

- AA -

AGREEMENT FORM
STUDENTS AND PARENTS

Shamokin Area Middle/High School Student Handbook

Student Name:

Date:

Homeroom Teacher:

HR#:

_____ I have viewed my agenda containing the Shamokin Area Middle/High School Student Handbook for the 2024-2025 year via the school districts public website. I understand that it is my responsibility to read through the school's policies and procedures to clearly understand what is expected of me as a student.

Student Signature: _____

_____ I have reviewed the 2024-2025 Shamokin Area Middle/High School Student Handbook, obtainable via the school districts public website, with my son / daughter.

Parent (s)/ Guardian(s) Signature: _____

Your son/daughter will be required to return this completed form to his/her homeroom teacher during the first week of school.

- BB -

PARENT NOTIFICATION/PERMISSION FORM

**SHAMOKIN AREA MIDDLE / HIGH SCHOOL
2000 WEST STATE STREET
COAL TOWNSHIP, PA 17866**

Name of Student _____ Date: _____

Homeroom #: _____ Homeroom Teacher Name: _____

Dear Parent(s)/Guardian(s):

During the school year, students can become involved in activities that go beyond the confines of the classroom or typical educational setting and/or the usual day-to-day instructional process. In most cases, these are routine events associated with a student's learning and personal development.

Please review the activities/events listed below. It is important to note that this list may not include all activities that could arise during the school year. If the types of activities/events listed below pose no concerns for you and your child, simply check the first box below, sign this form at the bottom and return as requested. If you have concerns with any particular activities/events, they should be specifically listed, the second box below should be checked, and the form should be signed and returned.

ACTIVITIES/EVENTS

1. Individual/Group photographs in yearbooks and other school publications. Names may be used in conjunction with such pictures.
2. School academic/activity photographs in news articles for newspapers. Names may be used in conjunction with such pictures. This includes, but is not limited to, honor roll publication and PSSA/ Keystone achievement recognition.
3. Inclusion in general interest news media reports/interviews (i.e. television, radio, newspapers). Students may be identified in such reports/interviews.
4. Events/Parties that relate to cultural observances such as Thanksgiving, holidays, cultural awareness months, etc.

5. The release of student directory information as per the federal Family Educational Rights and Privacy Act (FERPA) and Board Policy #216, as is applicable.
6. Participation in educational research studies (with student anonymity) as approved by school principals.
7. Academic group testing per state and local regulations/practices.
8. Individual/Group photographs/videos that include the student and /or oral or written comments by the students that appear on the District website. No student names will be included with such photos or videos.
9. Walking field trips within the vicinity of the school, which may be off of school premises.
10. Visitation by U.S. military recruiters and/or providing them with access to directory information as per Board Policy #216.

PLEASE CHECK THE APPROPRIATE BOX, SIGN AND RETURN.

_____ I recognize the above events/activities and their like as possible components of a comprehensive school program and give permission for my child to be involved.

_____ I do not give my permission for my child to be involved in the following events/activities (Please specify any applicable numbers from the list above).

Signature of
Parent(s)/Guardian(s) _____ Date _____

*Please be advised that the district may require additional permission for specific other activities or programs.

PLEASE NOTE: WHERE A STUDENT IS A MEMBER OF A SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITY AT WHICH THE PUBLIC, INCLUDING MEMBERS OF THE NEWS MEDIA, IS INVITED TO ATTEND, PROVIDED ANY ENTRANCE FEES AND/OR OTHER ENTRANCE REQUIREMENTS HAVE BEEN MET, THE PARENT(S)/GUARDIAN(S) MAY NOT PROHIBIT THE PHOTOGRAPHING AND/OR VIDEOTAPING OF ANY PARTICIPANT, INCLUDING THEIR OWN CHILD. PARENT(S)/GUARDIAN(S) WHO HAVE AN OBJECTION TO SUCH PHOTOGRAPHING AND/OR VIDEOTAPING ARE ADVISED TO WITHDRAW THEIR CHILD FROM PARTICIPATION IN SUCH ACTIVITIES.

**NETWORK ACCEPTABLE USE POLICY
FOR STUDENTS**

I have read and reviewed with my child the Acceptable Use Of Internet, Computers, And Network Resources Policy on page 19-21. I acknowledge that access is designed for educational purposes and that the district has taken precautions to filter access to inappropriate material by minors; however, I also recognize that it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its Board members, employees and agents for any harm caused by materials obtained via the district's Internet, computers or network resources. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby request that my child be allowed access to the district's Internet, computers and network resources.

My signature below means that I agree to follow the guidelines of the policy.

PRINT STUDENT NAME: _____

STUDENT SIGNATURE: _____

DATE: _____

**PRINT NAME OF PARENT(S)
OR GUARDIAN(S):** _____

**PARENT(S) OR
GUARDIAN(S) SIGNATURE:** _____

DATE: _____

*Please see policy #815 to view the Acceptable Use of Internet, Computers and Network Resources policy in its entirety

**-DD -
SHAMOKIN AREA SCHOOL DISTRICT
NOTIFICATION OF STUDENT DRUG TESTING**

Please provide the following information: *(Please check one)*

- My son/daughter **WILL** be participating in athletics, clubs, activities, or requesting a parking permit during the 2024-2025 school year. I understand he/she is required to participate in the District's drug testing program in order to join any extracurricular/co-curricular activities or use the student parking area. I give my permission for participation and agree to all the conditions.

- My son/daughter **WILL NOT** be participating in any athletics, clubs, activities, or requesting a parking permit during the 2024-2025 school year. I understand I can register him/her as a voluntary participant. I wish to have his/her name added to the participant list and I give my permission for participation.

- My son/daughter **WILL NOT** be participating in any activities, athletics, or clubs, etc. and I do not want him/her to participate as a voluntary participant. (A student changing his/her decision to participate after the established deadline will be required to take a mandatory drug test before participating in any activities, etc.)

Please return the completed form by the established deadline.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Student Name (please print)

Student Signature

Extracurricular Activity (or "Student Parking")

Date Signed

Grade during 2024-2025

Shamokin Area Indians



2024-2025

2000 West State Street
Coal Township, PA 17866
Phone: (570) 648-5731
Fax: (570) 648-0601
www.indians.k12.pa.us



This agenda belongs to:

NAME _____
ADDRESS _____ PHONE _____
CITY/TOWN _____ STATE _____ ZIPCODE _____
HOMEROOM _____ LOCKER # _____

Mission Statement

All students graduating from the Shamokin Area School District will possess the learning skills needed to communicate effectively and be productive and responsible citizens. All students and staff will respect individuals and society and will possess the ability to adapt to diversity and change.

Vision Statement

The vision of Shamokin Area School District is to prepare students to embrace diversity and equity, as they continue their pathways to be successful in their life as they pursue their career choice.

MIDDLE / HIGH SCHOOL ADMINISTRATION

Mr. Todd Hockenbroch
Principal

Mr. Anthony Carnuccio
Assistant Principal



FROM THE PRINCIPAL

Welcome to Shamokin Area Middle / High School. This student handbook is published so that all students of S.A.M.H.S. may have a ready reference to information which is necessary for an understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that students share the information in this handbook with their parents. If you are in need of additional information, contact your principal, assistant principal, counselor, or a teacher for assistance.

Each school year presents new opportunities for various beginnings – new classes, new faces, new responsibilities, and new goals. The administrators, faculty, and staff want to encourage all of our students to take advantage of the wide range of academic and extra-curricular programs offered here at the school. To all parents/guardians, we encourage your involvement and support as we work together to provide an excellent education and school environment for our students. Our goal is EXCELLENCE and striving to reach this goal must be a cooperative effort. We earnestly solicit your cooperation and assure you that the result will be well worth the effort. I look forward to a very successful school year.

