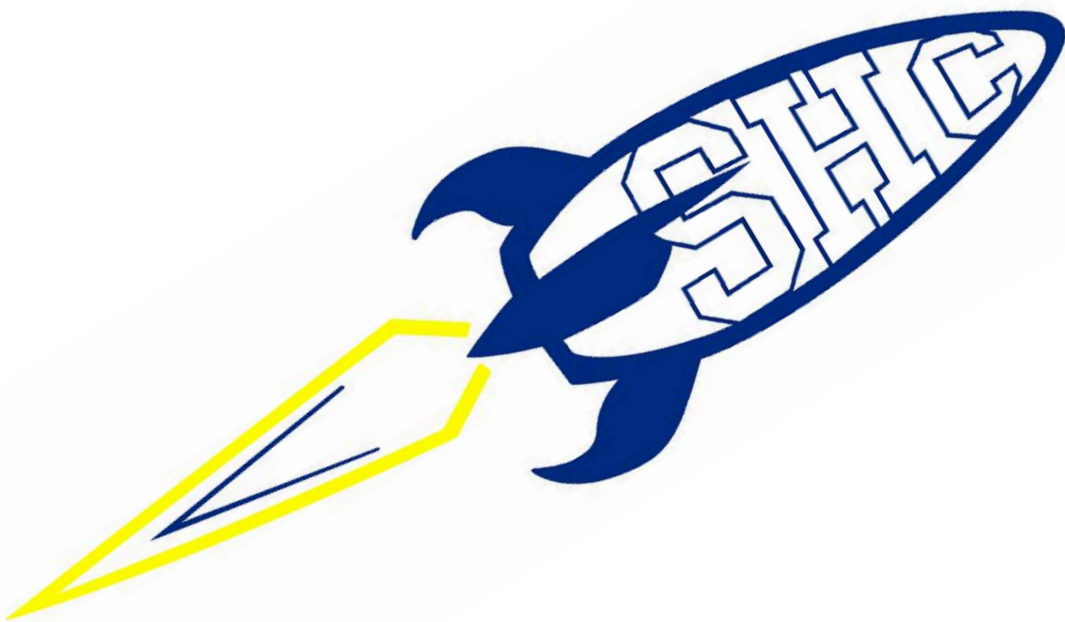


Southern Huntingdon County
High School/Middle School
Student & Parent/Guardian
Handbook
2025-2026



“Home of the Rockets”

Mission Statement:
“Rocketing our students through quality education into their future.”

ADMINISTRATION

Hillary Lambert
Superintendent

Brianne Parks
High School/Middle School Principal

Sarah Griest
Curriculum Coordinator
High School/Middle School Assistant Principal

Alisa Scott
Director of Special Education

Kara Waite
Business Manager/Transportation Director

Contacting Our School

**Southern Huntingdon County High/Middle School
10339 Pogue Rd
Three Springs, PA 17264**

**Telephone
(814) 447-5529
Fax
(814) 447- 3750**

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This Student and Parent/Guardian Handbook was designed for the Southern Huntingdon County School District’s High/Middle School. This is our best effort to include those items of importance. We do reserve the right to change this manual as the need may arise.

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HISTORY OF SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL

The Southern Huntingdon County School System became effective on July 1, 1956. The Boards of Cass Township, Cassville Borough, Clay Township, Cromwell Township, Dublin Township, Orbisonia Borough, Rockhill Borough, Saltillo Borough, Shade Gap Borough, Springfield Township, Tell Township, and Three Springs Borough signed the Articles of Agreement.

Two high schools were consolidated under the jointure:
Orbisonia High School, Orbisonia, PA formed in 1891
Saltillo High School, Saltillo, PA formed in 1926

Construction of the new high school building in Cromwell Township began with groundbreaking on July 11, 1960. The seniors of Orbisonia High School and Saltillo High School were combined as the first graduating class of SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL with Commencement Exercises on June 1, 1962. School use began with occupancy on September 1, 1962. The building was dedicated on November 4, 1962.

Three elementary centers are included in the System:

1956 Rockhill Elementary
1956 Shade Gap Elementary
1961 Spring Farms Elementary

It is interesting to note that in the course of the consolidation movement, a total of 55 one-room schools were closed in the twelve districts.

The final action to form ONE SCHOOL DISTRICT of the former existing twelve districts was mandated by law effective July 1, 1966. We now have one school district called Southern Huntingdon County School District.

In 2004, after renovations of the existing structure, a middle school was added to the site. Once the project was completed, the building name was changed to Southern Huntingdon County High School / Middle School.

The Southern Huntingdon County School District includes the following boroughs and townships:

Cass Township	Shade Gap Borough
Cassville Borough	Springfield Township
Clay Township	Tell Township
Cromwell Township	Three Springs Borough
Dublin Township	Orbisonia Borough
Rockhill Borough	Saltillo Borough

SOUTHERN HUNTINGDON SCHOOL DISTRICT SCHOOL BOARD

BOARD OF DIRECTORS

PRESIDENT: Dr. Allen Miller

VICE PRESIDENT: Mrs. Angela Watkins

SECRETARY: Mrs. Donna Clark

BOARD MEMBERS: Mr. Albert Filling
Mr. Frank Hooper
Mr. Stacy Horne
Mr. Nelson Nead
Mrs. Nicole Reasner
Mrs. Kylee Ruiz
Mr. Dennis Scott

Board Meetings:

- SHC High School/Middle School Library
- 7:00 p.m.
- Scheduled for the third Tuesday of the month.

NOTE: AGENDA ITEMS MUST BE RECEIVED BY THE BOARD SECRETARY TEN DAYS PRIOR TO THE MEETING.

OUR SCHOOL

School Colors:	Blue, White, and Gold
School Mascot:	Rockets

ALMA MATER

ALMA MATER, hail to you,
Be forever wise and true,
Show your colors to behold,
Blue and White and Gold.
So, through the years gain memories,
Ever changing destinies,
Alma Mater, hail to you,
Dear old SOUTHERN HIGH.

We the proud of SOUTHERN HIGH
Stand we now our heads raised high
Honoring your noble ring,
To your name we sing,
We pledge to you our loyalty,
Hearts and minds eternally,
Now your name we will uphold,
Blue and White and Gold.

ACCREDITATION

Southern Huntingdon County High School/Middle School is on the accredited list of the Pennsylvania State Department of Education.

EDUCATIONAL PHILOSOPHY

It is necessary and vital that a school have a basic underlying philosophy in order, a disciplined sense of direction and function for more effective teaching and learning.

The efficient operation of the school depends on how well you understand the policies and regulations and how willing and capable you are in carrying them out. Team spirit is essential in developing a superior school. That a school system may pursue its important function, it is necessary that it be guided by a statement embodying the purpose of its program and principles.

We believe that education is a continuing process fostering growth in ability to do those things which will enable the individual to live a more satisfying life. To this end, it involves development of each student physically, socially, mentally, and spiritually through their association in and reaction upon the natural and social environment. It shall be our task to develop the individual student to the fullest extent possible with the resources available.

We believe that the quality, success, and preservation of our American way of life is a fundamental responsibility of education, in general, charging each citizen to acknowledge to the fullest their privileges and their responsibilities.

General Objectives:

1. Provide opportunities for each student to develop their capacities to the fullest for self-realization.
2. Provide each student with a fundamental core of knowledge, concepts, ideas, and skills in a changing world to prepare them for life's work.
3. Develop in each student a keen respect for human dignity.
4. Develop deep worth, lasting values and attitudes in each student enabling them to have the highest ethical and moral character.
5. Promote the health and physical well-being of each student.
6. Provide experiences for rational thinking.
7. Develop the skills for originality, creativeness, and worthwhile use of leisure time.
8. Provide adequate guidance, personal and career & technical education for each student.

Specific Objectives:

More specifically, the following should be the essential provision of education:

1. School is a realistic segment of life.
2. Education must be functional.
3. Learning is a continuous life process.
4. School is for the students; students are the most important people in the school.
5. The curriculum is the sum total of experiences provided for each student.
6. Self-discipline is more desirable than forced discipline.
7. The entire educational community should:
 - Inspire and stimulate intellectual curiosity.
 - Education must be functional.
 - Adjust the curriculum to fit individual abilities and aptitudes.
 - Provide training for useful citizenship by example and practice through social, civic, and economic activities.
 - Provide for appreciation and enjoyment of the Arts.

MISSION STATEMENT

“Rocketing our students through quality education into their future.”

VISION STATEMENT

The Southern Huntingdon County School District (SHCSD) is committed to our students becoming leaders in the 21st Century, using critical thinking and interpersonal skills to succeed in a global society.

OUR SHARED VALUE

The Southern Huntingdon School District believes in placing students first by:

- Striving to provide a safe, supportive and positive environment for students.
- Challenging each student equally to achieve college and career readiness skills.
- Valuing that each student can learn and contribute to society.

TRANSPORTATION

The Board of School Directors has granted the privilege of school bus/van transportation to students who live beyond 1-1/2 miles (elementary), 2 miles (secondary) from their assigned school. The privilege is conditional upon certain behavior expectations which are listed below. The privilege of riding a bus/van may be removed by the school principal for improper conduct. When the bus/van privilege is removed, parents/guardians have the obligation of finding alternative ways to transport their student to and from school.

1. Students will be assigned to specific buses and will have assigned seats. Changing buses or seats, once assigned, is allowed only with permission of the principal or designated person.
2. Student bus stops are designated by the Board of School Directors and may not be altered unless approved by the School Board.
3. Buses and vans will stop to pick up and dismiss passengers at designated bus stops only. No other stops are permitted unless there is an emergency.
4. When students walk along a highway to their bus stop, they must walk on the shoulder of the road on the side facing traffic. (Left side)
5. Students are expected to wait for their bus in an orderly manner five minutes prior to the bus arrival. School officials have authority over students from the time they leave their home in the morning until they return in the afternoon.
6. Students will wait for their bus to come to a full stop before attempting to enter (or exit) the bus. The bus driver has the authority and is expected to regulate entry and exit of students on and off the bus.
7. The bus driver will not move the bus until all students are seated. Students must be seated when the bus is in motion.
8. Each bus has an emergency door to be used only in an emergency. Students may not use the emergency door for routine exit and entry.
9. The major responsibility of bus drivers is to complete their rounds between home and school safely and on time. Proper behavior of students is required at all times so that the drivers' attention is on the road.
10. The following behavior of students will result in disciplinary action: throwing objects out of windows, tampering with or using the emergency exit, leaning or putting arms out of windows, eating, drinking, smoking, chewing tobacco or snuff, spitting, littering the bus, damaging or defacing property, rough-housing, using improper language or gestures, throwing objects, fighting and being out of your seat. In addition, any behavior not mentioned in this handbook that jeopardizes the safety of others or is deemed inappropriate by the administration, is prohibited and will be cause for disciplinary action.
11. Students must report to the bus driver any condition which needs attention to ensure a safe trip.
12. The bus driver is in charge of students between pickup points at school and home. When problems

arise, the bus driver will fill out a Bus Misconduct form and present it to the principal/designee. Certain behaviors and repeated minor misconduct may result in the denial of the privileges of riding a school bus/van and/or other disciplinary action.

13. Students who walk to and from school are responsible for respecting private and public property along the route. Taking short cuts across private property, littering and creating disturbances are not behaviors condoned by the school district. Walking routes may be changed by the school administration when there is evidence that private and public property or persons are infringed upon by students.
14. Twice each year bus drivers, in cooperation with the principal, must conduct emergency bus evacuation drills to familiarize students with proper procedures to be used in the event of an accident or other emergency. Students are expected to be attentive and cooperative during these important drills.
15. Act 56 of 2016 permits school districts to engage in audio recording on school buses.

BUS/VAN STOP PROCEDURES

1. Be on time.
2. Always conduct yourself in an orderly manner.
3. Wait off the highway and out of the way of traffic.
4. Do not play games or chase anyone.
5. Be sure the road is clear and wait for the driver's signal before you cross the road.
6. Always cross in front of the bus.
7. Enter the bus promptly in an orderly manner after the bus comes to a complete stop.

PARENT/GUARDIAN CONCERNS

1. Call the Transportation Director with any questions or concerns that pertain to your student's bus/van driver.
2. Please do not try to meet with the bus/van driver at a pick up point or try to enter the bus, the driver does not have the convenience to meet with you at that time and attempting to enter/load the bus is an illegal act which may lead to a citation.
3. At no time should a parent/guardian get on a bus to solve problems between students or the bus/van driver. If the concern is regarding a new pick-up, drop-off, or a change in busing, contact the Transportation Director.

BUS/VAN SAFETY VIOLATIONS:

1. Discourteous behavior
2. Pushing or scuffling
3. Refusing to sit in assigned seat
4. Eating or drinking on the bus
5. Standing or changing seats
6. Swearing
7. Conduct that endangers lives
8. Destroying bus/van property

9. Fighting
10. Obscene language
11. Throwing any object
12. Using matches or fireworks
13. Distracting the driver's attention
14. Smoking or smokeless tobacco or nicotine products
15. Possession or use of tobacco and/or vaping products
16. Possession or use of a controlled substance

BUS/VAN DISCIPLINE

When the Principal/Designee receives a Bus Discipline Referral, general disciplinary procedures will be followed.

The Principal/Designee are authorized to move directly to bus/van suspension when a criminal offense occurs such as assault, drug-related offenses, destruction of property and similar acts. In this instance, the student will be suspended from the bus/van for the balance of the school year with such action subject to appeal through the Superintendent and the Board of Education.

STUDENT PARKING

Driving/Parking is a privilege and not a right. As such, this privilege can be revoked temporarily or permanently for misconduct, unpaid fines, being on the ineligible list, attendance/tardy issues and/or reckless driving and is at the discretion of the SHCSD Administration.

