to PACN through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by school district authorities. No student may use the Internet without a legitimate educational purpose.

It is the students' responsibility to use all technologies according to the direction of their teachers, their parents/guardians, and this policy. Students will be responsible for their actions in this area as specified in this policy, in the Technology Plan, and in the Student Code of Conduct.

It is the teachers' responsibility to provide clear guidelines, direction, and supervision for the use of all technologies with their students. It is also the staff's responsibility to protect the confidentiality of computer-accessible student information.

#### B. Electronic Student Records Access

The Family Educational Rights and Privacy Act (FERPA) of 1974 requires school districts to protect student and family privacy by controlling unauthorized access to student records. Student medical and educational records are now being aggregated in central district databases, which are potentially accessible to staff through any networked computer. The underlying principle of FERPA is that individual student records may only be viewed by staff with a medical, psychological, educational, administrative, or other need to know. Summary records or reports should not identify individual students. This policy uses a combination of informational and technological safeguards.

This policy emphasizes, but is not limited to, student records in computer databases. The term **student records** shall refer to educational, medical, psychological, and any other records protected by law, such as records of family income. Only educational and medical records are being placed in centralized, network-accessible computer databases.

#### C. Laptop Computer Service

The policy setting forth the financial responsibility for loss, destruction or damages to laptop computers shall be as follows:

In all cases of destruction or damage to a laptop computer, the building administrator shall investigate and decide whether the

destruction or damage resulted from intentional or malicious conduct. The building administrator's decision in this regard shall be final. Parents and guardians shall be responsible for the entire cost of the repair or replacement resulting from any destruction or damage of a laptop, whether intentional, malicious or accidental. Parents and guardians shall be responsible for the entire cost where the laptop computer is lost or stolen. The Technology Department of the Pen Argyl School District will complete repairs or have them completed in the most cost effective manner, and will charge for labor and replacement parts. Parents and guardians are advised to determine whether their homeowner or renter's coverage provides insurance policy for destruction or damage to a school laptop computer.

**Consequences for Violation of this Policy**

Violators of this policy shall be disciplined in accordance with the provisions of the existing policy for student discipline. The following may be imposed:

The user shall be responsible to make full restitution for any damage (including all labor costs for repair or replacement) to equipment, software and any other part of the network resulting from known improper use or deliberate willful acts. Any acts which may violate state or federal laws including, but not limited to, copyright violations, theft and destruction of property shall be reported to the appropriate authorities for possible prosecution. The user may lose access privileges temporarily or on a permanent basis.

Staff or employees violating this policy may be disciplined in accordance with the Public School Code and other applicable laws.

**D. Inappropriate Materials Warning**

Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including pornography and obscenity, can be accessed through the network. The Pen Argyl Area School District cannot completely block access to these resources because of the nature

of the technology that allows the Internet to operate. Willfully accessing these and similar types of resources will be considered an unacceptable use of school district resources and will result in suspension of network privileges to PACN and disciplinary action as outlined in appropriate district policies. Through a program of education, the school district will educate students and teachers regarding their individual responsibility to refrain from engaging in this and other unacceptable uses of the network and will inform them of the consequences of their actions if they do so.

All computers with Internet access shall be equipped with filtering software.

The Children's Internet Protection Act requires that filtering be on all computers with Internet access regardless of whether they are used by students or staff. In an effort to block and filter inappropriate material that may otherwise be accessible via the Internet, the Pen Argyl Area School District entered into an agreement with an Internet Filtering and Spyware prevention provider, to offer Internet Filtering Service to those who utilize the Pen Argyl Area School District's Internet connection. According to the provider, the filtering software is fully compliant with the Children's Internet Protection Act.

In keeping with the above guideline of the Children's Internet Protection Act, the filtering service may be disabled on computers used by the network administrator, an administrator, or a teacher for bona fide research or other lawful purposes. Students or other minors for any reason may not disable the filtering service.

## SECTION II Authority

The Pen Argyl Area School District reserves the right to determine which network services will be provided through school district resources. It reserves the right to view and monitor all applications provided through the network, including email, and to log Internet and network use by students and staff. The school district reserves the right to revoke user privileges,

remove user accounts, and refer to legal authorities when there is a violation of this and any other applicable district policies, including those governing network use, copyright, security, and vandalism of district resources and equipment. Pen Argyl Area School District bears no responsibility for unauthorized charges or fees resulting from access to the Internet or information that is lost, damaged or unavailable due to technical problems.