SCHOOL BOARD MEMBERS

Jeffrey L. Kashner	President
Brian G. Persing	Vice-President
Erik S. Anderson	Secretary
Edward M. Griffiths	Treasurer
Stephen J. Cook.....	Member
William H. Krieger III.....	Member
Bernadette Miller.....	Member
Tammy A. Rhodes.....	Member
Charles H. Shuey.....	Member
Frank Garrigan.....	Solicitor

DISTRICT ADMINISTRATION

Mr. Chris J. Venna, Superintendent
 Mrs. Karen Colangelo, Business Manager
 Mrs. Sherry Glosek, Special Education Supervisor
 Mr. Ben Anderson, Technology Director

SCHOOL COLORS

Purple and White

SCHOOL MASCOT

Indian

ALMA MATER: THE PURPLE AND THE WHITE

Alma Mater Dear, we sing to you
 With devotion deep and true,
 Your colors bright –
 The Purple and White,
 Will stir our hearts anew.
 Shamokin Area High School
 We give thanks and honor due
 Though changes come as time rolls on,
 We'll always be loyal and true.

The Shamokin Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and ADA

BELL SCHEDULE

7:40..... Warning Bell
7:45-8:02 Homeroom
8:05-8:47 1st Period
8:50-9:32 2nd Period
9:35-10:17 3rd Period
10:20-11:02 4th Period

11:02-11:32 1st Café
11:35-12:17 5th Period
12:20-1:02 6th Period

11:05-11:47 5th Period
11:47-12:17 2nd Café
12:20-1:02 6th Period

11:05-11:47 5th Period
11:50-12:32 6th Period
12:32-1:02 3rd Café

1:05-1:47 7th Period
1:50-2:32 8th Period
2:32... Student Dismissal

1-Hour Delay Schedule

Homeroom.....8:45-9:02
Period 19:05-9:42
Period 29:45-10:22
Period 310:25-11:02
Follow Regular Schedule

2-Hour Delay Schedule

Warning Bell.....9:40
Homeroom.....9:45-10:02
Period 1.....10:05-10:32
Period 2.....10:35-11:02
Period 3.....11:05-11:32
Period 4.....11:35-12:02

1st Café.....12:05-12:35
5th period.....12:38-1:05
6th Period.....1:08-1:35

5th Period.....12:05-12:32
2nd Café.....12:35-1:05
6th Period.....1:09-1:35

5th Period.....12:05-12:32
6th Period.....12:35-1:02
3rd Café.....1:05-1:35

7th Period.....1:38-2:05
8th Period.....2:08-2:33
Student Dismissal.....2:33

3 Hour Delay Schedule

Homeroom.....10:45-11:02
Follow Regular Schedule

HS ACT 80 DAY BELL SCHEDULE

7:40.....Warning Bell
7:45-8:02.....Homeroom
8:05-8:30.....1st Period
8:33-8:58.....2nd Period
9:01-9:26.....3rd Period
9:29-9:54.....4th Period
9:57-10:27.....5th Period

10:27-10:57.....2nd Café
11:00-11:25.....6th Period
11:27-11:52.....7th Period
11:55-12:18.....8th Period

10:30-10:57.....6th Period
10:57-11:27.....3rd Café
11:30-11:52.....7th Period
11:55-12:18.....8th Period
12:18.....Dismissal for all students

MS Act 80 Day Bell Schedule

7:40.....Warning Bell
7:45-8:02.....Homeroom
8:05-8:30.....1st Period
8:33-8:58.....2nd Period
9:01-9:26.....3rd Period
9:29-9:54.....4th Period
9:57-10:27.....1st Café
10:30-10:55.....5th Period
10:58-11:23.....6th Period
11:26-11:51.....7th Period
11:54-12:18.....8th Period
12:18.....Dismissal for all students

Pep Rally Schedule

7:40.....Warning Bell
7:45-8:02.....Homeroom
8:05-8:42.....1st Period
8:45-9:22.....2nd Period
9:25-10:02.....3rd Period
10:05-10:42.....4th Period

10:45-11:15.....1st Café
11:18-11:55.....5th Period
11:58-12:35.....6th Period

10:45-11:22.....5th Period
11:25-11:55.....2nd Café
11:58-12:35.....6th Period

10:45-11:22.....5th Period
11:25-11:55.....6th Period
11:58-12:35.....3rd Café

12-38-1:15.....7th Period
1:18-1:55.....8th Period
2:00.....Homeroom
2:05-2:32.....Pep Rally
2:32.....Student Dismissal

2024-2025 District Calendar

AUGUST

12 New Teacher Induction
13 Teacher In-Service Day
14 Teacher In-Service Day
15 Teacher In-Service Day
20 1st Day for Students (K-12)
23 School Closed
30 School Closed

SEPTEMBER

2 LABOR DAY- School Closed
6 Act 80 Day
20 Act 80 Day
24 Act 80 Day

OCTOBER

4 Act 80 Day
14 Teacher In-Service Day
18 Act 80 Day
25 End of 1st Marking Period

NOVEMBER

1 Act 80 Day
4 Teacher In-Service Day
15 Act 80 Day
26 Act 80 Day
27 THANKSGIVING Vacation Begins

DECEMBER

3 School Reopens
6 Act 80 Day
23 Act 80 Day
24 CHRISTMAS Vacation Begins

JANUARY

6 School Reopens
10 Act 80 Day
16 End of 2nd Marking Period
20 MARTIN LUTHER KING DAY
School Closed
24 Act Day

FEBRUARY

7 Act 80 Day
10 School Closed
17 PRESIDENT'S DAY -
School Closed
21 Act 80 Day

MARCH

7 Act 80 Day
10 School Closed
21 Act 80 Day
26 End of 3rd Marking Period

APRIL

4 Act 80 Day
17 EASTER Vacation Begins
22 School Reopens

MAY

9 Act 80 Day
23 Act 80 Day
26 MEMORIAL DAY –
School Closed

MAKEUP DAYS(If Needed)

January 20, 2025
February 17, 2025
March 16, 2025
April 17, 2025
All Subsequent Days at End of Year

ACT 80 Days

(Students Dismiss 2 hrs.- 15 mins. Early)
Sept. 6, 20, 24, 2024 Oct. 4, 18, 2024
Nov. 1, 15, 26, 2024 Dec. 6, 23, 2024
Jan. 10, 24, 2025 Feb. 7, 21, 2025
Mar. 7, 21, 2025 Apr. 4, 2025
May 9, 23, 2025
June 3, 2025

1502 Official Holidays

Labor Day
Thanksgiving Day
Thanksgiving Friday
Thanksgiving Monday
Christmas Day
Day after Christmas
New Year's Eve
New Year's Day
Memorial Day

Other Holidays

Christmas Eve
President's Day
Martin Luther King Day
Easter Day
Easter Monday

July Fourth

participating colleges and universities nationwide.

SAT Testing*

SAT I: Reasoning Test and SAT II: Subject Tests are offered on the following dates:

SAT Test Date

August 24th, 2024	
October 5th, 2024	
November 2th, 2024	
December 7th, 2024	
March 8th, 2025	
May 3rd, 2025	
June 7th, 2025	

- All SAT tests given at Shamokin Area.
- Register at www.collegeboard.org

The SAT program offers waivers of test fees for 11th grade students who meet eligibility requirements related to family income and size. Interested students should place their request in writing prior to December of a student’s junior year. Students who use SAT fee waiver for testing during their junior year are also eligible for four (4) waivers of college application fees at

PSAT/NMSQT

Wed. October 9, 2024 Balcony
pds. 1-4
(Sophomores and Juniors)

Advanced Placement (AP) Exams*

May 2025 (Monday – Friday)
Exact dates in May TBA

PSSA and Keystone Testing Windows*

Test	Dates	Grades
PSSA ELA Math, Sci, & Make-ups	April 21-25 April 28- May 9, 2025	7 & 8
Keystone Winter	Dec 4-18, 2024	
Keystone Spring	May 12-23, 2025	

* Shamokin Area will test within these dates. Exact dates will be announced later.