To apply for a parking permit the student must complete the High School Driving Permission Request, found in the main office.

SCHOOL PROCEDURES

BEFORE SCHOOL

Once a student has arrived at school, they may not leave without parental permission. Attendance will be checked each morning during homeroom. If the student's bus/van is late, they will not be marked tardy. Late arrivals must report to the attendance secretary for an admission pass so that they will be marked present for the day.

Students are not expected to arrive at school before 7:50 a.m. Those arriving between 7:30 a.m. and 7:50 a.m. report directly to the auditorium.

ARRIVAL AT SCHOOL

All electronic devices (i.e. cell phones) are to be silenced and put away upon entrance to the building.

Students should plan to arrive at school between 7:50 a.m. and 8:05 a.m. in the morning. Students are to arrive through the main front entrance. Once buses are on the property NO cars are permitted to use the front entrance.

Students are assigned to homerooms, which is also their first period class. Homerooms open at 7:50 a.m. Upon arrival, students not eating breakfast will go to their lockers and get the necessary materials for the day and then report directly to their homeroom. Students purchasing breakfast should eat in the designated area before going to their lockers and homeroom. Students are not permitted to bring breakfast items into their homeroom class.

Breakfast areas: Senior high school students are to remain in the senior high school area and middle school students are to remain in the middle school area.

All students must be in their homeroom by 8:10 a.m. Students arriving after 8:10 a.m. will sign into the front office kiosk and take their late pass to homeroom.

DISMISSAL FROM SCHOOL

Students must have a signed/dated permission note from a parent/guardian if they will be dismissed early. Due to safety, verbal permission from parent/guardian will *not* be accepted except under extreme circumstances to be determined by SHCSD Administration. The student will be responsible for turning the permission note into the guidance/attendance office secretary before 8:10 a.m.

Regular dismissal is scheduled for 2:50 p.m.

WRITTEN EXCUSES

Students are allowed three days to present a written excuse to the guidance/attendance secretary. Excuses must be written and signed by the student's parent/guardian. Failure to submit a written excuse for an absence within three (3) days will result in the absences being recorded as unexcused or illegal. The following information must be included in the written excuse:

1. Full name of student
2. Grade and homeroom of student
3. Date(s) of absence; date excuse was written
4. Reason for absence
5. Signature of parent/guardian

CAFETERIA

The school cafeteria provides a nutritious lunch for students. The cost is free to all students. Al la carte items will cost extra if students wish to get those items. It operates under strict state and federal laws governing preparation and serving of food. The school cafeteria should be a pleasant place to eat.

CAFETERIA RULES

1. All students, including those who carry their lunch, are required to eat lunch in the cafeteria at their scheduled time.
2. All schools in the SHCSD observe a “closed” lunch period. Students may not leave the cafeteria or the school building at lunch time without permission from the principal, a teacher, or a cafeteria supervisor. Students may not leave the building without written permission from their parent/guardian. (This policy applies all the time, not just at lunch time.)
3. When going to the cafeteria, students should walk and stand quietly in the lunch line.
4. While waiting in line, students will be orderly. Line jumping, saving a place for someone, pushing, shoving and other rowdiness is not allowed.
5. Good manners are expected in the cafeteria.
6. Respect is to be shown to employees of the cafeteria, custodians, staff and other students.
7. Students are responsible for the area where they eat. Make sure the table and the area around the table is clean before you leave.
8. Students are required to remain seated and in the same place during the entire lunch period except as necessary to empty trays.
9. Students are to sit with their feet under the tables to avoid tripping others as they walk between the tables.
10. While in the cafeteria, students are permitted to talk in a quiet voice. This is important for their safety.
11. Return all trays and utensils to the dishwashing room after your table has been instructed to do so. Make sure all paper, cans, etc. are placed in the waste cans.
12. All food and drinks must be consumed within the cafeteria
13. Soda is not to be sold during school hours as stated in the Wellness Policy of SHCSD.
14. Accidental spills will happen and the student is expected to report any accident to the lunch room monitor and clean up the mess. A custodian will assist when necessary. Disciplinary action will be taken for any deliberate messes caused by a student.

Supervising teachers are in direct charge of all students during their coverage period. They have the authority to take whatever disciplinary action necessary to maintain a desirable atmosphere for eating as well as the safety of all present.

BREAKFAST AT SCHOOL

Students attending SHCSD may enjoy breakfast once arriving at school. Middle school students may purchase breakfast from the breakfast cart in the lobby and high school students may purchase breakfast in the cafeteria. It will be the student’s responsibility to clean up their eating area. A full breakfast consists of: one drink item (milk or juice) and one item to eat or just juice or milk.

RESTROOMS

Restrooms are located conveniently around the school for student use. Your cooperation in keeping our restrooms in tidy condition will be appreciated by other students. The restrooms in the middle school wing are to be used by middle school students when they are in the middle school wing.

Students may use the restroom between classes, and must report to class before the late bell. During class students must sign the restroom sign out sheet in each classroom and carry a restroom pass from that classroom to the restroom.

Vandalizing school property will result in disciplinary actions by the SHCSD and may result in criminal charges.

HALLWAY EXPECTATIONS

Students are to move to their destinations quietly.

1. Walk at a normal pace to the right-hand side of the hall.
2. No loitering, pushing, shoving, or slamming of locker doors.
3. Do not disturb other classes by trying to get someone's attention as you walk by.
4. No foul language at all will be accepted in the hallways.
5. Be sure to have a paper pass or physical room pass when leaving a classroom.
6. Students should proceed to the next assigned area or room in the most direct route.

It is the goal of the SHC HS/MS that no unsupervised interactions occur between high school and middle school students. At no time shall high school students be in the middle school hall.

CODE OF STUDENT CONDUCT

SCHOOL RULES AND REGULATIONS

We have established a set of guidelines to aid the student in developing the self-discipline that is necessary for successful living. These guidelines are intended to strike a proper balance between control and freedom. Students must realize that your rights and freedoms are obtained by your responsible actions. Courtesy, honesty, and a respect for the rights and feelings of one another are essential. Violations of these basic standards of conduct are not only disruptive to the educational process, but are also harmful to the emotional well-being of others.

It is the obligation of the professional staff of the school to see that student behavior remains within accepted standards. Our objective is to cultivate self-discipline through correcting unacceptable conduct.

FOUR FUNDAMENTAL SCHOOL RULES

While the handbook lists many specific rules, good common sense is the best guide to follow. All of the school rules can be condensed into these four:

1. Students will exhibit courteous behavior and respect the rights and property of others.
2. Students will arrive on time, follow established class rules, and be prepared to start class with the teacher.
3. Students will arrive with appropriate materials and completed assignments.
4. Students will make all necessary arrangements for making up work due to absences.

Students are expected at all times to put forth their best effort and to conduct themselves, in a manner that will promote a positive learning environment. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated. Students who engage in such behavior will be subject to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

- Teacher-student conference
- Deprivation of privileges or preferred activities
- Communication with parent/guardian via note, email, telephone or conference
- Referral to the Principal/Designee
- Lunch detention, in-school detention, after school detention, in-school suspension or out of school suspension
- Exclusion or reassignment of educational placement

GUIDELINES OF HEALTH AND SAFETY RULES

The following rules are listed for your general information:

1. The use or possession of tobacco, alcohol, e-cigarettes, vapes, and controlled substances is forbidden.
2. As a safety measure, the following are not permitted at school:
 - a. Guns (real or toys), B.B. shot or other ammunition
 - b. Firecrackers, matches, or lighters
 - c. Knives (of any kind) or other weapons, or toys representing weapons
 - d. Laser pointers
 - e. Glass containers of any kind
 - f. Shoes with cleats, shoes with wheels
 - g. Skateboards or roller blades, this also includes sneaker with the roller skate
 - h. Backpacks on rollers
 - i. Harassment or intimidation of any kind
3. Cell phones are not permitted to be on during classroom instructional time, unless the teacher is using them for instructional purposes. Volume on devices must be turned off upon entrance to the building. Middle school students are not permitted to use their cell phones in the hallway.
4. Do not litter or damage buildings, furniture, or grounds. Parents/Guardians will be responsible for any costs for replacement of damaged items.
5. Students are permitted to carry plastic bottles containing only water during the school day. All plastic bottles must be sealable.

DISCIPLINE CODE

One of the most important responsibilities we have as members of the school community is to behave appropriately. Appropriate behavior enables students to learn and teachers to teach.

To ensure appropriate behavior, this discipline code was written and is reviewed each year. The discipline code explains the rules of the school and the kind of behavior that is expected of the school community. If a student chooses not to behave appropriately, the discipline code explains the action to be taken.

Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during or after school hours, or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any other activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event;
4. Anywhere, if the conduct may reasonably be considered a threat or an attempted intimidation of a staff member.
5. Using social media to intimidate, threaten, or engage in inappropriate exchanges related to school and/or peers.

Everyone must work together to make school a safe and enjoyable place to learn. Questions about the discipline code should be referred to the school principal.

GOALS AND OBJECTIVES OF THE DISCIPLINE CODE

The Discipline Code is based upon the following objectives: to teach and to encourage.

Teaching- We teach students to support one another and feel good about themselves.

Encouraging- We encourage the development of students to strive and perform to the best of their ability in school, understanding the importance of setting high expectations for later success.

Our ultimate goal is to provide our students with an exceptional learning environment that promotes college and career readiness.

APPLICATION

This Discipline Policy will apply to all students of the SHCSD, while attending school, going to and from school, attending any function during or after school, either as a spectator or participant, of which the SHCSD is a sponsor or participant.

The SHCSD discipline code includes, but is not limited to the offenses and responses contained herein. The Principal, at their discretion, may make a determination of any case not specifically mentioned herein, following the guidelines for similar type offenses.

STUDENT RIGHTS

The student has the right to:

- A free and appropriate education while assuming certain responsibilities which reflect student self-discipline.
- Enjoyment and benefit from the opportunities for learning in an environment which nurtures academic, physical, social and emotional development.
- The respect from peers.
- The respect of rights by all adults involved in their education.
- Utilization of school facilities, materials, and equipment which have been provided for their educational and recreational use.

No student has the right to interfere with the education of their fellow students.

STUDENT RESPONSIBILITIES

Student responsibilities are many and begin with those which the student has to themselves, to peers, to adults, to their school building and its surroundings, and to their community. In particular, students share with the administration and faculty the responsibility to develop a climate within the school which contributes to worthwhile learning and living. Student responsibility also includes:

- Regular school attendance.
- Conscientious effort in classroom work.
- Expressing ideas and opinions in a respectful, courteous manner, taking care not to offend others.
- Respecting the rights of students, cafeteria, and custodial personnel, office staff, bus drivers, teachers, administrators and all others involved in the educational process.
- Observing the rules and regulations of student behavior for Southern Huntingdon County High School/Middle School.
- Properly using school materials, equipment, and facilities in a manner that prevents costly damage.
- Caring for all textbooks and library books issued to them. All books must be accounted for or paid for prior to the end of the school year if lost. A fee will be charged for books damaged beyond the extent of normal use.

PARENT/GUARDIAN RESPONSIBILITIES

It is the responsibility of parents/guardians to:

- Follow all general provisions outlined in chapter 11 of the PA school code concerning attendance and truancy.
- Encourage students to regularly attend school.
- Encourage students to complete all assignments on time.

- Be aware of and supportive of the rules and regulations for student behavior.
- Cooperate with the school regarding the discipline and student dress code.
- Assist the entire school staff in operating a safe school for all students.
- Oversee school projects outside the school building.
- Participate in school conferences.
- Review and discuss the student handbook.
- Complete handbook verification form.

The District holds the expectation of its teachers and administrators to meet with parents/guardians to discuss sometimes difficult situations. During these conversations, both parties have the right to express their concerns appropriately. While the District realizes that all solutions may not be agreed upon by both parties, we expect each party to remain professional both in person and on social media or parents/guardians should make complaints through official school channels rather than posting complaints on social networking sites.

Parents/guardians are to immediately bring any social media policy violations or concerns to school officials. School officials will not mediate social media issues between students or parents/guardians unless it directly affects the school and/or it is during school hours.

SOCIAL NETWORKING

The school considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- Making allegations about staff or pupils at the school/cyber-bullying;
- Making complaints about the school/staff at the school;
- Making defamatory statements about the school or staff at the school;
- Posting negative/offensive comments about specific pupils/staff at the school.

Parents/guardians should ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media.

LEVELS OF DISCIPLINE

The administration, faculty, staff, and all employees of the SHCSD will attempt to work with students and families to ensure the opportunity for the student to succeed. In some cases, for those attempts to work with students who are unwilling to cooperate and maintain order, we will apply various forms of consequences and loss of privileges.

General consequence levels:

Administration reserves the right to deviate from this outline at any time.

Level 1: warning

Level 2: detention

- lunch
- before school (7 a.m.-8 a.m.)

- after school (up to 3 hours starting at 3 p.m.)

Level 3: in school suspension (ISS)

Level 4: out of school suspension (OSS) and possible change of educational placement

** Some disciplinary action may result in automatic suspensions; refer to procedures on disciplinary actions for details

Lunch Detentions, after school detentions, in-school detentions, in-school suspensions, out of school suspensions, removal of field trips, loss of driving/riding privileges, and/or no attendance to after school activities will be used as necessary. Students must complete all assigned disciplinary actions to qualify for field trips and/or attend after school practices (including sports, band, band front, and chorus, etc.) and other extracurricular/school-related activities (including the Snowball Dance, Mini Prom, Prom and senior trip). Administration has the right to deny any activity based on cumulative (current school year) discipline reports.