#### A. No Privacy Expectation

Users of the PACN facilities should not have an expectation of privacy in the materials that are created, sent, or received by them on PACN systems. To the extent allowed by laws and regulations, PASD authorized personnel may examine all material stored on PACN systems without prior notice. Messages that are created, sent, or received using the PACN's e-mail system are the property of the PASD. The PASD reserves the right to access and disclose the contents of all messages created, sent, or received using the e-mail system. The e-mail system is strictly for official PASD messaging. Subject to local laws and regulations, the PASD may monitor any aspects of its computerized resources, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and newsgroups, reviewing material downloaded from or uploaded to the Internet by a PASD user, and reviewing e-mail sent and received by PASD users.

### SECTION III Procedures

Only the authorized owner of the account will use network user accounts, on PACN, for its authorized purpose. Accounts will be made available according to a schedule developed by appropriate district authorities given the capability of district hardware. Accounts will be given out to only those individuals who meet the following requirements:

A. Have read the District Computer, Network, Electronic Communications and Internet Acceptable Use Policy and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district

authority. Students must have a parent or guardian sign the signature page indicating the parent or guardian's agreement with the policy and his/her consent to allow the student to access and use the network.

B. Student and Staff must have successfully completed a district orientation course, which will include but not be limited to instruction on network access, use, acceptable vs. unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.

C. Each school in the district shall provide an annual written notice to the parents/guardians of students about the district Internet system, the policies governing its use, and the limitation of liability of the district. Parents/Guardians must sign an agreement to allow their child to access the Internet. Upon receipt of the executed agreement, the student will be issued an Internet username and password. The agreement and the Internet username will be effective for as long as the student attends the particular school. Parents/Guardians have the right to request the termination of their child's internet access at any time.

D. The PASD requires students and staff to sign, manually or electronically, an acknowledgement that they received and read the Acceptable Use Policy

#### SECTION IV. Prohibitions

The use of PACN for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The activities listed below are strictly prohibited by all users of PACN. The Pen Argyl Area School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time school district resources are accessed, whether in school, directly from home, or indirectly through another Internet service provider.

Allowing another person to use an assigned account.

1. Use of PACN for non-school related communications.
2. Use of PACN to willfully access obscene or pornographic material.
3. Use of PACN to transmit material likely to be offensive or objectionable to recipients.
4. Use of PACN to participate in inappropriate and/or objectionable discussions or news groups.
5. Hate mail, harassment, discriminatory remarks, and other antisocial communications on the network.
6. Use of PACN that results in any copyright violation.
7. The illegal installation, distribution, reproduction or use of copyrighted software on district computers.
8. Use of PACN to intentionally obtain or modify files, passwords, or data belonging to other users.
9. Use of PACN to misrepresent other users on the network.
10. Communications or modification of materials in violation of local, state, and federal laws.
11. Loading, downloading, or use of unauthorized games, programs, files or other electronic media.
12. Malicious use of PACN to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system.
13. Destruction of district computer hardware or software.
14. Use of PACN to participate in Internet Relay chats (on-line real-time conversations).
15. Use of PACN to facilitate any illegal activity.
16. Use of PACN to communicate through email for non-educational purposes or activities.
17. Use of PACN for commercial or for-profit purposes.
18. Use of PACN for product advertisement or political lobbying.
19. Use of PACN deemed inappropriate by teachers and/or administrators.
20. The Pen Argyl Area School District is not responsible for unauthorized charges of fees resulting from access to

the Internet and that financial responsibility will rest with the individual employees or students who incur unauthorized charges or fees.

21. The Pen Argyl Area School District states that views stated by the authors herein are not made on the behalf of the district and do not necessarily reflect district policy.
22. Student records may not be sent by e-mail due to the Family Education Rights and Privacy Act and state confidentiality rules.

#### SECTION V. Consequences of Abuse of Responsibilities and Privileges

Any user of PACN, whether student or employee, who violates the prohibitions listed in Section IV of this policy, engages in any other act determined to be an unacceptable use of the network by school authorities, or violates any other district policy governing use of school resources and copyright law, will have his/her user privileges revoked and may face other disciplinary procedures according to existing and applicable school district policies. If a student is enrolled in a class in which use of the Internet is a critical component of the class, the student will be withdrawn (no grade, no credit) from the class if his/her Internet privileges are revoked. In addition, illegal use of the network, intentional deletion or damage to files of data, destruction of hardware, copyright violations, or any other activity involving the violation of local, state, or federal laws will be reported to the appropriate legal authorities for prosecution.