Related Academic Interests

College Night
TBD
Financial Aid Night
TBD

Sports and Coaches

<i>Varsity Sports</i>		
		MS Football (7,8) Joe Haddock
Football	Marc Persing	Girls' Basketball (9) Ed Bailey
Boys' Soccer	Russell Henz	Boys' Basketball Ed Bailey
Girls' Soccer	Ed Komara	Todd Nye
Volleyball	Wanda Cook	Wanda Cook
Boys' Basketball	Chris Zimmerman	Chris Zimmerman (7,8,9) Dennis Cole
Girls' Basketball	Chris Venna	Chris Venna Wes Tillett
Swimming & Diving	Chelsea Lorez George Zalar Laura Myers	Chelsea Lorez Patrick McDevitt Jim Schiavoni
Wrestling	Jarrold Scandle	Jarrold Scandle
Baseball	Jim Burns	Jim Burns
Class Advisors		
Softball		Jared Petrovich ('25) Mrs. Lilley
B Track & Field	Mike Rogers	Mike Rogers Mrs. Alonso
G Track & Field	Dave Kopitsky Jr	Dave Kopitsky Jr ('26) Mrs. Pancher
Cross Country	Robert Cowder	Darwin Bressi Mrs. Campbell
Golf	Ed Smink	Ed Smink Mrs. Anderson
Cheerleading		('27) Mrs. Rossnock
Var/JV Football	Taylor Kashner	Taylor Kashner ('28)
J.H. Football	Mackenzie Glosek	Taylor Kashner
Wrestling	Kayla Jilinski	Kayla Jilinski
J.H. Wrestling	Kayla Jilinski	Kayla Jilinski
J.H. Basketball		Rhiannon McK
Basketball	Taylor Kashner	Rhiannon
Competition	Taylor Kashner	Competition Band K. Styer
Bocce Ball	Courtney Becker Tracy Beck	Chorus/JV Choir J. Dudeck
		Marching Band K. Styer
		Small Orchestra Mr. Rodriguez -Prada
		Ensembles
		Small Vocal J. Dudeck
		Sr High Chorus/Chorale J. Dudeck
		Sr High Orchestra Mr. Rodriguez -Prada
		Sr High String Mr. Rodriguez -Prada

Middle School Sports

Cross Country	Kaylen Runyon
Girls' Basketball (8)	Bruce Pawling
Girls' Basketball (7)	Marissa Yoder
Girls' Soccer (7,8,9)	Jose Aleman

Ensemble		Ski &	Mrs. McDevitt
Symphonic Band	K. Styer	Snowboard	
<u>Clubs and Organizations</u>		The Signal	Mrs. Rhoads
Art Club	Mr. McGugan	Student Council	Mrs. Rossnock Mrs. Anderson
HS Library	Mrs. Kehler	Sports cards collectors Club	Mr. Persing
AV Staff	Mr. Anderson	Students Against Bullying	Mr. Dressler
Bible Club		STOP	Mrs. Fegley
BEST Club	Mrs. Hughes Mrs. Carl	The Strategy Club	Mr. Kramer
Chemistry Club	Mr. Kramer	Student Café/Purple Perk	Mrs. Beck Mrs. Becker
Environmental Club	Mr. Haupt	Student Affairs Coordinators	Ms. Alonso Mrs. Anderson
FBLA	Mrs. Suchanick	Varsity Club	Mr. Derr
FIOS Club	Mrs. Suchanick	Yearbook Staff	Mrs. Cheunes
Fishing Club	Mr. Haupt	Wellness Club	Mrs. Boyer
History Club			
Indian Pride	Mrs. Anderson		
Interact Club			
Modern Music	Mr. Rodriguez Prada		
Musical Advisor	Mr. Styer		
National Honor Society	Mrs. Stump Mr. Candelora		
National Jr. Honor Society	Mrs. Alonso Mrs. Campbell		
SAB (Students Against Bullying)	Mr. Dressler		
Tech Ed Club	Mr. Leshar		
Science Club	Mrs. Madrak		
Spanish Club	Ms. Amato Mr. Candelora		

Shamokin Area Middle/High School Student Handbook



2024 - 2025

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ABSENCE / TARDINESS

Parents or guardians are to phone the school attendance line (570) 648-5731, between the hours of 7:00 AM and 8:00 AM to report a students' absence.

Excuses will be handed in at the security desk in the lobby of the main office between 7:25 and 7:55 AM.

A student who has been absent from school will, after his/her return, have an excuse note and have it signed by his/her parent or guardian stating:

1. The date or dates of absence
2. The student's name and homeroom
3. The reason for absence

A student who is absent from school for three or more consecutive days is required to provide a physician's note in order for the absence to be excused.

Students are allowed **three days** following their return to present an excuse note explaining their absence. If the excuse note has not been presented by the fourth day, the absence will be recorded as unexcused.

When the reason for the student's absence is questionable, when an absence is extended, or when the attendance pattern is irregular, a statement from a physician will be required.

Educational Trips

Students who are going to be absent from school due to a planned trip must request an educational absence in order to have those days marked "excused." The administration of the high school determines the validity of educational absence requests for high school students. No educational absences will be granted during State Testing. **Educational absence requests must be turned into the office ten (10) days prior to the trip. No educational absences will be approved beyond five (5) school days. No educational absence will be approved if the student has accumulated thirteen (13) or more absences (excused or unexcused) for the school year.** Forms are available in the High School Office. Assignments and tests are to be completed before the educational absence or upon return to school within a time period equal to the length of the absence.

The regulations about making up work shall apply whether the absence was for illness, for representing the school in athletics or music. Exceptions are made to this policy in the cases of truancy or cutting class.

Excused Absences

Any student who is absent due to illness, quarantine, death in the immediate family, or with prior approval by the principal will be given the opportunity to complete any assignment upon returning to school.

It is primarily the student's responsibility to initiate the make-up activities. The make-up assignments and examinations shall be completed within a reasonable time of the date of absence. Teachers will review procedures for their classes at the beginning of the year.

Sign Out Policy

If it is necessary for a student to leave school before dismissal, a written note must be turned in to the office by 8:00 a.m. on the same day

After pupils have been given written permission to leave, they will be required to "sign out" when they leave and "sign in" when they return. A form for this purpose will be placed on the counter at the office.

Any student, who leaves the school without "signing out" even though permission was granted to leave, will be subject to disciplinary actions. This applies also to those who have been granted permission by the school nurse to go home. Students who leave school with permission and, or course,

without "signing out" will be subject to disciplinary action. The mere "signing out" does not automatically give a student permission to leave unless those who have authority to grant permission previously gave such permission.

Students leaving the school before 2:32 P.M. will not be able to participate in extracurricular activities or after school activities, unless a doctor's note is provided. Students must get back from their appointment in a responsible time frame. For example, a doctor's appointment in Danville at 9:00 AM. Student comes back at 2:00 PM. Not eligible to participate in extracurricular activities or after school activities.

Students who sign in before 11:30 PM will be marked tardy. Students who sign in after 11:30 PM will be marked for a full day absence.

Students who sign out after 1PM will be marked present for the full day. Students who sign out before 1PM will be marked as signed out tardy.

Tardiness

Tardiness to school - Students who report to school after 7:45 a.m. are to report to the High School Office to sign the tardy book. After signing the tardy book, students are to receive the appropriate consequence and a pass to attend class. Students will not be

admitted to homeroom or class unless they have a pass from the main office.

Students entering the school after 8:15 A.M. will not be able to participate in extracurricular activities or after school activities, unless a doctor's note is provided.

Tardiness Consequence

Students are permitted to turn in 3 parental notes for excused tardiness. Parental notes will not be accepted starting with the students 4th tardy to school. The following exceptions will also count as an excused tardy:

1. Medical excuses issued by a health care provider for each absence stating appointment date and time (written note from a doctor);
2. Death in the immediate family;
3. Court appearances (documentation from the courthouse confirming appearance);
4. School related absences (i. e. field trips, academic competitions, athletics, etc.);
5. Other exceptionally urgent reasons that are authorized by the high school principal.

The district will record minutes for every unexcused tardy. Once a student accumulates 195 minutes tardy, they will receive ½ day unexcused absence on their attendance record. A student will receive a full day unexcused absence upon accumulating a total of 390 minutes tardy.

Tardy minutes will continue to accumulate the entire school year.

If a student is excessively tardy to school, the following disciplinary actions will be taken:

1. Students 17 years of age or older will receive 1 day of detention for every 195 tardy minutes accumulated.
2. All students who are 16 plus days of tardiness will result in the student forfeiting his/her privilege to participate in sports, all school activities (including extra-curricular events), graduation ceremony, and all dances (including the Holiday Dance and the Prom) for the remainder of the school year. Parents will be required to have a conference with the Principal.