LEVELS OF CONDUCT

Level One

Acts that are minor, but interfere with normal classroom/school operations and/or bus/van operation. Examples include (not an inclusive listing):

- Classroom disturbance
- Dishonesty
- Tardiness to class
- Violation of the dress code
- Inappropriate language
- Cafeteria misconduct
- Disruption of the learning environment

Disciplinary action will begin at the 1st Offense Level of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise.

Level Two

Frequent or serious acts that disrupt the learning climate of the classroom, school and/or bus. Examples include (not an inclusive listing):

- Continued Level One Acts of Misconduct
- Defiance
- Forgery or the use of forged notes and excuses
- Giving false information
- Out of assigned area
- Skipping class
- Skipping assigned detention
- Bullying

Disciplinary action will begin at the 2nd Offense Level of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise. If there is more than one misbehavior under level two during the same incidence, discipline will begin at the 4th Offense Level of the consequences listed previously.

Level Three

Acts directed against persons or property that may endanger the health and safety of others in the school and which may be in violation of the law. Administration reserves the right to immediately remove any student that is disrupting or disrespecting the teacher or learning environment and place them in ISS for the remainder of the day(s). Parents will be notified the same day of removal.

Examples include (not an inclusive listing):

- Continued Level Two Acts of Misconduct
- Vandalism
- Pushing/Shoving/Slapping/Kicking (State Police contact may be made)
- Possession of matches or lighter
- Possession of tobacco products (citation)
- Possession of e-cigarettes/vapes (citation)
- Stealing
- Trespassing
- Pulling other students' shorts or pants down to expose underwear or body of the student
- Inappropriate Touching
- Technology violation
- Disrespect to faculty and staff.

Disciplinary action will begin at the 4th Offense Level of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise. Possession of tobacco, E-cigarettes or vapes will result in a citation being issued.

Level Four

Behaviors so serious as to require action that will result in at least the temporary removal of the student from the school.

Examples include (not an inclusive listing):

- Arson
- Continued Level Three Acts of Misconduct
- Fighting (Physical altercations/fighting will result in a minimum of three (3) days of out of school suspension and police contact.)
- Bomb threats
- Possession of weapon
- Taking property of other with force or violence
- Possession or use of a controlled substance (drugs/alcohol) and/or drug paraphernalia or inappropriate use of inhalants.

- Terroristic Threats of any kind
- Using extreme profanity or name calling directed at a staff member
- Disorderly conduct

If you are a student driver: Any of the acts deemed to a level four offense will automatically result in a 10 suspension of parking privileges.

It is urged that in all cases, except those involving infractions of the penal code, the attempt be made to resolve problems informally. In doing so, school personnel should make full use of all supporting services, both those within the school and those outside.

CELL PHONE POLICY

Cell phones are not permitted to be out between 8:10 a.m and 2:50 p.m. Students' phones are to remain in backpacks/purses or assigned lockers throughout the day.

Each classroom has a cell phone box and is to be used at the teacher's discretion. Any violations of the cell phone policy; may require the student putting their phone in the box during certain periods or the entire day. If the student refuses to put their cell phone away this will be considered an act of insubordination and disrespect.

*School security officers/PA State Police may be notified if phone infraction relates to harassment, bullying, threats or inappropriate content.

NOTE – If a student is compliant on the first offense, the administration reserves the right to refrain from disciplinary consequences. If a student refuses to cooperate by turning their cell phone into the office, the student loses phone privileges and the student is suspended out of school until the Parent/Guardian comes in for a conference.

Videos, Pictures and Uploads

- a. Phone is handed into the office. All incidents involving a student taking a picture or video and/or uploading/sharing it will result in automatic School Security Officer involvement. Upon investigation of the incident, Pennsylvania State Police may be contacted.
- b. disciplinary consequences will vary depending upon the individual circumstances. Any type of video, picture, share or upload of sexual nature will be immediately reported to the Pennsylvania State Police. School disciplinary consequences will be determined after the state police investigation has been conducted.

DISRUPTION TO THE LEARNING ENVIRONMENT

Administration reserves the right to determine if certain actions, events, clothing or other distractors in the classroom or on school property are disruptive to the learning environment. These items can restrict the education of other students in attendance. This may be considered insubordination and fall under the discipline code set forth by the SHCSD Southern Huntingdon County School District.

NO TOUCH POLICY

Students are NOT permitted to intentionally touch other students while in the school building, on the bus or attending any school related activity. Examples include, but are not exclusive of: signs of affection, slapping, punching, kicking, shoving, shoving into walls/lockers etc.

SCHOOL POLICIES and DEFINITIONS

CHEATING, COPYING, PLAGIARISM

Cheating/copying/plagiarism are forms of dishonesty which are morally deteriorating to the character of the individual and the good name of the school. These forms of dishonesty will not be condoned under any circumstance and a student found guilty will face the following disciplinary action:

1. If cheating, copying, and/or plagiarism occur on any quiz, test, report, or project which is part of the nine-weeks unit of work, the student will be given an "0" for that assessment;
 2. If a second occurrence is found, the student may receive an "F" for that nine-week marking period;
 3. If a third occurrence is found in the same class, the student will fail that subject for the year.
- Parents/guardians will be called in all instances by the teacher.

Plagiarism defined:

Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment, also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism. (Indiana University Academic Handbook, 1997, p. 124).

VIOLATIONS OF SCHOOL POLICY AND STATE LAW

The following infractions are clearly of a most serious nature and are not only violations of school policy, but are violations of the State Penal Code. Because the SHCSD is concerned with the welfare and safety of its students and staff the following policies will be in effect. The anti-bullying policy was implemented during the 2007-2008 school year.

VIOLENCE POLICY

1. General:

The legislature has passed a “Safe Schools” law for the purpose of providing a safe educational environment in Pennsylvania Schools. Each school district is required to develop a written policy regarding expulsions for possession of weapons.

Weapon is defined to include, but not be limited to, any knife, cutting instrument, or cutting tools; nun-chucks; firearms - shotguns, rifles, handguns; powered, liquid or aerosol chemical sprays; cigarette lighters and any other tools, instrument or implement capable of inflicting serious bodily injury.

Expulsion for Weapon Possession: Any student who is determined to have brought a weapon onto any school property, any school-activity, or any implement of school transportation will be **expelled for a period of not less than one year.**

- a. The Superintendent may, in their discretion, recommend discipline short of discharge on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.
- b. The Superintendent shall take all steps necessary to comply with the Individuals and Disabilities Education Act.
- c. Nothing in this policy shall be construed as limiting the duty of a school to make an alternative assignment or provide alternative educational service during the period of expulsion.
- d. An exception can be made when the weapon replica is being used as part of a school approved program with prior approval from the administration.

2. Reporting Provisions: The District shall immediately report all incidents involving the possession of a weapon to local law enforcement officials.

Reporting to the Local Law Enforcement Agency shall be made in accordance with a written procedure developed as a joint project with the law enforcement agency.

The SHCSD shall report to the state Department of Education, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy. These reports shall include

- a. The student’s name, address, age, and grade;
- b. The circumstance surrounding the incident, including type of weapon;
- c. The sanction imposed by the school;
- d. The notification of law enforcement;
- e. The remedial programs involved;
- f. The parental involvement required;
- g. Any arrests, adjudication, or convictions, if known.
 - i.

3. Affidavit of Parent/Guardian: The District shall, prior to the registration of any student, obtain from the student's parent/guardian an affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon.
4. Availability of Records: Records created under this policy will be available for inspection to the student and his parent/guardian, others having control or charge of the student, school officials, and state and local law enforcement officials as provided by law. Available records are:
 - a. A statistical summary of acts of violence on a school-by-school and a district wide basis.
 - b. The disciplinary records of any student will be available to that student and their parent/guardian.
5. Authority: Any firearm and weapon possessed on or about a person while on school property, at any school-sponsored activity, or on any implement of school transportation is subject to seizure and forfeiture.
6. Terroristic Threats: Police contact will be made and a recommendation for expulsion will be made to the School Board.

Replicas

All replicas (toy guns, rubber knives, etc.) are banned from school property. Since these items may be used to intimidate other students, possession of such items will be subject to the SHCSD's Violence Policy.

Bomb Threats

Occasionally a bomb threat is made against the high school or to a school official. When this occurs, the principal and school district officials are notified and the fire drill alarm is sounded. The fire department and local and state police are called to help search the school and investigate the bomb threat. Students may be sent home or they may remain outside the building under supervision of the staff until the building is declared safe for re-entry.

School officials emphasize that bomb threats, even if made in jest, are serious crimes. Persons who make such threats violate state laws and are charged with a criminal offense carrying severe penalties. Students who make bomb threats are expelled from school and tried in the local Juvenile Court.

ANTI-BULLYING POLICY

1. **Purpose:** The SHCSD is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. SHCSD recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, career and technical, and social/emotional development of students. Bullying can also escalate into serious violence.

2. **Definitions:** Bullying is often misunderstood as interpersonal conflict. **Interpersonal conflict** is defined as: conflict that refers to any type of conflict involving two or more people. **Bullying** is defined as: a pattern of repeated/habitual harmful behavior by a person toward another person and exhibits a relationship that is an imbalance of power. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:
 - a. **Physical** - the most commonly known form; includes hitting, spitting, pushing and damaging, extorting or taking a student's personal property.
 - b. **Verbal** - includes taunting, malicious teasing, name-calling, and making threats.
 - c. **Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation in person or on social media platforms.
 - d. **Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the internet through e-mail, messaging, or personal profile and social networking web sites. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.
3. **Authority:** It shall be a violation of this policy for any person to bully another person on district grounds, at any school activity, or on the way to or from school.
4. **Delegation of Responsibility:**
 - a. Responsibility of students, parent/guardian, families to adhere to policy and report bullying behaviors.
 - b. Responsibility of employees to take immediate, appropriate steps to intervene, including reporting bullying behaviors to the designated administrator.
 - c. Responsibility of the designated administrator to enforce the policy clearly and consistently coordinate education of students, parent/guardian, and teachers regarding the policy.
5. **Guidelines:** Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, school counselors, building principal or other school employees supervising school sponsored activities. Parents/guardians may contact the building principal to report acts of bullying. If employees cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal.

Investigation Procedures:

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by student parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

DISCIPLINARY MEASURES WILL BE IMPLEMENTED TO THOSE IN VIOLATION OF BULLYING ACCORDING TO THE LEVELS OF CONDUCT

The Southern Huntingdon County School District has procedures to follow in accordance with the faculty handbook and policy for bullying.

1. The district will maintain a policy on procedures for bullying and cyberbullying for all faculty, staff and students.
2. The bullying policy is included in the faculty handbook and student handbook.
3. The district has an anti-bullying program in place for all students. The program is coordinated by the school counselor.
4. The Olweus Program lessons are provided monthly to all teachers from the school counselor. The teacher then gives instruction to the students on bullying based on those lessons.
5. This program increases the awareness of all faculty, staff, and students on the problems of bullying.
6. Examples of bullying may include physical, verbal, psychological or relational, and cyber bullying. All of these are covered in the Olweus program.
7. The procedures for investigating a complaint are also found in the faculty and student handbook.
8. It is the responsibility of students, parents/guardians, who become aware of any act shall report it to the teachers, school counselors, building principal, or other school employees supervising an event.
9. The building principal or designee is authorized to investigate reports of bullying that are brought to their attention. This may include meetings with students, parents/guardians, or employees. All possible reasonable efforts to understand the facts surrounding a reported incident will be included in the investigation.
10. Once the incident is completely investigated, depending on the outcome, disciplinary measures will be implemented to those in violation of bullying according to the "levels of conduct."

ALCOHOL/CONTROLLED SUBSTANCE POLICY

The possession or consumption of any alcoholic beverage or controlled substance while being transported to and from school, on school property, or during an extra-curricular event (home or away) that the school is participating in will result in notification of the State Police of the violation, which may lead to arrest, prosecution, a 10 day out-of-school suspension, and a possible expulsion hearing before the School Board. A hand-held breathalyzer device may be used to determine if there is a likelihood of alcohol consumption.

It is the intent of the school district to prevent misuse and abuse of restrictive drug and alcoholic substances within the district and to provide behavioral alternatives to drug and alcohol-influenced lifestyles. The policy is not restricted to prohibition but includes such areas as education and counseling. A basic intent, however, is that the sale, use, possession, or transfer of, or being under the influence of, alcohol, narcotics, hallucinogens, or restricted drugs by students on school property or at any school-related or sponsored activity will not be tolerated.

RESPONSIBILITIES OF THE STUDENT:

1. The student is expected to be knowledgeable about the existing policy.
2. The student shall be aware of the availability of counseling provided by the district, directly or indirectly.
3. The student shall be aware of the right to confidentiality when such assistance is sought. This right includes withholding any information about the situation and its treatment from any persons, including parent/guardian, unless authorization is granted by the student. A Student voluntarily seeking support is not subject to disciplinary action.

RESPONSIBILITIES OF THE SCHOOL DISTRICT:

1. EDUCATION

- a. The district will educate its students, staff and administration of the students' rights to confidential counseling and to the procedure detailed below should intervention be required.
- b. The district seeking to develop a curriculum in the area of health and living will provide students with affirmation of the value of healthy human relationships.