### **BULLYING**

1. Purpose  
The Board strives to provide a safe, positive learning climate for students in the schools of the Pen Argyl Area School District. The Board recognizes that bullying and intimidation have a negative effect on school climate, that students who are intimidated and fearful cannot give their education the single-minded attention they need for

success, and that bullying can lead to more serious violence. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and harassment, in any form, are not tolerated.

2. Definition

**Bullying** is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; racial, ethnic, sexual orientation, sexual discrimination; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. A bullying situation creates an imbalance of power in a relationship.

3. Authority

The Board prohibits all forms of harassment and bullying of students by all school district students. This policy will deal with issues of bullying. Please see Board Policy GBCC/JQ regarding issues of harassment.

The Board encourages students who have been bullied to report promptly such incidents to any staff member, who will follow the procedures as outlined in Section 4.

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 school district's legal and investigative obligations. No reprisals nor retaliation shall be tolerated when bullying is reported.

4. Responsibility

Each staff member shall be responsible to maintain an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take **IMMEDIATE**, appropriate steps to intervene—unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her

intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal or the guidance department for further investigation. This investigation may include interviews with students, parents, and school staff; review of school records; and any other appropriate means of investigation.

Each student shall be responsible to respect the rights of their fellow students, to ensure the rights of their fellow students, and to ensure an atmosphere free from all forms of bullying.

The Board expects students and parents who become aware of an act of bullying to report it to a school official for further investigation. Any student who retaliates against another person for reporting bullying may be subject to appropriate disciplinary consequences.

Students shall be informed that they may choose to report bullying complaints to school principals, teachers, counselors, nurses, administrators and other instructional and non-instructional staff.

If a school district employee is the subject of a complaint, the student or the student's parent shall report the complaint directly to the building principal or district administrator.

##### 5. Guidelines

When a student believes that she/he is being bullied, intimidated or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

### **Complaint Procedure**

1. A student shall report a complaint of bullying to any school district employee, who shall report the incident in writing using the Bullying Report Form to the guidance department.
2. Complaints involving bullying at the building level may be resolved informally through confidential mediation, counseling or informal discussion. If a satisfactory informal resolution is reached, no further investigation or action is required.
3. If the complaint cannot be resolved informally, the complainant or parent/guardian may file a formal written complaint to the building principal. The report shall set forth in detail the nature of the complaint, against whom the complaint is directed, and the names of any witnesses.
4. The school principal or designee shall immediately conduct an impartial, thorough and confidential investigation of the alleged bullying behavior, which should include interviewing the alleged bully, the complainant, and witnesses.

Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy GBCC/JQ, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy GBCC/JQ.

5. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action to attempt to eliminate any further bullying. Such action may include guidance counseling, change of seating, change of class or schedule, other method for separation of the bully and victim, recommending outside of school therapy, detention, suspension, citation, or expulsion.

A substantiated charge against a school district student shall subject such student to disciplinary action, consistent with the school code of conduct and any other applicable Board policies, and may include educational activities; guidance counseling; a parent conference; detention; suspension and/or expulsion; involuntary transfer to another school or class or bus operated by the school district; or other appropriate forms of disciplinary consequence. In addition, the school may recommend the student participate in anger management and other outside of school therapy programs. Depending on the severity of the incident, the school principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the school code of conduct.

#### Appeal Procedure

If the complainant or accused is not satisfied with the school principal's decision, the student, parent or guardian may file a written appeal to the Assistant Superintendent for Elementary Education (Grades K-8) or the Assistant Superintendent for Secondary Education (Grades 9-12).

TEEN HELP PHONE NUMBERS:\*\*

Alcohol Abuse	610 882-0558
Childline (to report child abuse)	1 800 932-0313
Lehigh Valley Drug and Alcohol Intake	610 923-0394
Eating Disorders	610 435-2736
Emergency Services/24 hour Suicide Crisis Hotline	610 252-9060
Families First	610 863-3688
Information/Referral Lehigh Valley	610 435-7111
Slate Belt	610 588-5512
Rape/24 hour Hotline	610 437-6611
Smoking	610-969-4855
Valley Youth House	610-691-1200

\*\*Pen Argyl Area School District does not endorse any of these agencies. We are only providing these numbers as a service to you.