Thirteen (13) or More Absences

Once a student accumulates thirteen (13) absences, the student will forfeit his/her privilege to participate in all school activities, field trips, graduation ceremony and attend all dances (including the Holiday Dance and the Prom) for the remainder of the school year. This total will include all excused (parent/guardian written) and unexcused full and half-day absences, vacations, and non-school sanctioned educational trips. Once a student accumulates 13 absences, the student will be **required** to supply a medical excuse issued by a health care provider (written note from a doctor) for each additional absence for the remainder of the school year.

The only exceptions that will not count toward the 13 absence accumulations are:

1. Medical excuses issued by a health care provider for each absence stating appointment date and time (written note from a doctor);
2. Death in the immediate family;
3. Court appearances (documentation from the courthouse confirming appearance);
4. School related absences (i. e. field trips, academic competitions, athletics, etc.);
5. Other exceptionally urgent reasons that are authorized by the high school principal.

Parents should contact the High School Administration to discuss any concerns or situations that may result in the need for special arrangements or to address their child's attendance.

Unexcused Or Unlawful Absences

Each unlawful or unexcused absence is subject to disciplinary action. Students who are truant or cut class are not permitted to make up class projects, labs, or examinations missed during their absence. Chronic truancy or class cutting can be grounds for failure for the marking period or denial of credit for the class for the year.

A student suspended from school or classes shall be responsible for all the class work covered in his/her absence.

Assignments or examinations not made up shall be recorded as a zero and will be averaged with the grades earned to determine the quarterly mark.

In an effort to further reduce truancy, our school district has partnered with the Northumberland County Juvenile Probation who has developed a Truancy Prevention Specialized Unit. This Unit utilizes Children and Youth Juvenile Probation staff. The purpose is to assist families who, by LAW (PA ACT 138), have been identified as truant. This will include:

- Attendance at Student Attendance Improvement Plan Meetings
- Direct Contact with Student and Families (School, Home and Community)
- Offer Community Based Supports
- Facilitate Parental Truancy Assistance Program (PTAP)
- Recommend and Refer to Children and Youth Services
- Recommend and Attend Magisterial hearings

A child is considered *Truant* after accumulating 3 or more unexcused absences and *Habitually Truant* after 6 or more unexcused absences. This Unit can be contacted directly at (570) 988-4237 or email truancy@norrycopa.net.

COMPUTER, NETWORK AND INTERNET ACCEPTABLE USE

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to information in electronic form from all over the world. Information is available from research institutions, materials in the public domain, and Usenet discussion groups. Access is provided to university library catalogs, to the Library of Congress, and other research databases. Communication and information access is not strictly person to person.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting, pornographic information and pictures, and other inappropriate materials that exist on the Internet. On a global network it is impossible to control access to offensive materials and a user may, therefore, discover controversial information. The Shamokin Area School District firmly believes that the valuable information and interaction available on both internal and worldwide networks far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. However, at the same time, the Shamokin Area School

District recognizes the need to control access to materials that are not consistent with the educational goals of the school.

To facilitate appropriate use and provide a measure of protection, Shamokin Area School District employs content filtering software on its network to examine all incoming and outgoing web site requests. The software is a proprietary product that updates itself automatically during the life of the software contract. The filtering technology is user-independent and filters all Internet access originating from both administrative and academic computers. The software can be modified to allow or disallow access to certain sites as deemed necessary by the administration.

The smooth operation of the Internet and the Shamokin Area School District's internal network rely upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that end users are aware of their responsibilities. If users violate any of these provisions, access to the Shamokin Area School District network will be terminated immediately, and future access may be denied. Signing this document indicates that the end user has read the policy and agrees to abide by the terms.

Terms and Conditions

- 1. Acceptable Use** - The purpose of the Shamokin Area School District's Internet connection and internal network is to support research and education among academic institutions worldwide by providing access to unique resources and opportunity for collaborative work. The use of an account at the Shamokin Area School District must be in support of education and research, and consistent with the educational objectives of the school. Transmission of any materials in violation of any US or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities and for-profit institutions are not acceptable. Use for product advertisement or political lobbying is also prohibited. Use of the Internet and the Shamokin Area School District's internal network shall be limited to educational and instructional purposes related to the class curriculum of the particular user and for no other purpose. A teacher shall supervise student use.
- 2. Privileges** - The use of Shamokin Area School District's internal network and Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- 3. Netiquette** - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following: a.) Be polite. Do not send abusive messages. b.) Use appropriate language. Do not use profanity or vulgarities. c.) Do not reveal your personal address, phone number, social security number, or those of other students or colleagues. d.) Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. e.) Do not use the network in such a way that you could disrupt the use of the network for other users.
- 4. Security** - Security on any computer system is a high priority, especially when the system involves many users. If the user feels he/she can identify a security problem, that user must share that problem with the Shamokin Area School District Business Office. Do not demonstrate the problem to other users. Do not use another individual's account. Do not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other

users. Do not misrepresent other users on the network. Attempts to log in as a system operator, or the violations of any security guidelines, will result in a cancellation of privileges.

5. **Vandalism** - Vandalism will result in immediate cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware or software associated with the computer system. This also includes the creation or transmission of computer viruses. The downloading and installation of software that does not provide a direct educational benefit or is not consistent with the educational mission of the district is strictly prohibited and will be considered vandalism. Shamokin Area School District reserves the right to expect monetary reimbursement for any and all damages incurred to the system.
6. **Copyright** - The illegal use of copyrighted software, including copying, uploading and downloading, is prohibited.

Conclusion

Shamokin Area School District recognizes that its students and staff have a wide range of needs and requirements. Internet and internal network access provides a relatively

unrestricted and flexible means to meet those needs and requirements. To this end, the school relies on the integrity of the user to follow the guidelines of this policy.

ACCIDENTS

A student who is injured should notify the supervising teacher or coach to complete an accident report, which is to be filed in the school nurse's office within 24 hours of the accident.

If the student has school insurance, an insurance form will be completed and mailed to the parents. The parents are responsible for forwarding the form to the doctor. Failure to mail the form to the insurance company within a timely manner could result in loss of claim (payment). All calls concerning insurance should be made to the high school office during regular school hours. Students with 24-hour coverage should report to the office on the first school day following the accident.

ACCRUED MONIES

Any monies earned or accrued by any class or organizations are not to be spent for personal purposes, nor divided among the members. It is recommended that any resultant funds at graduation be spent for some worthy school project at the direction of the class or class advisors, on or before graduation. Any funds left after graduation, which have not yet been designated for a specific project, will automatically be transferred to the school activity account and used in the best interest of the school.

AGENDA USAGE

Parents and students must sign the distributed documents acknowledging their view of the agenda/student handbook and agreeing to follow all the associated school rules/policies contained within.

ARRIVAL AT SCHOOL

The school day(homeroom) begins at 7:45. If a student arrives before 7:25 a.m. they must report directly to the auditorium until 7:25 a.m. When students arrive after 7:25 a.m., they should report directly to the cafeteria for 7th & 8th graders and their homerooms for 9th thru 12th graders. 9th thru 12th grade students must remain on the same floor as their

homeroom. Failure to do so will result in disciplinary actions.

ATHLETIC ELIGIBILITY

In order to participate in interscholastic athletics or any extra-curricular activity, a student must pass at least six classes. Participants' grades will be reviewed weekly and at report card time by the athletic director. If a participating student has not passed six classes at that time, the student may not be eligible to participate in practice, competitions, or activities for a two-week period. At the end of two weeks, if the student demonstrates a passing grade, the student will be able to participate. If the student is still not passing, the student is ineligible for two more weeks.

In order to practice or participate in an athletic or extra-curricular activity, a student must be in attendance at school on the day of the practice, competition, meeting, etc. **no later than 8:15 a.m.** The principal will determine exceptions. Cheerleaders and other club participants are also advised of these regulations.