2. INTERVENTION

- a. An emergency situation related to drug use shall be recognized and treated as a medical emergency. All standard medical emergency procedures shall be followed. Parents will be immediately notified of a medical emergency. Confidentiality, particularly the knowledge of drugs being involved, shall be maintained.
- b. Any incident of suspected violation of the policy will be reported to the principal by the person observing such use or possession. (See plan attached)
- c. The principal will immediately report details of the incident to the district Superintendent, and within twenty-four hours prepare a written report for the Superintendent. In all situations confidentiality will be preserved.
- d. If the principal believes that the policy has been violated, they will implement a preliminary hearing for the student in the principal's office. Pending the outcome of the preliminary hearing, they may order an out-of-school temporary suspension.
- e. If necessitated, an informal hearing will be scheduled and attended by student, principal and representative of the superintendent. Parents and other appropriate people, as agreed on by all parties, will be invited. If evidence is presented that the district's policy appears to have been violated, a formal hearing will be scheduled before the Board of Directors, and suspension of the student will be continued. The principal and

superintendent's representative may also suggest that the student meet with a counselor or support person prior to the formal hearing.

- f. Pending the outcome of the informal hearing, a formal hearing before the Board of School Directors will be held on the seventh school day after preliminary hearing, consistent with all aspects of due process requirements. Further action, if any, will be the decision of the board.

ALCOHOL TESTING OF STUDENTS

Schools need to be a safe environment for students to learn the fundamentals that will help them in the future. In order to make sure that we can provide this learning environment, we must be able to make sure students come ready to learn. If students are under the influence of alcohol, their learning capacity is limited.

The SHCSD has purchased a Passive Alcohol Sensor (P.A.S.) to assist in identifying any student that may be under the influence of alcohol. The P.A.S. is used to check alcohol presence/absence. By simply breathing into the "flashlight", the P.A.S. can detect if alcohol is present. The P.A.S. can also be used to detect open containers of alcoholic beverages.

If students are suspected of being under the influence or having a container with alcoholic contents, the student will be tested using the P.A.S. If a positive result is indicated, further testing may be required by law officials.

Our goal is to make our school a safe place to learn.

SMOKING POLICY

The Board recognizes that smoking and other use of tobacco presents a health hazard which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board.

For purposes of this policy, "smoking" shall mean all uses of tobacco, including cigars, cigarettes, pipes, e-cigarettes, vapes and smokeless tobacco. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, the Board prohibits smoking by students in school buildings, on school grounds and in school buses. This policy includes the use of e-cigarettes and vaping under the school district's discipline policy only.

STUDENTS USING OR IN POSSESSION OF TOBACCO PRODUCTS WILL RECEIVE THE SUMMARY OFFENSE AND DISCIPLINARY MEASURES WILL BE ENACTED AT LEVEL 3 (See Levels of Conduct)

DRUG LOOK-ALIKES

Any property (sugar, oregano, etc.) which is portrayed as a controlled substance will be disciplined as such. Again, the welfare of the student populace is the District's sole concern regarding this policy.

NALOXONE (NARCAN) NASAL SPRAY

Due to the growing risk of opioid overdose among some high school students, Governor Wolf and the PA Department of Health, Education, State, and Drug and Alcohol Programs partnered with Adapt Pharma in February 2016 to provide a free, 2 dose carton of Naloxone Nasal Spray to the public high schools across PA. SHCSD has obtained these free doses of Naloxone and is taking a proactive approach to address the possibility of a drug overdose at school.

What is Naloxone (Narcan)?

Naloxone is a medication designed to rapidly reverse an opioid (heroin and some types of painkillers) overdose.

Symptoms of Opioid Overdose:

1. Person will not wake up or respond to voice or touch
2. Breathing is very slow, irregular, or has stopped. Lips and /or nail beds are blue.
3. Clammy skin
4. The center part of the eye is very small, sometimes referred to as "pinpoint pupils."

Key Information for anyone who encounters someone who is potentially overdosing:

1. If you believe someone is overdosing, call 911
2. Remain with the person until responders arrive.

Act 139 provides protection from criminal prosecution for persons who report a suspected overdose using their real name and who remain with the overdosing person until emergency medical services or law enforcement arrive, as well as for the person whose overdose they report. The law also provides protection from civil liability for persons who report overdoses or administer Naloxone in overdose emergencies.

If any questions/concerns about the above, please contact our school nurses:

- HS/MS Nurse 814-447-5529 ext 2614
- Elem. Nurse 814-447-5529 ext 5614 (Spring Farm); ext 6614 (Rockhill); 7614 (Shade Gap)

VIOLATIONS OF THE STATE VEHICLE CODE

Any driving practice which is a threat to the safety and welfare of our citizenry will result in the loss of driving privileges for a duration to be determined by the severity of the incident. If the SHCSD believes a driving practice to be life-threatening, privileges may be revoked for one calendar year.

VANDALISM OF SCHOOL PROPERTY OR BUSES

The destruction of school property or school buses will result in notification of the incident to the State Police, arrest, prosecution, suspension or a School Board expulsion hearing. In addition, restitution for all damages will be required.

SEXUAL HARASSMENT

It is the policy of the SHCSD to maintain a learning and working environment that is free of sexual harassment.

Sexual harassment may include, but not limited to the following: verbal harassment or abuse; 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, jobs, etc.

Any person who alleges sexual harassment by a student in the district may complain directly to the building principal, school counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future 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.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.

DUE PROCESS

Any time a student's right to attend school is in jeopardy because of a misconduct offense, the basic elements of due process will be followed before the student is barred from attending school. An exception to the procedure would occur when the principal believes the offending student presents an immediate threat to the health, safety and welfare of himself/herself and to others, in which case the suspension would be immediate and the due process followed later either by telephone or other means. Due process would involve:

- The Principal/Designee telling the offending student what rule, regulation or policy they have broken;
- The Principal/Designee will explain to the student, if breaking the rule, regulation or policy is denied, why they believe they are guilty;
- The student/parent will be given the opportunity to tell their version of what happened.

STUDENT GUIDELINES FOR CLASS TRIPS, FIELD TRIPS, TEAMS, CLUBS and END OF THE YEAR PROGRAMS

1. The students are reminded that they are representing the SHCSD and are obligated to follow school policy regarding behavior, speech and conduct.
2. If any student violates school policy, they are subject to disciplinary action just as if they were in school.
3. Additional rules and guidelines may be set down by the chaperones. These include but are not limited to the examples listed below.
 - a. The consumption or possession of alcohol and/or controlled substances or the destruction of property will result in disciplinary action within the code, and in addition, the student will not be permitted to attend or participate in the prom, class day, baccalaureate, or graduation exercises for that year. Also, the student may be prohibited from participating in or attending any extracurricular activities for the remainder of the year.
 - b. The students are bound by the school code, concerning alcohol, and not by the legal drinking age of the state or district they are visiting.
 - c. Breaking special rules set down by the chaperones will result in disciplinary action within the code and in addition the student may not be permitted to attend or participate in the prom, class day, baccalaureate, or graduation exercises for the school year. Also, the student may be prohibited from participating or attending any extracurricular activities for the remainder of the school year.
 - d. Members of the class trip are not permitted in areas unauthorized by the chaperones.
4. A copy of the above rules, along with any additional rules will be sent to the homes of students going on the class trip. The parent/guardian and the student will sign and return the form to the school. These signatures indicate that all parties have read and understand what is expected of the student.

Failure of the student to abide by the rules may result in the student being sent home at the parent's expense. Failure of the student or parents to sign the form will result in the student not going on the trip.

5. Students who are not allowed to attend graduation for disciplinary reasons or personally choose not to attend will not receive their diplomas until the following business day after graduation exercises.

The District and community must work together to achieve this goal. The school community includes the student body, faculty, administration, school board and parent/guardian.

EQUAL RIGHTS ORGANIZATION

It must be recognized that to establish and maintain an atmosphere of openness and mutual respect for the personal worth and dignity of each and every person at Southern Huntingdon County School.

To comply with Federal Laws (including Title IX of Education Amendments of 1972), State Laws and State Department of Education regulations concerning equal rights and opportunities and to assure those within our community, the Southern Huntingdon County School District declares itself to be an equal rights and opportunities school district. As an equal rights and opportunities school district, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities. The School District’s commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Book	Policy Manual
Section	200 Pupils
Title	Weapons
Number	218.2
Status	Active
Legal	<u>24 P.S. 1301-A</u> <u>24 P.S. 1317.2</u> Pol. 218 Pol. 233 <u>22 PA Code 10.23</u> <u>20 U.S.C. 1400 et seq</u> Pol. 103.1 Pol. 113.1 Pol. 113.2 Pol. 805.1 <u>24 P.S. 1302.1-A</u> Pol. 805 <u>24 P.S. 1303-A</u>

22 PA Code 10.2

22 PA Code 10.21

22 PA Code 10.25

18 U.S.C. 921

18 U.S.C. 922

20 U.S.C. 7114

20 U.S.C. 7151

18 Pa. C.S.A. 912

22 PA Code 403.1

34 CFR Part 300

Adopted	March 18, 2003
Last Revised	November 19, 2013

Purpose

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

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

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; and under the student's control while 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 coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[10\]](#)

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[11\]](#)[\[13\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[16\]](#)[\[10\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[13\]](#)[\[10\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[17\]](#)[\[18\]](#)

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

GENERAL INFORMATION

STUDENT ATTENDANCE

ATTENDANCE REQUIREMENTS

Any child who has not yet attained the age of eighteen years shall be required to attend school regularly during the entire school year.

The school year consists of 180 class days between August and June with a number of weekdays and the entire summer devoted to vacations. If there are any additional days to make up to complete the 180 days of school, they will be added either during the school year or at the end of the school term.

The Board of Education of the SHCSD recognizes its obligation to require students enrolled in its school 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 of course credit.

The SHCSD is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

This policy is adopted for the benefit of the students (grades 6-12), parents/guardians, and the communities in which the school serves. 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 excused, unexcused, or illegal.

ILLEGAL ABSENCE- Charged to any student 17 years of age or younger for a violation of the State's Compulsory Attendance Law pertaining to truancy.

UNEXCUSED ABSENCE- Charged to any student 18 years of age or older for truancy.

ILLEGAL/UNEXCUSED ABSENCES

1. Truancy
2. Forged excuses
3. Sleeping in, helping at home, baby-sitting, running errands, shopping, missing the bus, disapproved trips and outings, and all other absences not classified as excused.
4. Parental request at administration's discretion.
5. Working, unless pre-approved by the administration.

EXCUSED ABSENCES

1. Illness verified by a doctor, including their signature, will only be accepted if the student was seen by the doctor.
2. Death in the family
3. Medical appointments which cannot be scheduled during non-school hours.
4. Religious holidays as designated by the Department of Education.
5. Administrative reasons: school activities, college visits, etc.
6. Suspension
7. Court order
8. Pre-approved educational trips
9. Extenuating circumstance (determined by the building principal)

ATTENDANCE POLICY

1. A written parental excuse is necessary for an absence to be recognized as excused.
2. All parental excuses for absences must be turned into the attendance/guidance secretary within three (3) days to be recognized as excused.
3. After ten (10) cumulative days of absence a doctor's excuse is necessary for each subsequent absence to be recognized as excused.
4. Absences which have been excused upon presentation of a doctor's excuse or those occurring for an educational trip approved by the school district shall not be counted toward the initial ten (10) day period of absence.
5. Educational field trips may be revoked if absences exceed school policy. No educational field trip will be approved during any state standardized testing.

PENNSYLVANIA COMPULSORY LAW (Section 1333)

STUDENTS UNDER EIGHTEEN (18) YEARS OF AGE:

AFTER THE 3RD ILLEGAL ABSENCE-

An official first notice is sent by mail to parents/guardians. The student will be considered **truant** with three (3) unexcused absences.

AFTER THE 4th ILLEGAL ABSENCE-

A conference will be scheduled with the parents/guardian with the goal of preventing any additional days of truancy. An individualized plan will be developed at the School Attendance Improvement Conference (SAIC).

AFTER THE 6th ILLEGAL ABSENCE-

Students will be considered a **habitually truant student** with six (6) days of unexcused absences. A referral to Huntingdon County Children and Youth will be made as well as a possible complaint issued to the district magistrate.

UPON CONVICTION by the DISTRICT MAGISTRATE

1. The parents/guardian will be sentenced to pay a fine up to \$300.00 for the first offense; up to \$500.00 for the second offense; and up to \$750.00 for the third and any subsequent offense.
2. A student or parent may also be sentenced to perform community service or complete a course designed to improve school attendance.
3. Incarceration- a parent/guardian who fails to comply with a sentence imposed by the Magisterial District Judge may be jailed for up to 3 days.
4. The Magisterial District Judge will make a referral to Huntingdon County Children and Youth if there is a second conviction for Habitual Truancy within three (3) years for services or possible adjudication of dependency. The judge may send a record of the child's conviction to the Department of Transportation for suspension of a driver's license or permit.

APPEALS PROCEDURE FOR NON-CREDIT STATUS

1. A written petition for a hearing must be presented to the principal by the parent/guardian no later than ten (10) school days after the receipt of the notification of non-credit status.
2. An Attendance Appeals Committee will be established to hear cases brought by petition from parents/guardians of affected students concerning non-credit status. The committee may excuse one or more of the absences for reasons of sickness, hardship, or other extenuating circumstances and shall consider academic standing and course performance of the student when making the decision. The committee will be comprised of five people, each serving in one of the following capacities:
 - Principal/designee
 - Attendance officer
 - School counselor
 - Two (2) classroom teachers
3. Appeals to the superintendent relating to decisions of the Attendance Appeals Committee must be made in writing within seven (7) school days of the receipt of the committee's decision.
4. Appeals to the Board of Education relating to the decision of the superintendent must be made in writing within ten (10) days of the receipt of the superintendent's decision.
5. **Board of education decisions shall be final.**

****Nothing in this policy excuses any student from making up the school work missed while absent. It is the student's responsibility to inquire as to what work was missed and make arrangements to make up the missed work, homework, or test on the day of their return. If the student does not make up the work missed while absent, they may fail courses and be retained.**

WRITTEN EXCUSES

Students are allowed three (3) days to present a written excuse to the attendance/guidance secretary. Excuses must be written and signed by the student's parent/guardian. Failure to submit a written excuse for

an absence within three (3) days will result in the absences being recorded as unexcused or illegal. The following information must be included in the written excuse:

1. Full name of student
2. Grade and homeroom of student
3. Date(s) of absence; date excuse was written
4. Reason for absence
5. Signature of parent/guardian

MORNING PUNCTUALITY

Students are expected to be in their homeroom assigned seats when the tardy bell rings at 8:10 a.m. Students arriving after 9:30 a.m. will be considered absent for a half a day. Students arriving after 11:15 a.m. are considered absent for a full day.