ATTENDANCE

According to Pennsylvania School Code, a student has the responsibility to attend school regularly. The Shamokin Area School District (Policy #204) *requires that all school-aged pupils enrolled in the district attend*

school regularly within the laws of the state. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session (Pennsylvania School Code). Every child between the ages of eight and seventeen is required to attend an approved educational institution, unless legally excused. The child's parents or guardians are legally responsible to ensure that the child attends school on a regular basis and is absent only for the reasons allowed by law (illness, death in the immediate family, and educational excuse are the most common.) Any parent or guardian found violating the law is subject to prosecution, fine (up to \$300), court costs, and sentencing to complete a parenting education course. If the parent is not convicted and the child continues to be truant, the child will be fined up to \$300 or be assigned to an adjudication alternative education program. In addition, the juvenile's driving privileges may be revoked.

AUDIO AND VIDEO SURVEILLANCE

One of the goals of the Board is to discourage misconduct, maintain safety and order on school property and in school vehicles, and protect and maintain the security, safety, and property of students and others.

The Board has determined that the use of audio and/or video surveillance can help to discourage misconduct, assist in the maintenance of safety and order on school property and aid in the identification, apprehension and possible prosecution or punishment of persons violating applicable laws and school district rules, regulations and policies.

The use of surveillance systems shall be under the direction of the Superintendent.

Tape or other recordings from surveillance equipment shall become and remain the property of the school district and shall be maintained, used and/or destroyed under the supervision, direction, and control of school officials. Recordings shall be subject to other applicable policies of the school district, including policies concerning confidentiality of student and personnel records, and shall be subject to applicable requirements of state and federal law.

The school district shall provide proper notice to students and others that audio and/or video surveillance may occur on any school property or transportation vehicle at any time. The school district shall post written notice and provide notice in school district handbooks and parent/district newsletters.

Audio and/or video surveillance shall be used only to promote the order, safety, security, and property of students, staff and others. Recordings may be used for review of any incidents, staff and others, as evidence for disciplinary action and may be released to law enforcement officials or legal counsel for the school district for use in criminal or civil proceedings.

Students are prohibited from making any audible / audio / visual / video recording of any occurrence within the school setting unless granted permission to do so in writing by the principal or his/her designee.

AUTOMOBILES AND BICYCLES

The use of bicycles and motor vehicles for travel to and from school is a privilege extended to students for which students must assume full responsibility. The high school will not be responsible for bicycles or motor vehicles, which are lost, stolen or damaged. Students are expected to adhere to the following guidelines:

No car may be moved during school hours. The only exception will be permission given by the administration.

There shall be no loitering in the cars by students before or during school hours.

Students shall drive in a manner that is appropriate and shall respect the rights and safety of others at all times. Upon recommendation of any school employee, the building administrator may withdraw the parking privileges of any student.

All rules of the Pennsylvania Vehicle Code will be enforced while cars are on school property.

Mini-bikes or other unlicensed motor vehicles may not be used for travel to and from school.

Students must park in the areas specifically designated for student parking. Students may not park in areas designated for handicapped or in any other areas restricted by the administration.

Administration may limit student parking.

BOY/GIRL/STUDENT RELATIONS

A mutual interest between boys and girls is normal and healthful. Proper respect for your friends and your school demands that there be no public display of affection. No physical contact displaying affection is permitted. Students who do not abide by this policy will be subject to disciplinary action.

BULLETIN BOARDS

Bulletin boards within the building serve to acquaint the student body and public with important information and announcements. An electronic message board is programmed daily for publicity purposes. Contact the building principal if you wish to have anything publicized on any of these boards.

BULLYING

Shamokin Area has instituted a district wide bullying program. The program objective is to help students, faculty, and staff identify and reduce incidences of bullying, thus providing a safer learning environment. If any student feels they are the subject of bullying, or observe bullying, they are to report the incident to their Classroom and/or Homeroom Teacher, Guidance Counselor, or Administrator.

About Being Bullied By Other Students

First, we define or explain the word bullying. According to Shamokin Area's Bullying Policy a student is bullied when other student, or several other students

- Say mean and hurtful things or is teased repeatedly in a mean or hurtful way. (For Example: comments about my race or color, sexual comments or

gestures, physical features, body appearance)

- Completely ignore or exclude him or her from their group or friends or leave him or her out of things on purpose
- Hit, kick, push, and/or shove around
- Tell lies or spread false rumors about him or her or send mean notes and try to make other students dislike him or her (For example: text messages)
- Threatened or forced to do things I didn't want to do

When we talk about bullying, these things happen repeatedly, and it is difficult for the student being bullied to defend himself or herself.

But we don't call it bullying when teasing is done in a friendly and playful way. Also, it is not bullying when two students of about equal strength or power argue or fight.

Students may anonymously report problems by calling (570) 648-5731 Ext. 3810.

CAFETERIA CONDUCT

Eating breakfast and/or lunch in the cafeteria is a privilege, not a right. Students' behavior in the cafeteria is expected to be orderly and mannerly and will be monitored by the cafeteria proctors. Failure to obey the established cafeteria rules may result in disciplinary action or removal from the cafeteria. Students are not

permitted to take food or drinks (other than water) out of the cafeteria at any time.

Any student wishing to leave the cafeteria during lunch must receive permission from a lunch monitor.

Note: Food and/or drinks are not allowed in school other than in the cafeteria during a student's scheduled lunch.

Cafeteria Payment System

CAFTRAC is a computerized system. With this system, each student has an account and ID#. Money is deposited into the student's account and deducted as cafeteria purchases are made. Prepayment may be in any amount and as far in advance as you wish. Cash money or a check (made payable to the SASD CAFTRAC) will be accepted. Deposits can be

made at the CAFTRAC office window located in the hallway outside the cafeteria from 7:30 – 7:45 a.m. and 11:00 a.m. – 1:00 p.m. (during each Café period).

Deposits can also be made through the mail. Checks should be sent to SASD attention: CAFTRAC 2000 West State Street, Coal Township, PA 17866; with the student's name listed on the check memo.

A student can check his/her account balance at any time. Problems with accounts or a meal history can be investigated by contacting Sherry Eichelberger, Food Service Director at 570-648-5731 ext. 3717 or CAFTRAC Office at 648-5752 ext. 3701.

Students are reminded to remember their CAFTRAC ID#, never give their CAFTRAC ID# to anyone else to use, and that using someone else's CAFTRAC ID# is THEFT.

Breakfast is 7:25-7:45 a.m.

Cafeteria Rules

- Backpacks are not permitted in the serving area.
- Food & drinks should not be taken out of the cafeteria.
- Food and/or drinks that are taken and not paid for are "theft" and will result in disciplinary action
- Students are not permitted to have food delivered to the school.

CARE OF SCHOOL PROPERTY

The school building and its furnishings are provided for us at great cost by the community. Take pride in the appearance of your school. The classrooms are your living rooms for a great part of the day. Treat them as you would your living room at home.

The floors should not be littered with paper. Woodwork, walls and desks should be kept free of unsightly marks.

Any student found deliberately defacing, destroying, or removing school property should be prepared to accept an appropriate punishment, up to and including a possible fine and expulsion from school.

CELL PHONE POLICY

The use of a cellular phone on Shamokin Area School District property from the start of the school day (7:45 a.m.) until the end of the school day (2:32 p.m.) is prohibited during all instructional periods including study hall.

Students may transport cellular phones to and from school, provided they adhere to the following:

1. The cellular phone must be turned off during those school periods when phone use is not permitted.
2. Phone use will only be permitted during lunch and study hall only.
3. At no time other than during the allowable phone use time will the cell phone be visible.
4. The cellular phone must remain off during a school evacuation/lock down.
5. During times when cell phone use is permitted, students may not, under any circumstance, do any of the following:

- a. Access SASD WiFi signals.
- b. Use any photograph, video, or recording capabilities of the cell phone.
- c. Violate the SASD acceptable use policy in any way.

In an effort to accommodate students involved in various after-school activities, possession of a cell phone will be permitted under the following stipulations:

1. The cellular phone must remain “off” during the after school activity.
2. The cellular phone may be turned on and used when authorized by the activity supervisor, advisor or coach.
3. The SASD acceptable use policy must be adhered to at all times.
4. All photograph, video, or recording capabilities of the cell phone are not utilized.