TARDINESS

Tardiness will only be considered “EXCUSED” when students submit a note from a parent/physician within three (3) days after the tardiness/late arrival. The following reasons **will** be excused: Sick – Dr. Appt. – Power outage, broken water pipe, no water – Bus problem or breakdown – Court date – Specific serious personal or family emergency (if approved). Sanctions for excessive tardiness are listed below.

The following reasons for being tardy **will not** be excused: Flat tire – Just late – Overslept – Missed the bus – Car trouble – Helping at home – Didn’t have a babysitter, etc.

EARLY DISMISSAL BECAUSE OF ILLNESS

Students who become ill at school must notify their teacher who will send them to the school nurse. The nurse will decide if the student should be sent home or to a hospital. The nurse, **not the student**, will make the necessary phone calls to parents/guardians and make arrangements for transportation. Students are to sign out in the office once they secure permission from the nurse and parents/guardians have been notified by the school.

EARLY DISMISSALS FOR MEDICAL APPOINTMENTS

On the day you have a medical appointment, a written request note from your parent/guardian will need to be turned into the guidance/attendance secretary by 8:10 a.m. Upon returning from a medical or dental appointment, students are requested to submit the signed appointment card from the doctor or dentist to the guidance/attendance secretary. All requests must be filled out on an official excuse blank issued by the school and contain the specific reason for the early dismissal.

PRE-APPROVED EDUCATIONAL FIELD TRIPS

In order to meet our state requirement of **90% attendance**, we have to closely monitor requests for excused absences during the school year. Parents/guardians who desire to take their student on an educational trip must have completed the designated form and request approval in advance in order for the absences to be considered legal. The school principal may approve trips of up to ten (10) school days. Trips exceeding this number require the permission of the School Board of the Southern Huntingdon County School District. Since the trip is pre-arranged, students should contact their teachers for assignments prior to the trip and schoolwork missed during the approved educational trip should be completed upon arrival at school following the approved trip. Missed assignments and assessments are **not** excused while on an approved trip. Arrangements for the completion of this work should be discussed with the student's teacher and/or the building principal.

An approved educational trip request will be denied if a student has been absent for more than 10 percent (10%) of the school days at the time of requesting an educational trip. Any educational trip not approved prior to taking the trip will be considered as illegal absences.

WITHDRAWAL FROM SCHOOL

State law requires you to attend school until the age of 18. Students who wish to withdraw from school, or students of any age who plan to transfer to another school must submit the following to the school counselor:

1. A written and signed statement from a parent/guardian containing the name and grade of the student, date of withdrawal, and reason for the withdrawal.
2. A written statement from all teachers that all books, lab materials and other equipment has been returned.
3. A statement from the principal's office that all financial obligations have been satisfied.
4. Obtain a Withdrawal Form from the office.

WORK PERMITS

Any student that is 14-18 years of age (a minor) who wishes to work must first obtain a Pennsylvania state work permit.

Students must:

1. Secure an application for a work permit from the school.
2. A parent/guardian must sign the form in the presence of a school employee or execute a statement before a notary public.
3. Have the completed form sent to the District Office for processing and issuance of a work permit.
4. Keep the original work permit. (Employers may make a photocopy of the work permit.)
5. Give a copy of your work permit to any new employer.

WORK EXPERIENCE

Students (*mostly* applicable to seniors-12th graders) who are in good academic standing (passing grades and have a credit status above grade level) will be permitted to apply for work experience. Work experience does not earn school credits, therefore the applying student would need to have adequate academic credits to continue toward graduation on pace.

The student is responsible for getting a work experience form from the school counselor to fill out at home. The form will need to be signed by the work supervisor and parent/guardian prior to approval. The school counselor and principal will approve applications.

Once approved and working, students are **required** to verify employment status with a paystub/work schedule bi-weekly or monthly (depending on type of job) to the school counselor. Periodic job site visits will be conducted.

It is the responsibility of the student to inform the school of any job changes including the loss of a job. If a student loses their job they will have two weeks to find another job and gain reapproval for work experience. If work experience is denied for any reason, the student will receive a full schedule of classes for the remainder of the school year.

Work Experience Denials:

1. lost the current job and a new job not approved within 2 weeks
2. job cannot be verified through paystubs, schedules, or job site visits
3. parental permission is revoked
4. administration reserves the right to revoke work experience approval due to grades, discipline or other situations

HOMEWORK POLICY

By definition, homework is that study taking place outside the time allotted for classes that supports the learning taking place in class.

SHCSD recognizes homework as a logical extension of classroom activity. The time scheduled for classes is inadequate to permit all the activity necessary to effective learning, making the work done outside the classroom an integral part of the learning activity. There are several purposes served by homework, namely:

1. To provide practice in the use of skills and concepts learned in scheduled class time. Teachers would be expected to provide practice exercises to further develop learning from the classroom.
2. To provide preparation for further scheduled class activity. Teachers could reasonably be expected to require students to have studied new material before it is dealt with during scheduled class time.
3. To provide extension of learning into new areas. Teachers could reasonably expect students to individually study certain skills, concepts, and segments of knowledge that have not been formally taught in scheduled class time.

4. To provide practice in creativity. Teachers could reasonably expect students to apply thinking abilities to existing knowledge, skills, concepts, and attitudes to the solution of problems and the development of creative expression.
5. We recognize that students, parents, teachers, and administrators have separate responsibilities in making homework of maximum value to the learning process. These guidelines are provided to assist each group in assuming its responsibility.

MAKE-UP OF TESTS OR ASSIGNMENTS

Make-up work: Students should make up tests, quizzes, projects, etc. during class time, before school or after school.

Prior Knowledge of Absence: Students are to obtain missed assignments prior to their absence. They will have their assignment ready for the next class period unless the assignment was incomplete when given.

Unexpected Absence:

- For all half day and one day absences students are expected to have in their possession the work assigned before they were absent.
- Students should obtain their assignments upon their return to each class.
- Allowed make-up time will equal the time the student was absent, with coursework to be completed in the order that it was assigned.
- If parents/guardians wish to pick up assignments for their student, they **must** call by 9:00 a.m. to have the assignments ready that day.

Extenuating Circumstances will be dealt with on an individual basis.

Reminder to students: If you wish to appeal an earned grade you will need to contact your school counselor or the principal.

GRADING SYSTEM

High School/Middle School

A = 100 - 90	P= PASSING
B = 89 - 80	I= INCOMPLETE
C = 79 - 70	H= HONORS
D = 69 -65	F= FAILED COURSE
F = 64 - 0	

Each teacher may fill-in the correct area for comments on their grade entry sheets for each nine-week period for each subject class:

- | | |
|---------------------------|-------------------------------------|
| 1. Commendable Work | 10. Conference requested by teacher |
| 2. Good attitude/interest | 11. Poor test performance |

- | | |
|---|----------------------------------|
| 3. Improving attitude/interest | 12. Poor class preparation |
| 4. Good class participation | 13. Poor attendance |
| 5. Works beyond requirements | 14. Poor attitude/interest |
| 6. Good work habits | 15. Works below ability |
| 7. Well-prepared for class | 16. Fails to make-up missed work |
| 8. Uses time well | 17. Fails to follow directions |
| 9. It is a pleasure to have your child in class | |

HONOR ROLL CLASSIFICATIONS

Cumulative Grade Point Average (GPA) of all graded subjects

100 - 93 = HIGHEST HONORS

92 - 85 = HONORS

A grade of D or F (69% or below) in any class will preclude any student from making the Honor Roll, regardless of GPA.

Southern Huntingdon County High School National Honor Society

The John F. Kennedy Chapter of the Southern Huntingdon County High School National Honor Society (NHS) accepts new applicants from the senior, junior and sophomore classes at the start of each school year. Eligible students will complete an application to be reviewed by a selected group of faculty council members.

To be eligible for NHS admittance, students must maintain a career grade point average of 93% or higher from freshman year through graduation. In addition, the four character traits of NHS (Scholarship, Character, Service and Leadership) are reviewed for all applicants. If approved, applicants will take part in an induction ceremony held in the fall of the school year. There is a \$10.00 annual membership fee.

All members must participate in a group community service project, possible fundraising efforts and group sponsored activities during the school year.

NHS members are held to high standards as determined by the national organization with the four character traits being reviewed at all times throughout the school year. Failure to comply with the established guidelines may result in disciplinary actions and/or revoking of the student's membership determined by the faculty council members.

PROGRESS REPORTS

A Supplementary Report (Pink Slip) will be sent home at the mid-point of every nine-week period to provide parents/guardians with an early awareness of any academic difficulties, which frequently lead to other problems reflected by behavior, absenteeism, etc.

REPORT CARDS

A report card is issued every nine weeks to inform the student and the parent/guardian of achievement in each subject area. It is suggested that the parent/guardian retain the report cards for their personal reference.

RETENTION

Middle school students who fail 2 core courses (Math, English, Reading, Social Studies, Science) or 1 Core Course and 3 of any of the following courses (Physical Education, Mini Courses, Band and Chorus) will be retained in the same grade level for the next school year. Summer school information will be available through our counseling department until the end of May. It is the student's responsibility to contact the school counselor for summer school information. Additionally, students who have failed or struggled with either math or reading during the school year may be enrolled in additional math and reading courses.

High school students who do not earn enough credits for the school year, or cumulatively, may be retained in the same grade and homeroom.

GRADE APPEAL

Please address your concern(s) in writing to the Principal. They will investigate the situation and you will receive a ruling in writing or at a conference.

GRADE INFORMATION ON LINE

Parents/guardians, who have signed up for PowerSchool, have the ability to log onto a website to check their student's assignments and grades in real time. You will be able to see when graded assignments are due and the graded result of the assignment. If you would like access to this website please contact the school secretary.

ACT 158 GRADUATION REQUIREMENTS

Act 158 was signed into law on October 24, 2018, shifting Pennsylvania's reliance on high stakes testing as a graduation requirement. Act 158 of 2018, in conjunction with Act 6 of 2017, expands the options for students to demonstrate postsecondary readiness. Formerly, Pennsylvania's statewide graduation requirements were more restrictive, requiring most students to pass the Keystone Exams - end of course exams in Algebra I, Literature, and Biology. The new statewide graduation requirements were set to take effect starting with the graduating class of 2022. However, on November 25, 2020, the Governor signed Senate Bill 1216, making it Act 136 of 2020. Act 136 shifted the new statewide graduation requirements to take effect starting with the class of 2023. It did not modify the actual requirements. Act 158 of 2018 establishes five pathways for students to demonstrate college, career, and community readiness. The High School guidance team is available to support students in determining the pathways to graduation that are appropriate and achievable for each individual student.

Southern Huntingdon County School District students in the class of 2023 and forward can meet the statewide graduation requirement through one of the following pathways:

Pathway 1: Keystone Proficiency Pathway: Scoring proficient or advanced on each of the Keystone Exams - Algebra I, Literature and Biology.

Pathway 2: Keystone Composite Pathway: Earning a satisfactory composite score (4452) on the Algebra I, Literature and Biology (while achieving at least a score of proficient on at least one of the three exams AND no less than a score of basic on the remaining two exams).

Pathway 3: Alternative Assessment Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND satisfactorily completing one (1) of the following:

- Attainment of an established score on one of the following approved alternative assessment: SAT (Score of 1010); PSAT (Score of 970); ACT (Score of 21); ASVAB (the minimum score needed to gain admittance to a branch of the armed services in the year the student graduates);
- Attainment of Gold Level on the ACT WorkKeys Assessment;
- Attainment of a 3 or higher on an Advanced Placement test in the content area associated with each Keystone Exam in which a score of proficiency was not achieved. Click here to see a list of AP Exams that are equivalent to each Keystone Exam;
- Successful completion of a concurrent enrollment course in the content area associated with each Keystone Exam in which a score of proficiency was not achieved.
- Successful completion of a pre-apprenticeship program;
- Acceptance into an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework. (i.e. letter of acceptance, placement test results, college registration form, etc.).

Pathway 4: Evidence Based Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND demonstrating three (3) pieces of evidence consistent with goals and career plans.

Including one (1) of the following pieces of evidence:

- Attainment of Silver Level on the ACT WorkKeys Assessment;
- Attainment of a 630 on an SAT Subject Test;
- Attainment of a 3 on an Advanced Placement test;
- Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework; (i.e. letter of acceptance, placement test results, college registration form, etc.)
- Attainment of an industry-recognized credential;
- Successful completion of a concurrent enrollment or postsecondary course.

Including two (2) of the following pieces of evidence:

- Satisfactory completion of a service learning project. Project proposals must be presented in writing to a guidance counselor for pre-approval by the principal/assistant principal. The proposal should include goals, activities, and contributions to the community. Projects must be supervised by an adult

and completion must be verified in writing. (i.e. National Honors Society, Junior Rotarians, Boy Scouts, etc.);

- Attainment of proficiency or advanced on a Keystone Exam;
- A letter from an employer guaranteeing full-time employment;
- A certificate of successful completion of an internship or cooperative education program;
- Satisfactory compliance with the NCAA's core course for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

Pathway 5: Career and Technical Education Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND one of the following:

- Attaining an industry-based competency certification related to the Career and Technical Education (CTE) Concentrator's program of study;
- Demonstrating a high likelihood of success on an approved industry-based competency assessment. (National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS).

PDF Graphic of 5 Pathways: [LINK](#)

For more information, visit the [Pennsylvania Department of Education \(PDE\) Act 158: High School Graduation Requirement webpage](#).

2019-2020 KEYSTONE TESTING COHORT

Act 136 of 2020 states:

i. Section 2 - p.2 Lines 16-29 *"For the 2019-2020 school year and any subsequent school year in which the federal government has waived the testing accountability requirements of the elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, - Any student who completed a course in an academic content area associated with a keystone exam shall not be required to take the keystone exam related to that course and shall be deemed proficient... provided that the student demonstrates successful completion of locally established, grade-based requirements for the academic content area associated with each content area exam."*

This means: *

- If a student was part of the 2019-2020 Keystone Exam cohort and is graduating in 2023 or later, then, the student must meet one of the 5 pathways to graduation. However, any Keystone Exam that was missed in 2019-2020 due to the COVID-19 shutdown will be considered to be PROFICIENT for the purpose of graduation, provided a passing grade in the course was earned.
- In this case, PROFICIENT is for the purposes of meeting graduation requirements and is not an assigned numerical score. Pathway 2 includes a composite score. Some students may still want to take the missed Keystone Exam in order to achieve an actual numerical score for the 2nd pathway to graduation.

If you are interested in your child taking the missed Keystone Exam, please contact the High School Office for more information.

GRADUATION REQUIREMENTS

Courses and Grades—In order to graduate, students must have a minimum of 24.5 credits.

Full day students:

4 credits	English
4 credits	Math
3 credits	Science
3 credits	Social Studies
2 credits	Humanities*
0.5 credit	Child Development & Parenting
0.5 credit	Health I
0.5 credit	Health II
1.5 credit	Physical Education
5.5 credits	Electives

HCCTC Students

4 credits	English
4 credits	Math
3 credits	Science
3 credits	Social Studies
0.5 credit	Child Development & Parenting
0.5 credit	Health I
0.5 credit	Health II
0.5 credit	Physical Education
3.0 credits	Per year HCCTC Shop

*Humanities include: Music, Art, and Foreign Language

In order to advance to the next homeroom, students in grades 9-12 must have completed the following number of credits:

To advance to 10th grade/sophomore status = 6.25 credits
To advance to 11th grade/junior status = 12.50 credits
To advance to 12th grade/senior status = 18.75 credits

Students may opt to graduate early, see board policy 217.1 early graduation.

GRADUATION REQUIREMENTS ACTION PLAN

The graduation requirements action plan has three essential parts. Part I is the course completion and grades section. Part II is the culminating project section. Finally, Part III is the locally developed assessment section.

Part I describes the number of credits and the courses required for graduation by the Southern Huntingdon County School District.

Part II describes the graduation project that is required of each senior for graduation.

PART I. Students will be required to have 26 credits to graduate. The Class of 2020 will be required to have 24.5 credits to graduate.
Please refer to page 46 and 47 for credit and course information.

PART II. Graduation Project

The Southern Huntingdon County High School conducts an Advisor/Advisee program for all high school students. Every student is required to keep a portfolio of their career project. The portfolio should include the following items listed in the Graduation Project Checklist.

1. 9th Grade

- a. Faculty advisor form
- b. Graduation Project Agreement Form
- c. HCCTC Tour
- d. 9th Grade Career Cruising Plan
- e. Credit Check Form

2. 10th Grade

- a. PSAT
- b. 10th Grade Career Cruising Plan
- c. Credit Check Form

3. 11th Grade

- a. ASVABs
- b. Graduation Credit Check
- c. Meet with School Counselor
- d. 11th Grade Career Cruising Plan

4. 12th Grade

- a. 12th Grade Career Cruising Plan
- b. Resume
- c. Cover Letter
- d. Credit Check Form
- e. Career Research Paper
- f. Meet with School Counselor
- g. Exit Interview

Community Service – 15 hours

Job Shadowing – 3 required

The graduation project must be completed by April 30th by 3:00 p.m. in order to graduate.

Valedictorian and Salutatorian

The highest ranked student by career grade point average meeting the criteria will be valedictorian and the second highest ranked student by career grade point average meeting the criteria will be salutatorian. The career grade point average calculated at the end of the fourth marking period of their senior year will be used to determine the first and second ranked students. The valedictorian and salutatorian are required to be present at graduation.

CHANGES OF NAMES, ADDRESSES, & TELEPHONE NUMBERS

A parent/guardian must report changes in writing of names, addresses, and telephone numbers as soon as possible for school records to be kept up to date. This updated information is especially valuable in case of an emergency at school that would require school personnel to contact someone at a student's home.

TELEPHONE CALLS

- Teachers and students are not to be called from class unless an emergency exists.
- If you wish to speak to or meet with a teacher, leave your name and number and they will return your call as soon as they are available. If you would like to speak to or meet with the school counselor, principal or superintendent that meeting will need to be scheduled. Please call in advance to schedule.
- **Important messages will be delivered to teachers and/or students.**
- No student is to use the phone unless an emergency exists and they have permission from a staff member.
- Using the phone to make arrangements to bring forgotten homework is not considered an emergency.
- When the school is closing due to weather conditions, students **will not** be permitted to use the telephone to call home. It is important that we keep the line cleared so we may receive incoming calls.
- **Cell phones are not to be used during instructional time unless it is part of the lesson or activity in the classroom.**
- **Students should silence their cell phones and store them away upon their entrance to the school building.**

HEALTH

SICKNESS AT SCHOOL

If a student becomes ill or has an accident while at school, they should notify their teacher. The school nurse will be called or the student will be sent to the nurse. All parents/guardians should make sure that the school knows whom to contact in case of illness or injury to their child. If the parent/guardian is unable to pick up, a name and phone number other than the parent/guardian should be listed on the Student Health/Family Information form in the nurse's office. **Please remember to notify the school of any change of address or phone number.** Any child with a temperature of 100 degrees or higher will be sent home as soon as the appropriate adult can be located.

STUDENTS ARE NOT TO TEXT OR CALL ANYONE TO GO HOME. STUDENTS CAN ONLY BE EXCUSED AND RELEASED FROM SCHOOL FOR ILLNESS BY THE SCHOOL NURSE.

HEALTH EXAMINATIONS

Health laws require that the following screenings are administered to students:

- An annual vision screening for all grades.
- Annual measurement of height and weight for all grades.
- A physical screening exam in grades 6 and 11.
- A scoliosis screening in grades 6 and 7.

- A dental exam in grade 7.
- A hearing screening in grades 7 and 11.
- A tuberculin test when notified by the Pennsylvania Department of Health in grade 9.

PRESCRIPTION MEDICATION

Prescription medication will not be dispensed unless the following provisions are followed:

1. Prescription Medication Permission Request Form must be completed by the parent/guardian and signed by a physician.
2. Parents/Guardians must transport any medicine to and from school and deliver it to the secretary or school nurse.
3. All medication will be dispensed in the nurse's office by the nurse.
4. Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, physician's name, directions for use, and the child's name. Due to the dangers involved, no exceptions will be made to this policy.
5. Students are not to carry their own medication. ALL medication with proper documentation needs to be labeled and kept in the nurse's office.

NON-PRESCRIPTION MEDICATIONS

All non-prescription medications must be kept in the nurses' office. This includes temporary over-the-counter medications.

1. A form must be completed, signed by the parent/guardian and on file before any medication can be administered.
2. All non-prescription medicine must be marked with the child's name, in the original container and must be accompanied by written instructions on how this non-prescription medicine is to be administered.

Students who require emergency inhalers and epipens will be permitted to carry them at all times.

DIABETES MANAGEMENT

See School Board Policy 209.3 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>

Physical copies of board policies can be picked up at the District Office during normal business hours.

WELLNESS POLICY

See School Board Policy 246 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>

Physical copies of board policies can be picked up at the District Office during normal business hours.

HYGIENE

Students are expected to practice appropriate hygiene measures in order to ensure a non-disruptive learning environment. If it becomes disruptive to staff or students, administration may take steps to ensure that learning is not impeded.

See School Board Policy 221 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>

LICE POLICY

See School Board Policy 209.2 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>

Physical copies of board policies can be picked up at the District Office during normal business hours.

CRISIS INSTRUCTIONS FOR PARENTS

The SHCSD is committed to the safety of all students and staff. In the event of an emergency and the school has to be evacuated, our evacuation site will be announced on the local radio and television stations. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

We ask that you cooperate in following these procedures if you hear of an emergency at school:

1. The Crisis Response Team will become activated and appropriate steps taken to provide a safe and supportive environment for students and staff.
2. No student will be dismissed from school unless a parent/guardian (or their designee on the student emergency form) comes for them. No student will be allowed to leave without the adult responsible for their care providing positive identification. It is the responsibility of the parent/guardian to keep all emergency records up-to-date.
3. Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
4. **PLEASE DO NOT CALL the School.** We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately.
5. During or immediately following an emergency, do not drive to school. The school access route and entrances must remain clear for emergency vehicles.
6. Listen to the local radio or television station. Information and specific directions parents/guardians are to follow will be announced.
7. Buses/vans will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
8. We suggest you post these instructions near your phone or in a prominent place easily accessible.

EMERGENCY CLOSING

From time to time there may be a need to close the school (such as the electricity goes out, no water). Please have plans made ahead with your student for alternate care. Please do not call the school. We will need the lines open to receive information and make contact with bus drivers, radio and television stations, etc. We will be using our ONE CALL NOW notification system to let parents/guardians know the time of dismissal. It is important for the school system to always have updated telephone numbers.

LOCAL RADIO AND TELEVISION STATIONS FOR SCHOOL CLOSINGS, DELAYS, EARLY DISMISSALS

WCHA (1410 AM)/WIKZ (95.1 FM), WQCM (94.3 FM) Chambersburg, PA

WPSU (91.5 FM Central) & WPSU-TV (Channel 3), State College, PA

WJAC-TV (Channel 6), Johnstown, PA

WWCP (FOX 8) WATM (ABC 23)

WMRF (95.7 FM), (92.5/106.3 FM), WLUI AM 670/FM 92.9), Lewistown, PA

WFGE (101.1 FM), WBUS (93.7 FM), WMAJ (99.5 FM), WRSC (1390 AM), WQWK (1450 AM), WAPY (103.1 FM), State College, PA

WFBG (1290 AM)/WFGY (98.1 FM), WALY (103.9 FM), WRKY (104.9 FM), WWOT, WVAM (1430 AM), Hollidaysburg, PA

HUNNY (106 FM), Huntingdon, PA

WKYE (96.5 FM), WFGI (95.5 FM), WJHT (92.1 FM), WRKW (99.1 FM), WNTJ (1490 AM) WCCL (101.7), WNTI (990 AM), Johnstown, PA

WCBG (1590 AM), WHGT (1380 AM), WSRT, (92.1 FM), Greencastle, PA

WGAL-TV (Channel 8), Lancaster, PA

WTAJ-TV (Channel 10), Altoona, PA

WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses/vans to run. On doubtful mornings, the local radio and TV stations will announce the school district's decision no later than 7:00 a.m. If it becomes necessary to dismiss school early due to weather conditions, each local radio and television station will be notified. Parents/guardians need to discuss in advance with their students regarding who will

pick them up or what to do in case school is dismissed early. **Students will not be permitted to use the telephone during this time.**

EMERGENCY DRILLS

The school holds yearly emergency drills according to Act 44 in order to be prepared in the event of an emergency. An emergency response manual is visible and accessible in all classrooms.

FIRE DRILLS

Fire drills are conducted at least once per month in the interest of practicing rapid and efficient building evacuation. The practices learned during fire drills may save your life in the event of an emergency. Please observe the following rules during fire drills:

1. Be quiet and attentive to your teacher/staff at all times during the drill.
2. Exit the building by the route designated on the bulletin board in your room. If the exit is blocked, take the next nearest exit.
3. Follow your teacher in a single file to the exit. Move quickly without running or pushing. Leave books and other such items behind.
4. After exiting the building, move away from the building and listen for further instructions.
5. Remain quiet and attentive during the drill.
6. Once instructed, return to the building and return to your classroom.

EMERGENCY NUMBERS

The school must be able to contact the parent/guardian in the event that a student becomes ill or is injured at school and requires your presence. The **Student Health/Family Information Form** is the fastest way for us to locate this information. Please include a work telephone number or emergency number where you can be easily reached. In the event that we are unable to reach the parent/guardian, we will contact one of the alternate contacts listed on the **Student Health/Family Information Form**. **Please remember to notify the school of any change of address or telephone number.** This is important! **Please return the Student Health/Family Information Form during the first week of school.**

SCHOOL PUBLICITY

Throughout the school year, the school district attempts to get positive publicity of our students' accomplishments. We believe that it is important that our community hears about the many good things that are happening at the SHCSD with our students. We attempt to get several kinds of student coverage including school newspaper coverage, area and state newspaper coverage, television coverage, and internet/webcast coverage. All of these forms of coverage can involve audio and/or videotaping.

If you wish for your child **not** to be included in this type of coverage, you will need to inform the High School/Middle School Principal in writing of your wishes. If we do not receive a note, we will assume we have your permission to publish “good news” about your child.

FIELD TRIPS

Field trips are planned during the year by various staff members. The purpose of these excursions is to enhance classroom learning. The school requires the written consent of each parent/guardian before their student is permitted to go with their group. When a field trip is planned, your student will bring home a permission form giving the destination and date. This form *MUST* be signed and returned to the teacher before your student will be permitted to go on the trip. Teachers must sign the permission slip granting the student permission to attend. Teachers reserve the right to deny the student permission if they have an overall average of 69% or lower. The building principal may deny a student permission to attend a field trip based on a student’s disciplinary record.