Failure to comply will result in the following penalties:

1st offense:

1. The student’s cell phone will be confiscated.
2. The student must serve one detention.
3. The student’s phone will be returned at the end of the school day.

2nd offense:

1. The student’s cell phone will be confiscated.

2. The student will receive two days of detention.
3. The student's cell phone will be returned when the parents/guardians come in for the phone.

3rd offense:

1. The student's cell phone will be confiscated.
2. The student will receive one day of OSS Out of school suspension
3. The student's cell phone will be returned when the parents/guardians come in for the phone.

Camera Phones:

Cell phones equipped with cameras may not be used to take pictures during and after school hours, on school grounds or at school district sponsored events. Camera phones are not allowed in bathrooms, locker rooms, etc. If a student is found taking pictures in school, whether appropriate or inappropriate, he/she will be referred to the proper administrator. The content of the pictures taken will determine the severity of the punishment. If pictures are deemed inappropriate, legal action will be taken.

Cheating:

If a student is caught using a cell phone or other form of technology to aid them in cheating, he/she will have the appropriate penalties for both

cheating and cell phone use applied to them.

Shamokin Area School District is not responsible for the theft or damage of cell phones brought onto school district property.

CHANGE OF ADDRESS

It is quite essential that the office has up-to-date record of the bus stop, address, and telephone number of each student. When the status of this information changes, the change is to be reported to the office promptly.

CONFERENCES AND APPOINTMENTS

Call 648-5731 to arrange conferences with counselors or teachers. We will always be pleased to discuss student and family concerns. Let's work together.

DANCE POLICY

Classes/clubs may sponsor dances providing that the class/club advisors will serve as head chaperones at the scheduled dance.

Guests are excluded from this requirement but may be asked to provide photo identification.

Students may pre-register one guest who will be admitted to the dance

upon administrative approval. The student will be fully responsible for the conduct of the guest during the dance. If the guest does not abide by school policies, exclusion from future activities will be considered.

All school policies are in effect regarding the use of tobacco, alcohol, drugs, conduct, etc. Students and/or guests who appear at dances possessing or under the influence of alcohol will be referred to legal authorities in addition to having school policy enforced.

No book bags at dances.
Once a student and/or guest leave the dance, they may not return.

Parking lot is off limits – Students must leave grounds once they leave the building.

Students must be in attendance at school ALL DAY in order to attend a dance. A medical excuse from medical authorities or administration is the only exceptions to this rule.

The spring middle school formal is for 7th & 8th graders only.

DETENTION

Detention will be held Monday thru Thursday in Room C-156 from 2:35 to 3:35. By order of the School Board, parents will be responsible for seeing

that students have a way home after detention. Detention will take precedence over all school, home and work activities.

Detention activities shall include assigned work and/or tasks that are designed to help the school, student, or the staff.

Failure to report to assigned after school detention will result in a day of Out of School Suspension.

DISMISSAL **(Leaving the Building)**

No students may leave the school building during school hours without administrative approval. Students must sign in and out upon entering or leaving school during school hours. If a student leaves the building without administrative approval, he/she may face disciplinary action.

- 1st offense 2 days OSS.
- 2nd Offense 3 days OSS.
- 3rd Offense 5 days OSS.
- 4th Offense 10 days OSS

Subsequent offenses – An immediate referral to the Board of School Directors to determine if the student shall remain in school. Out-of-school suspension shall also be levied by the building administrator, with the number of days of such suspension at

the discretion of the administrator, up to a maximum of ten (10) school days.

Requests for legitimate absences such as medical appointments, driver's examinations, interviews, etc., should be made in the office as early as possible.

For any requests for early dismissals, no student is permitted to accompany another student driver, even with parent approval.

Students will be allowed to leave school early to attend athletic events as a spectator only if they are accompanied by their parents or another adult with parental consent.

DRESS POLICY

DRESS AND GROOMING

The following dress and grooming requirements have been developed to ensure the safety and welfare of the students and the order of the school and to maintain an environment conducive to learning.

The following dress and grooming requirements shall apply to all students attending classes within Shamokin Area School District in grades K-12.

BOTTOMS

Dress or casual skirt/skort(must come to the top of the knee cap)

Jeans (NO RIPS,TEARS, or FRAYS)

Athletic shorts extending to the top of the knee cap.

Athletic Pants(Sweats, Joggers, Leggings)

Permitted

- Appropriately sized bottoms (i.e. no more than one size larger than the student actually measures)
- Bottoms worn at the natural waist
- Athletic pants(Sweatpants, joggers, leggings)

Not Permitted

- Pants or shorts with holes, rips, tears, or Frays of any kind.
- Pajama pants
- Pants with waistline below the student's natural waist
- Visible undergarments
- Skirt/Skort length that is higher than the top of the kneecap
- Short length that is higher than the top of the kneecap
- Belt designs, emblems, insignias, monograms, logos, or studs
- No Onsie.

TOPS

Shirts/T Shirts. Any logos must be school appropriate and not offensive.

Sweatshirts/hoodies with logos that are school appropriate (HOODIES MUST BE DOWN AT ALL TIMES ON SCHOOL GROUNDS AND BUSES)

Permitted

- Appropriately sized tops (i.e. no more than one size larger than the student actually measures)
- Logos that are deemed school appropriate by administration.
- Full-torso shirts/tops with a collar buttoned at the base of the neck
- Short, long, or three-quarter length sleeves
- Dresses that meet the standard for skirt length

Not Permitted

- Long, baggy shirts
- Shirts/tops that are low cut, plunging or V-neckline - visible undergarments or cleavage
- Visible midriff
- Sleeveless shirts
- Tank tops or spaghetti straps
- Tight or form-fitting dresses - spandex, stretchable nylon, or other form-fitting material.

FOOTWEAR**Permitted**

- Shoes, sneakers, boots, sandals with back strap, clogs, or crocs in sports mode.
- Shoes with laces must be laced.

Not Permitted

- Slippers
- Flip-flops
- Heels in excess of 3 inches
- Any shoe with no back

GENERAL GUIDELINES**Permitted**

- Neat, clean, and safe apparel
- Head bands of approved colors
- Scarves that are worn as an accessory item.

Not Permitted

- Wallet chains
- Clothing, hats, hair ornaments or implements, or any other material to indicate gang affiliation
- Head gear – including caps, hats, scarves, bandanas, hair nets, or do-rags
- Outerwear and head coverings (not dictated by Religious beliefs) worn after entering the building. Once entered items must be placed in the student's locker for the remainder of the day.
- Sunglasses, non-prescribed glasses, and unnaturally colored contacts
- Accessories deemed to be distracting, disruptive, or offensive in nature
- Hair grooming items such as combs, picks, etc. worn as accessories
- Clothing and accessories, including jewelry, which advertise or promote the use of tobacco, alcohol, or drugs; or which are offensive, obscene, or immoral; or which are sexually suggestive, or promote statements which are derogatory to any racial, ethnic, or religious group; or which contain double meanings, advocate violent acts, or are gang-related; as determined by Administration.

DRESS AND GROOMING

JEWELRY

Permitted

- Rings
- Earrings
- Watches
- Necklaces
- Wrist Bracelets
- Ankle Bracelets

Not Permitted

- Barbells
- Beads
- Beaded necklace (not dictated by Religious beliefs)
- Dog collars
- Heavy chains displayed on outer garments with or without medallions
- Spiked jewelry
- Temporary dental caps worn for ornamental reasons
- The connection between 2 body parts by piercing, attachment or otherwise, by means of a chain, string, or other physical means
- Band-Aid/Bandages used to cover-up body piercing
- Other inappropriate jewelry or adornments as determined by the administration

Note: The administration and/or teaching staff may require that students remove any jewelry or adornments if the manner in which they are worn or displayed are not appropriate and pose a danger to the safety or welfare of the student, other students,

or staff and may pose a threat of interruption of the educational process.

DRESS AND GROOMING

HAIR

- Hair must be worn in a manner in which the student's vision is not obstructed.
- Hair must be worn in a manner which does not impede the vision of others or disrupts/distracts the educational process.