STUDENT RESPONSIBILITIES FOR SCHOOL SPONSORED FIELD TRIPS

To participate in the school field trips, students must be in accordance with the following:

1. Student will be on time and show up for all activities that have been planned.
2. Student agrees to conduct themselves in a proper manner at all times while on the field trip by following school rules.
3. Student understands that failure to abide by school rules will result in discipline consequences.
4. Student agrees to abide by all instructions given by the trip’s supervisor.
5. Student will be responsible to complete all assignments before the trip. Failure to do so may result in the student not being permitted to attend field trips in the future.

Any student that fails to serve their detention or has any suspensions from school may not be permitted to attend field trips. Students having OSS, a full day of ISS, two half days of ISS, or 5 or more hours of detention may not be eligible to participate.

In addition, any student that has received three or more unexcused absences from school may not be permitted to attend the field trip but will be required to attend school on the day of the field trip. Teachers will make arrangements to have assignments for these students.

All students who choose not to participate in the field trip will be expected to report to school on the day of the trip. If a student does not qualify for a field trip, building principal discretion may be used to determine if participation will be granted.

BELL SCHEDULE

4th Period Lunch			5th Period Lunch			6th Period Lunch		
	7:50	8:08		7:50	8:08		7:50	8:08
1st	8:10	8:50	1st	8:10	8:50	1st	8:10	8:50
2nd	8:55	9:35	2nd	8:55	9:35	2nd	8:55	9:35
3rd	9:40	10:20	3rd	9:40	10:20	3rd	9:40	10:20
4th L	10:25	10:55	4th	10:25	11:05	4th	10:25	11:05
4th W.I.N.	10:55	11:05	5th W.I.N	11:10	11:20	5th	11:10	11:50
5th	11:10	11:50	5th L	11:23	11:53	6th L	11:55	12:25
6th	11:55	12:35	6th	11:55	12:35	6th W.I.N.	12:25	12:38
7th	12:40	1:20	7th	12:40	1:20	7th	12:40	1:20
8th	1:25	2:05	8th	1:25	2:05	8th	1:25	2:05
9th	2:10	2:50	9th	2:10	2:50	9th	2:10	2:50

2 Hour Delay Schedule

HR	9:50	10:08
1st	10:10	10:38
4th L	10:41	11:11
5th L	11:14	11:44
6th L	11:47	12:17
2nd	12:20	12:47
3rd	12:50	1:17
7th	1:20	1:47
8th	1:50	2:17
9th	2:20	2:50

3 Hour Delay Schedule

HR	10:50	11:08
4th L	11:10	11:40
5th L	11:43	12:13
6th L	12:16	12:46
7th	12:49	1:27
8th	1:30	2:07
9th	2:10	2:50

Data Day Schedule

HR	7:50	8:08
1st	8:10	8:50
2nd	8:53	9:28
3rd	9:31	10:06
4th L	10:09	10:39
5th L	10:42	11:12
6th L	11:15	11:45

DAILY ANNOUNCEMENTS

Daily Announcements will be made at 8:10 a.m., 2:50 p.m., and/or as emergencies arise. All announcements are to be submitted on a "PA Announcement" form available in the office. Personal or outside of school announcements will be at the discretion of administration. Students must have a staff person's permission to submit an announcement and their name is to be written on the announcement. The Daily Announcements will be posted on the schools website.

BOOK BAGS/SPORTS BAGS

Students are permitted to have book bags in school. Large bags/sports bags must be taken directly to their assigned sports locker in the locker room upon arrival at school. The SHCSD is not liable for the contents of these bags.

NOTE: Administration can search any bag at any time if they feel the need to do so. It is at the principal's discretion as to what is considered a large bag.

STUDENT LOCKERS

The SHCSD provides lockers to students for their convenience. Lockers are not totally secure from forced or otherwise unauthorized entry. The SHCSD cannot accept responsibility for items stolen from either corridor or gym lockers. **Giving your locker combination to others is inviting trouble, as is "setting" the locker. Students are not to share their lockers.** The locker is school property and is subject to inspection under the terms of the District Policy.

Students are not permitted to place any adhesive items on or in corridor lockers. Periodic locker cleanouts/checks will be conducted during the school year. Pictures or photographs put on the inside of the lockers must be of proper decorum for a school. Students are not permitted to leave possessions including textbooks on top of the lockers. Damages to any locker will be charged to the students. In the event of willful vandalism, additional charges will be pressed.

GYM LOCKERS

All valuables should be turned in to the physical education teacher. The SHCSD will not be responsible for any valuables left in your gym locker.

LOCKER SEARCHES

1. School lockers are school property loaned to the student for their convenience.
2. School authorities are charged with the safety of all students under their care and supervision, therefore, students should have no reasonable expectation of privacy regarding their locker.

3. School authorities may search a student's locker without warning and seize any illegal materials. The student shall be notified and given an opportunity to be present.
4. Materials may be used as evidence against the student in disciplinary, juvenile or criminal proceedings.

STUDENT SEARCHES

Reference School Board Policy 226 for more information at <http://www.boarddocs.com/pa/shun/Board.nsf/>

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

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

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

VAPING DETECTORS

The SHCSD has vaping sensors installed in all bathrooms on the school premises. These detectors will sense all vaping odors within a reasonable distance. Any students who are deemed to be in the vicinity during an alarm will be considered within reasonable suspicion and subject to be searched by school officials.

Refer to School Board Policy 226 for more information at <http://www.boarddocs.com/pa/shun/Board.nsf/>

LOST AND FOUND

The lost and found items can be located in the outer nurse's office and the main office. Articles will be held for a reasonable length of time and then donated if not claimed. After a student has made a thorough search for any lost item, they may ask the office to make an announcement concerning its whereabouts.

INTERNET AND TECHNOLOGY USAGE

All use of the Internet and technology must be in support of education and research and consistent with the purposes of the SHCSD. Listed below are the technology policies. Digital copies can be located here:

<http://www.boarddocs.com/pa/shun/Board.nsf/>

Physical copies of board policies can be picked up at the District Office during normal business hours.

District Technology Use- Policies and Procedures

Electronic Devices -237 – This covers Bring Your Own Device Policy

Copyrighted Material – 814 – this policy covers the use of copyrighted content.

Acceptable Use Policy – 815 – The Acceptable Use Policy (AUP) covers the use of district technology in an educational setting.

Video Monitors – 816- This policy covers the use of passive video monitors in the district.

By signing off on the student handbook, you agree to all terms in the handbook, and by the policies set forth by the Southern Huntingdon School District School Board.

Disciplinary action will be taken when students violate the school district's internet and technology usage policy.

STUDENT RECORDS

Your school counselor and administrators observe the State Regulations and recommendations that govern information about you in your student records' file. Basic information such as name, age, sex, grades and attendance, will be available to prospective employers, college admissions officers and other responsible persons. Information about your personality, test results, and other reports are maintained. Confidentially and may be released only with your written consent. If you want further information about how your records are maintained before and after graduation, ask the main office.

Please note: The revised Family Educational Rights and Privacy Act permits school districts to transfer disciplinary records to another school entity in which a student seeks enrollment or is enrolled without parental permission.

STUDENT DRESS CODE

STUDENT DRESS CODE (Policy #221)

All SHCSD students, at all times, are required to follow the outlined dress code during all school related activities and during and after the school day. The only time they will not be required to follow the dress code, partially, or in their entirety, are on days designated as such by SHCSD administration. Students, who arrive in the morning knowingly in violation of the dress code policy and ask to call home for a parent/guardian to bring in their appropriate items, will not be disciplined unless it is a frequent occurrence. SHCSD administration will determine what is considered "frequent".

Failure to comply with student dress code standards will result in the following disciplinary action:

***All offenses will require a parent/guardian to bring change of clothes or clothing will be provided.**

Students will comply with the following rules and regulations:

1. All students shall be neat and clean so a healthy and educationally conducive atmosphere can be maintained.
2. All undergarments should be covered at all times including boxers and bra tops.
3. All shirts/dresses should have a minimum 2 inch shoulder strap with no undergarments showing.
4. See-through shirts, muscle shirts, spaghetti straps, tank tops, tube tops, racer back tops, flesh colored body suits (intending it to be the same color as your skin), crop tops* and other revealing attire should not be worn at school. . *The bottom of the top garment should meet and overlap the top of the lower garment, or be worn tucked one inside the other.
5. Clothing apparel and jewelry which advertises, promotes, represents, implies or depicts drugs/alcohol, guns, tobacco products, sexual messages, hate groups, violence, foul language, gangs and/or racism are not permitted.
6. No clothing should be worn tight, torn, frayed, with holes or low cut shirts or garments that inappropriately bare or expose traditionally private parts of the body, including, but not limited to, the stomach, buttocks, back and breasts as to be distracting to the educational environment.
7. Masks, other than for medical purposes, are not permitted.
8. Hats, handkerchiefs or similar headwear, as well as outerwear (i.e hoods), may not be worn in the school building during regular school hours. Approval by the building principal may be made for "Special Hat Day" or any other special activity designated and/or approved by the principal that would have educational benefit.
9. Boxer shorts and pajama bottoms are not permitted to be worn as outer apparel.
10. Oversized coats and jackets will not be permitted to be worn inside the building. Oversized coats and jackets are to be placed in the assigned school locker upon arrival. Blankets and snuggies are not permitted in the building. Chains, spikes, or raised metal studs attached to jewelry, clothing, wallets, belts or keys damage furniture and are a safety hazard. They may not be worn in school.
11. Clothes that are ripped, torn, or have holes that expose undergarments and clothing accessories that could be used as weapons, such as spiked jewelry, are not permitted.
12. Jeans that have rips/holes above the knee may not be worn unless skin is covered by extra fabric or leggings. Pants, slacks, shorts and skirts must be worn with the belt line at the waist. Pants and slacks must not extend over the heel of the shoe, nor may the pant leg be overly wide.
13. Administration reserves the right to determine if shorts or skirts are disruptive to the learning environment. The length of dresses, skirts, shorts/skorts must be mid-thigh and longer than the finger-tips when standing straight with arms down.
- 14.
15. Those students whose unusual hair style/color results in distraction of other individuals or disrupts, unsettles, or impedes the normal conditions of the school or classroom must correct the situation immediately. *Any clothing attire, accessory or hair style/color that lends itself to a disruption or distraction of any kind is strictly prohibited. **The SHCSD Administration will make the final decision regarding violations.***
16. Students will wear appropriate footwear at all times. Soft soled slippers/shoes will not be permitted.

17. No buttons, slogans, pictures, words or patches are permitted if they are a distraction to the educational process. This includes tobacco, drug and alcohol slogans or advertisements, sexual references, satanic references, gang symbols, racial, ethnic and religious intimidation references, etc.
18. ALL sports bags need to be in the assigned locker before 8:10 a.m.

VISITORS

The school is open to properly accredited visitors at all times. The principal and faculty extend a special invitation to parents of students and to out-of-town visitors who are interested in school activities. All visitors must report directly to the office, sign into the kiosk, and secure a visitor's pass. Please state the nature of your visit to the office personnel upon your arrival. Students and staff are not permitted to bring visitors into the school without prior approval.

SCHOOL DANCES

This policy shall apply to all dances held by Southern Huntingdon County High School, or a high school club or organization, except for the Prom and Snowball Semi-formal dance:

A SHC high school student may bring one high school student guest who is 18 years of age or younger to any dance, provided that the student has been issued a guest pass prior to the dance. The appropriate forms must be completed *prior* to requesting permission for a guest to attend any dance.

Prom: The prom can only be attended by 11 and 12 grade students, no freshman or younger students may attend regardless of age. Tenth (10) grade students are permitted to attend if invited by an 11 or 12 grade student. Outside guests must be at least sophomores and under the age of 21.

Mini Prom: The mini prom is separated into two (2) events. The first is for students in 6 and 7 grade. The second event is for students in 8*, 9, and 10 grade.

*8 grade students may choose to attend either the first or second event but not both.

Snowball Semi-Formal Dance: The middle school dance is for students in 6th, 7th and 8th grades. All middle school students and their guests are to be in these grades only. The senior high dance is for students in grades 9, 10, 11 and 12. All senior high students and their guests must be within these grades, with the exception of guests that are between the ages of 18-20 with approved guest passes. The snowball semi-formal will have a snow make-up date. The dance will be held in the main gym. Non- chaperone Adults/Parents will not be permitted into the main gym.

CONDUCT OF GUESTS AT DANCE

1. It is the student's responsibility to inform their guest of the code of conduct and rules which apply at school dances.
2. In the event a guest violates any of the rules or code of conduct applicable to dances at the school, the SHCSD administration may, at their discretion, impose any or all of the following sanctions:

- A. Remove the guest from the dance.
- B. Prohibit the guest from attending any future dances.
- C. Revoke the student's guest privileges for up to one year.

SCHOOL FINANCIAL OBLIGATIONS

Students who accumulate financial obligations to the school district during the school year must clear the obligations by the last day of school before diplomas (seniors) or report cards (all students) are awarded. Students may check at the office if they have questions about debts.

If a student owes money to the district for lost/stolen books, destruction of property, failure to turn in funds for merchandise, etc., financial obligations will be sent to the district magistrate after the deadline. The student will not be permitted to sell fund-raising products for any organization/team. Students must turn in all excuse notes for absences and tardies that are outstanding prior to the end of the school year.

INSURANCE

The SHCSD provides student accident insurance to cover all athletes participating in interscholastic athletics, grades 7-12.