Opt-Out Statement

Religious/Medical/Special Needs

Exemption: If the parent/guardian of a student has a religious belief, medical, or special needs situation which precludes strict compliance with the Standardized Dress Code Policy, the student's parent(s) may fill out the appropriate waiver form and submit all other documentation reasonably requested by the administration to establish their exemption. Parents/Guardian requesting an exemption from the guidelines will be required to meet with the building principal and/or designee to discuss the guidelines and the nature of the circumstances necessitating a waiver.

DRESS AND GROOMING

Following the meeting, the building principal and/or designee shall render a written decision, approving or denying the requested waiver, in whole or in part. Any exemption from the guidelines granted by the building principal and/or designee shall be limited to the minimum variance

from the guidelines necessary in light of the specific, bona-fide religious, medical, or special needs situation, which precludes strict compliance. Documents generated regarding the request for exemption shall be filed in the school's office of the building administrator.

Economic Understanding

The requirements in this policy have been developed to impose the minimal amount of economic burden on families as possible while protecting the health, safety and welfare of the students and the order of the school.

Consequences for Non-Compliance

Consequences for non-compliance of this policy are outlined in the Student Handbook of the building where the student attends school. This policy is in effect based on the bell schedule for each building.

The Superintendent and/or designee shall promulgate rules and regulations to enforce this policy.

Failure to comply will result in the following penalties:

1st Offense – Warning

2nd Offense – 1 Day of After School Detention

3rd Offense – 2 Days of After School Detention

4th Offense – 1 Day of OSS

5th Offense – 3 Day of OSS

DRUG AWARENESS

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications

for the whole school community. As the educational institution, the school should strive to prevent drug abuse.

As per Board Policy #227, “drugs” shall mean:

- All dangerous controlled substances prohibited by law
- All “look alike” drugs
- All alcoholic beverages
- Tobacco and tobacco products,

Vapes, , except as used in accordance with board policy no. 222 on smoking

- Any drug paraphernalia
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board Policy #210

The Board prohibits the use, possession, or distribution of any drug:

- During school hours
- On school property
- At any school sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected.

Following an investigation and a conclusive report, a student may be required to submit to drug or alcohol testing if he/she has observable factors or behavior causing reasonable suspicion that the student is under the influence of a controlled substance.

See Board Policy No. 227 for further information.

In all cases involving students and drugs, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

Please see back of handbook for a chart of administrative regulations (No. 227-AR) regarding controlled substances.

DRUG-ALCOHOL TESTING POLICY

The Shamokin Area School District (herein "District") believes that participation in extracurricular activities is an integral part of a student's overall educational experience. Although important, these activities are nonetheless a privilege. Students voluntarily choosing to participate in these activities are expected to accept the responsibilities accompanying this privilege. Among these responsibilities is the obligation to be drug and alcohol free on a year round basis. Toward this end, District students participating in such activities are required to agree to and cooperate with drug testing in accordance with this policy. This policy encompasses all students in grades Seven (7) through Twelve (12) participating in an activity as listed in this policy.

As representatives of the District and leaders in their schools, students involved in extracurricular programs and students who drive to school are expected to exemplify high standards by the public and are held in high esteem by other students. Participants in extracurricular programs and those who drive to school are expected to accept the responsibilities accompanying these opportunities.

The District recognizes drugs and/or alcohol have a serious and harmful effect on all areas of performance for student/athletes. Additionally, continued or long-term use of these substances can compound these problems, affecting the user academically, physically, socially and emotionally.

It is not the intention of this policy to penalize a student who is taking a medication prescribed by a licensed physician for treatment of a medical condition. The intent is to provide a legitimate reason for students to refuse to consume or use drugs and/or alcohol and to provide assistance for those who have a problem with the substances whether prescribed or otherwise. The goals of this policy are to prevent disruption to the educational process, protect the health and safety of students, deter student drug/alcohol use and provide access to assistance programs, and to enhance

communication between students and parents/guardians.

As this is a non-curricular occurrence, no record of participation or of any test results, either positive or negative, will appear on the student's permanent transcript or any other permanent record held by the District.

The District prohibits the possession, use or the distribution of drugs, alcohol, controlled or mood altering substances, including anabolic steroids, look a-likes, designer drugs, drug paraphernalia, health endangering substances, medication not registered with the health office, or alcohol on school district property, school buses, or during activities under school district jurisdiction.

This policy encompasses all students in grades Seven (7) through Twelve (12) wishing to participate in any interscholastic athletic activity, extracurricular activity, or those students who meet the District's guidelines to drive on campus and/or obtain a parking permit and those being educated by the District under special circumstances. The program is also available to all District students with the permission of their parents and/or guardians. Students not seeking privileges for parking, participating on athletic teams or extracurricular activities will be deemed voluntary participants.

The District will require any student submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the District's drug testing program. Written consent shall be in the form attached to this policy. No student will be able to participate in any interscholastic sport, any extracurricular activity, or to obtain a parking permit without such consent.

See Board Policy Student Drug-Alcohol Testing Policy for further information

ELECTRONIC DEVICES

Student in possession of any audio, or digital device, including but not limited to CD/DVD/tape players, laser pointers, cellular phones, Ipods, digital cameras, pagers, or any personal communication devices, on school grounds, school functions, or school transportation, is prohibited between the hours of 7:45 AM and 2:32 PM and will result in disciplinary action. Disciplinary actions for electronic devices fall under the cell phone policy guidelines. Refer to the cell phone policy.

EMERGENCIES

If school must be closed or delayed because of bad weather or other

causes, information will be given on AlertNow, the local radio and TV stations beginning at 6 a.m.

Radio:
BILL 95.3
WQKX 94.1

TV channels:
WYOU
WBRE
WNEP

Web Site:
www.indians.k12.pa.us

***Do not call the school
or radio stations!***

EMERGENCY CARDS

Emergency cards are sent home with each student on the first day of school.

It is very important that the emergency card be completed in full and returned to school the next day. It is imperative to have two local emergency contacts on the emergency card. In case of a change in telephone numbers or other information, it is crucial to notify the school as soon as possible. Space is provided on the emergency card to indicate any health problems of which the school should be aware. Emergency card information is vital to the student's welfare. Students who do not return an emergency card promptly may be subject to disciplinary action.

EXTRA CURRICULAR EVENTS

For students to attend any extracurricular event, they must be passing 6.0 credits.

Students must be in attendance at school ALL DAY in order to participate in trips that same day (A medical excuse from medical authorities or approval of Administration are the only exceptions to this rule). A student who is illegally tardy to school does not meet eligibility requirements.

Once a student accumulates thirteen (13) absences or sixteen (16) days tardy, the student will forfeit his/her privilege to participate in all school field trips for the remainder of the school year. This total will include all excused (parent/guardian written) and unexcused full and half-day absences, vacations, and non-school sanctioned educational trips. The administration reserves the right to determine student participation in field trips due to excessive absences, tardiness, and disciplinary referrals.

FIELD TRIP POLICY

Students must meet all of the following eligibility requirements for field trips and out-of-class activities. The following guidelines should be in effect for any time a field trip is planned:

Behavior guidelines are necessary for student participation. Determination of eligibility to participate in the trip will be at the discretion of the Administration.

Academic guidelines are necessary for student participation. The criteria are as follows:

- Students must be passing all affected courses for the marking period or showing measurable improvement.
- Students who have not made up work from prior trips will be ineligible to participate in any trip or out-of-class activity until such work is completed.
- If the student is passing all subjects except the course sponsoring the trip, the teacher of that course will make a final determination.
- Students must be in attendance at school ALL DAY in order to participate in trips that same day (A medical excuse from medical authorities or approval of Administration are the only exceptions to this rule). A student who is illegally tardy to school does not meet eligibility requirements.
- Once a student accumulates thirteen (13) absences or sixteen (16) days tardy, the student will forfeit his/her privilege to participate in all school field trips for the remainder of the school year. This total will include all excused (parent/guardian written) and unexcused full and half-day absences, vacations, and non-school sanctioned educational trips. The administration reserves the right to determine student participation in field trips due to excessive absences, tardiness, and disciplinary referrals.
- Teachers or advisors conducting the trip or out-of-class activity must notify classroom teachers three school days prior to the trip as to which students are planning on attending any given trip.
- Classroom teachers will check lists of possible participants in activities and will note those who are failing or owe past work. Notification should be submitted to the teacher conducting the trip by noon of the day after the list is received.
- The teacher or advisor conducting the field trip has the responsibility or notifying ineligible students as soon as possible.