Students wishing to purchase voluntary student accident insurance (school time coverage or 24-hour coverage) are given information when they begin school.

The insurance can be purchased to cover school time (covering accidents that occur on the way to and from school, in school or at a school-sponsored activity) or 24-hour around-the-clock protection. Each policy contains exclusions and limitations that should be read carefully.

Once the insurance is in effect, the parent/guardian must contact and file a claim with the insurance company. You are responsible to report any accidents right away to the insurance company.

If you need a contact number please call the High School/Middle School Office.

Students participating in PIAA interscholastic sports are automatically covered by accident insurance purchased by the school district. This insurance has limitations and exclusions-a copy of the policy showing limitations is given to each player. The District does not provide insurance coverage for any athletic activities conducted during the summer.

STUDENT INTERSCHOLASTIC ATHLETICS

Participation in interscholastic athletics is a privilege afforded to pupils. Athletics serve a valuable place in the school district's overall curriculum and pupils are encouraged to participate. There are certain conditions which must be met when pupils decide to become a member of an interscholastic athletic team.

EXTRACURRICULAR ACTIVITIES

The SHCSD offers extra-curricular activities for high school students after school hours. In addition, elementary, middle and high school students who wish to participate in extracurricular activities such as sports, music, band, and/or speech and special events such as prom, graduation, etc., must be enrolled in the SHCSD curricular program for more than 50% of the instructional course work.

ACADEMIC ELIGIBILITY

Students are held accountable for passing grades in order to attend sporting events, dances and any other school activity held on school property. This statement is for ALL STUDENTS participating in any school activity such as musicals, drama club, art club, FFA etc. or wanting to attend any of these activities held in school or after school.

CURRICULUM-STUDENT ELIGIBILITY SCHOLARSHIP

Section 1: To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full- time curriculum. Where required, this curriculum or its equivalent must be approved by, and conformed to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. A senior high pupil must be passing at least four (4) full credit subjects, or the equivalent. A middle school pupil must not be failing (3) or more classes (this includes core classes as well as “mini courses”). Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the counseling office. In case where a student’s cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, they shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which their cumulative work from the beginning of the grading period meets the standards provided for this section. Where a school is closed on a Friday for any reason, the principal may, at his election, determine whether the student as of that day meets standards provided for in this section.

Section 2: Thus, in order to be eligible for interscholastic athletics or any other extracurricular activity at Southern, a pupil must have passed at least four (4) full-credit subjects, or the equivalent, at the high school level; and not be failing three (3) or more classes and mini courses combined at the middle school level, during the previous week. "Elective courses are also to be considered in determining eligibility." No make-up work is allowed in order for the student to raise his grade for that week. Once a student is put on the weekly list, they will remain on the list until their grades improve to passing. The only exception is when a student has mistakenly been put on the weekly list. Students who are deemed academically ineligible to participate in extracurricular events will be allowed to continue to practice. However, they will not be allowed to accompany their organizations (teams) to away events, nor will they be able to "dress" for home or away events.

Section 2, July 21, 1983, as amended December 7, 1985.

Article IX, section 2 sets only the minimum academic standards for interscholastic athletic eligibility. Since the standards are minimum standards (passing “at least” four full-credit subjects or the equivalent at the high

school level), member schools may adopt higher or more stringent academic standards, but may not have lower academic standards.

Section 3. In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen school days of the next grading period where the school has four (4) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5

Section 4. New Pupil Must Meet Eligibility Requirements On Curriculum.

Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

Section 5. Use of Final Credits at the End of School Year.

At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

December 7, 1985

A pupil whose work does not meet the standard provided for in Article IX, who attends summer school and corrects his deficiencies, shall be eligible.

It is the responsibility of the student to maintain good grades. It is the responsibility of the athletic coach or advisor to encourage students to do their best in the classroom and to take immediate measures to correct problems when a student is not achieving to the best of their ability in the classroom. It is the responsibility of the school principal to devise a system of reporting on pupil progress in the classroom on a weekly basis and to declare ineligible pupils who do not meet the regulations of the Southern Huntingdon County School District.

SCHOOL ATTENDANCE AND ATHLETIC (& Extracurricular) ELIGIBILITY

Attendance at school is also covered by the PIAA regulations governing interscholastic athletics.

Attendance of athletes is carefully monitored as it is for all pupils. However, athletes must conform to additional attendance guidelines or be declared ineligible for participation. Athletic attendance is done by semester. There are two 90-day semesters in a school year. When a student-athlete is absent from school a total of twenty (20) days in any semester, for whatever reason, they automatically become ineligible for any athletic team. When the 20th day is missed, the pupil is automatically dismissed from the team. Moreover, the dismissed athlete is not eligible for any sport until they have been in attendance at school for sixty (60) days since the 20th day of absence. When computing total days absent during a semester, days absent during a period of suspension shall count as part of the twenty days absence total in a given semester.

A pupil who missed 20 or more days during the second semester of the school year is not eligible to participate on any athletic team the next school year until they have been in attendance for a minimum of sixty (60) days.

1. Attendance of summer school **does not** count toward the sixty days.

2. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

It is important that pupils who are interested in participating on an interscholastic athletic team (or other extra-curricular activities) understand the academic and attendance requirements for eligibility. There are several other requirements and regulations that pertain to athletes:

1. **ABSENCES ON THE DAY OF PRACTICE/GAME:** A student shall not participate in athletics on the day he/she has been marked absent without just reasons (dr. appts., educational field trips, etc.) (doctor/dental excuse required) and/or prior approval as determined by the building principal. Athletes will follow the same tardy policy as non-athletes. An athlete must be in attendance at least half a day (8:10 a.m. to 11:15 a.m. or 11:15 a.m. to 2:50 p.m., with an excuse) to be able to participate that day. If a student is too ill to attend class, he/she is too ill to participate in athletics. Permission to participate under special circumstances may be granted by the principal.
2. Pupils who are suspended or expelled may not participate in or attend any athletic practice, scrimmage or game, intramural activities or any other school-sponsored/school related event or extra-curricular activity during the period of suspension or expulsion. **ATHLETES MUST SERVE THEIR DETENTION TIME IN ORDER TO PARTICIPATE IN GAMES OR TRAVEL WITH THE TEAM.**
3. All students who are ineligible to participate are not permitted to dress for games, leave school early or travel with the team for away games. Student athletes may attend home events under the supervision of the coach but may not be dismissed early or dress in uniform for the games.

EDUCATIONAL SERVICES

ROCKET ONLINE ACADEMY (ROA)

Program Overview

The Rocket Online Academy (ROA) is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional setting. The ROA program offers benefits beyond that of other cyber charter schools. Students who successfully fulfill all credit requirements for graduation with the ROA program will earn a Southern Huntingdon County High School diploma and the right to walk at graduation with their senior class. In addition, ROA students have access to our full range of extracurricular activities including sports, drama and music. ROA students can also attend the Huntingdon County Career and Technology Center. Our flexible models of full time online and blended learning make it a great choice for flexibility and student experience.

Students participating in ROA will demonstrate proficiency in a variety of ways. Students may range academically from those who have a sound skill base in all areas to those who have been identified as having learning deficits.

ROA strives to engage students in a highly motivational, student-centered educational program that relies on basic educational principles while primarily using Edmentum (vendor service), Google Classroom, and Zoom (virtual meeting platform) to promote student achievement and foster high-order thinking and problem-solving skills. Students have an opportunity to demonstrate mastery in essential content skills while building a strong foundation to compete in the workforce of today and tomorrow.

If you are interested in obtaining more information about our ROA, please refer to the ROA handbook or contact the Online Coordinator.

THE LIBRARY

Procedures and Expectations:

1. Students will be permitted in the library with a pass from staff indicating an instructional purpose.
2. Classes and/or individual students scheduled for instructional library time will have preference to library resources, including computers.
3. Students will be subject to the SHCSD Policy Manual Internet Use Agreement. Students will not engage in the following computer activities:
 - a. computer games not assigned as part of instruction
 - b. internet surfing not assigned as part of instruction
4. Failure to comply with rules set forth in the library will result in:
 - a. Dismissal from the library on the first offense.
 - b. Dismissal from the library and a two week suspension from the library on the second offense.
 - c. Dismissal from the library, a one month or more suspension from the library and a written disciplinary referral to school administration on the third offense.
 - d. Damage, vandalism, or theft will lead to a written disciplinary referral and automatic suspension of library privileges.
 - e. Failure to comply with internet usage will lead to discipline set forth in the internet agreement form.
 - f. Proper care and return of materials are the responsibility of each student and parent/guardian. Charges will be assessed for damage or lost materials and late library books (.05 will be charged every day a library book is late). Charges will be assessed for damage or loss of any library materials. These fines will accumulate and be recorded as an obligation at the end of each school year.
5. Students are not permitted to eat or drink in the library.
6. Cell phone usage is not permitted.

CARE OF TEXTBOOKS

Textbooks are furnished to students at school district expense. All textbooks are identified by a stamp and number and condition recorded by a teacher. The student is responsible for returning the same text at the end of the term. Students are accountable for damages and lost books. Report to the classroom teacher all books or other property which are lost. A student's classrooms and the school's lost and found area of the office should be checked before assuming the books and property are lost. Teachers may provide additional textbooks; however, students are responsible for both the original and replacement texts. Books will cost the actual replacement price. **STUDENTS ARE STRONGLY ENCOURAGED TO COVER THEIR BOOKS TO AVOID DAMAGE OR WEAR.**

SCHOOL COUNSELOR

The primary objective of the counseling department is to assist students academically, personally, and socially. Developing an understanding of self and how one relates to others is central to a student's education. Social and emotional needs often take precedence over a student's academic needs and those must be satisfied first if time and energy are to be available for academic growth. This process may include peer mediation, conflict resolution, interpersonal and intrapersonal skills, and academic advising. SHCSD has a social worker on staff that will be able to conduct individual or group counseling sessions as needed. Individual counseling may be self-initiated. Students schedule appointments with the school counselor to discuss concerns and/or questions. The school counselor assists students with situations whether they are of a personal or academic nature. The Southern Huntingdon County High School counselors are closely associated with the referral process to the SAP Team and the formal testing program. The school counselor is available to parents for interpretation of test results. The counselor's office phone number is (814) 447-5529 ext. 2512 for the middle school counselor and ext. 2513 for the high school counselor.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a team organized to assist students and parents in developing alternative strategies for modifying the instruction or learning environment for students who are experiencing academic or behavior problems in the classroom.

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent/guardian. When the problem lies beyond the scope of the school, the SAP team will assist the parent/guardian and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

Referral - Anyone can refer a student to SAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students

themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent/guardian for permission to proceed with the SAP process.

Team Planning - The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent/guardian. The team meets with the parent/guardian to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.

Intervention and Recommendations – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

Support and Follow-Up – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent/guardian(s) right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents/guardians in all phases of the student assistance program underscores the parent/guardian role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted by a Commonwealth approved training provider, is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws protecting the privacy rights of parents/guardians and students.

The training of team members by a Commonwealth approved training provider, ensures the board of school directors, school administrators, parents/guardians, students, and the public that team members have received up-to-date professional training consistent with accountable standards and appropriate procedures. Guidelines for the Commonwealth SAP training system contain training standards and competencies for SAP team professionals.

For those students receiving treatment through a community agency, the student assistance team, in collaboration with parents/guardians and the agency, can assist in helping plan in-school support services during and after treatment. The team's effectiveness in helping the student and the parent/guardian remove the barriers to learning and improve student performance depends on the training of the individual team members, maintenance of the student assistance process, level of administrative commitment and board support, active parent/guardian and student involvement and the available resources both in school and the community.

PSYCHOLOGICAL TESTING

The SHCSD provides educational psychological testing at no charge. Parents/guardians may request evaluation by contacting the special education department and a permission form must be completed prior to evaluation. Upon completion of the evaluation a written report will be prepared and the school psychologist, along with other school personnel, will meet with the parents/guardians to review the results.

Important Dates 2025-2026

Progress Reports

Regular & Mini Courses

Sept 22 Feb 13
Nov 26 Apr 20

Mini Course Dates

Mini Course 1 Aug. 21-Oct. 23
Mini Course 2 Oct. 24- Jan. 13
Mini Course 3 Jan. 14 – Mar. 18
Mini Course 4 Mar. 19 – May 22

Keystone Exam Windows

Algebra 1, Biology, – Winter-Dec. 3-17
Literature Spring-May 11-22

PASA Window

TBA

ASVABS

TBA

PSSA Window Dates

6th, 7th, 8th English/Language Arts – Apr. 20-24
6th, 7th, 8th Math – Apr. 27 – May 1
8th Science – Apr. 27 – May 1
ALL PSSA Make-ups – May 1-12

PSAT

TBA

Mid Terms

Jan. 6-8

Finals

May 11-15

Senior Packets

need to be completed by
3:00 pm on April 24

Baccalaureate

May 19 – 7:00 PM

Class Day

May 20 – 11:30 AM

Graduation

May 21 – 7:00 PM

Teacher's Days

August 13	New Teacher Induction	December 23	Early Dismissal 11:45
August 18-20	Teacher In-Service	January 19	Act 80 Day
August 21	First Day for Students	February 13	½ Day PM Data Day
September 26	½ Day PM Data Day	March 13	Act 80 Day
October 13	Act 80 Day	April 2	½ Day PM Data Day
November 3-6	P/T Conferences	May 8	½ Day PM Data Day
November 10	Early Dismissal 11:45	May 22	Last day for students
November 26	Early Dismissal 11:45	May 26	Teacher In-Service

MAKE UP DAYS: #1 – Apr. 6

****The SHC School Calendar is available to view on our website at shcsd.org. Changes are made throughout the year due to weather etc.**