FIRE DRILLS

Fire drills will be held at various times throughout the school year. It is necessary for students to study the exit routes from each room in which they have classes, and to follow the pre-determined directions as quickly and as orderly as possible. When the fire alarm sounds, the teacher will immediately take command of orderly movement from the room and building. All windows shall be closed prior to leaving the room. The first person leaving the room should be responsible for holding the classroom door open and closing it immediately after being sure everyone has vacated the room. This same procedure should be followed at the building exit. Each class or group should go to a safe distance from the school building and refrain from occupying any road, which would serve as a passageway for emergency vehicles. When students have reached a safe distance from the building, teachers shall take attendance and send the attendance report to the designated location. An all-clear message from the public address system will be the signal to return to the building.

FLAG SALUTE AND THE PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on

the basis of personal belief or religious convictions.

2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
3. The Pennsylvania Legislature passed Act 157 of 2002. The law states the following:

All supervising officers and teachers in charge of public, private or parochial schools shall cause the Flag of the United States of America to be displayed in every classroom during the hours of each school day, and shall provide for the recitation of the pledge of allegiance or the national anthem at the beginning of each school day. Students may decline to recite the pledge of allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief.

FOOD AND / OR BEVERAGE

Students may not have drinks in their lockers in glass or open containers. Any drinks brought to school should be in cans that are not to be opened until the student's lunch period. Food items brought to school should not be eaten or removed from the locker until lunchtime. No food or beverage items may be taken to or consumed in any classroom or study hall. Students who violate the policy will be subject to disciplinary action. Only water bottles

are allowed to be carried during school hours.

FREE OR REDUCED PRICE SCHOOL BREAKFASTS AND LUNCHESES

Free or reduced price school breakfasts and lunches are provided for students who are in need because of low family incomes or other unusual circumstances. Those who are interested in this program should contact the school secretary for eligibility information and application forms. Those students who abuse the free or reduced price lunch program may incur disciplinary consequences.

FUND RAISING

In order to assure that every student has equal opportunity to participate in clubs, organizations and class trips, and to protect the parents and friends of the school from over solicitation; the following rules shall govern fund raising activities:

- Monies may be earned to pay all costs of the trip (including lodging, meals, transportation, admissions, entrance fees, etc.). The advisors and administration shall determine the amount for meals.
- Classes may establish individual accounts during their senior year.
- When a student's membership in a club organization, or class, etc. is terminated, or if the student chooses not to participate in the

trip, all monies earned shall become the property of that club, class.

- If a student earns more than the cost of the trip, all excess monies shall become part of the general treasury of the class, club or organization sponsoring the trip.
- Only those students, who are members of it in the class, club, organization, etc., may participate in the trip at the school's group rates.
- School personnel serving as chaperones shall have their trip expenses paid.
- Student fund raising activities by school organizations shall be pre-approved by the principal.
- The raising of funds in school, on school property, or at any school-sponsored event, by a student for personal benefits is prohibited.

GRADING SYSTEM AND REPORT CARDS

The report card is designed to give the parent a grading record of each marking period. Report cards are issued on a nine-week basis. Grades will appear in percentages on the report card as follows:

- A = 93 - 100**
- B = 85 - 92**
- C = 77 - 84**
- D = 70 - 76**
- F = Below 69 (Failure)**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the award of a diploma at fitting graduation ceremonies.

GRADUATION REQUIREMENTS

Minimum graduation requirements mandated by the state as outlined in Chapter 4 regulations and as included in the Shamokin Area School District Strategic Plan are: course completion and grades as outlined below, completion of a job shadow experience, and demonstration of proficiency in mathematics, science and literature on either the state assessment (Keystones) administered in Grade 11 or 12 , or a local assessment aligned with the academic standards under Section 4.52 at the proficient level or better in order to graduate.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by the Board and/or the student's Individualized Education Program {IEP}. The diploma shall be awarded only to those people completing the required work in the Shamokin Area School District, or by prior approval to

complete the work by correspondence or summer school so long as such work is consistent with the requirements of the Shamokin Area School District and is pre-approved by the high school principal.

Anyone who qualifies for a diploma through any other means may acquire

the Commonwealth Secondary School Diploma (G.E.D.) from the State.

There shall be only (1) diploma awarded by this District and no distinctions shall be made between various programs of instruction. The requirements for graduation shall be the completion of work and studies representing the instructional program assigned to grades nine (9) through twelve (12).

The Board shall identify the planned courses for which credit toward graduation shall be awarded. These written plans shall be on file in the District and shall be available upon request for review by the designated representative of the Department of Education.

To be eligible to graduate, students shall successfully complete a program consisting of at least the minimum number of total credits required for graduation in planned courses that shall include:

- Four (4) credits in mathematics; Accounting and Business Math may not count as a math credit
- Three (3) credits in science
- Three (3) credits in social studies
- Four (4) planned credits in English (full-time students are to be scheduled for English each year in attendance)
- A planned course in health education
- A planned course in physical education for each year student is enrolled in school
- Two (2) credits in arts and humanities
- Planned courses in approved electives as needed to meet the total number of credits required for graduation

Grade status shall be determined by the number of credits completed:

Grade 10	5 credits
Grade 11	11 credits
Grade 12.....	16 credits
Required for Graduation	24

Therefore, a ninth-grade student needs to have completed a minimum of 5 credits in order to be considered a tenth grade student.

Participation in graduation ceremonies shall be limited to those students who have met all requirements for graduation. No student who has completed the requirements shall be

denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony. Such exclusion shall be regarded as a school suspension. A student with 13 days absent or 16 tardys, an outstanding obligation such as lost or damaged textbooks or library books, special supplies, fines, 11th grade physical, etc., shall not receive a diploma until the obligation is paid or other arrangements are made.

ACT 158

Act 158 of 2018 (Act 158) provides alternatives to Pennsylvania’s statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) in order for a student to achieve statewide graduation requirements. This toolkit is designed to provide guidance as a result of the enactments of Act 158 and Act 6 of 2017 (Act 6), which established alternative pathways to meeting statewide graduation requirements for students who are Career and Technical Education (CTE) concentrators.

Effective with the graduating class of 2023¹, students have the option to demonstrate postsecondary preparedness through one of four

additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams in order to meet statewide graduation requirements, **students must take the Keystone Exams for purposes of federal accountability.**

UNAUTHORIZED GROUP POLICY

Definition is two or more persons whose presence and/or appearance and/or words and/or actions in the opinion of school authorities disrupt or distract from the academic process and/or harass, intimidate, or threaten others involved in the academic process and/or create an atmosphere of same within a school zone. Once identified by school authorities, unauthorized groups must disband and cease all unauthorized activities. Failure to follow the policy will result in a day of OSS. Continual defiance on policy will occur in steeper punishment.

GUIDANCE

Mr. Matthew Weller
Mrs. Des McCabe

The basic goal of the guidance department is to assist the individual student to achieve up to the level of one's capacity and to become as well balanced and increasingly mature person in all the varied and inter-related aspects of student life.

Guidance services are available to all students, parents, alumni, and teachers. The guidance department offers the following services:

- Student records are maintained on each student to bring together all the biographical, health, scholastic, attendance, personality, student activity vocational and test information.
- Individual counseling service is available to all students.
- Testing is another tool of guidance. Measurement of intelligence, aptitudes, interests, achievement, and personality traits provides a more complete picture of the student.
- Educational, vocational, and occupational information is provided to help the student explore the world of work.
- Counselors are available for consultation with parents as well as students.
- Referrals are made when advisable to a school nurse, a speech therapist, a physician, a social

worker, a clergyman, a psychologist, or a psychiatrist.

Students are always welcome at the guidance office. Parents are encouraged to visit the office to discuss problems of mutual interest. Evening appointments are possible when daytime arrangements are inconvenient.

Students are encouraged to make appointments with the counselors and obtain a guidance pass, which shall be presented to the classroom teacher before the student will be permitted to go to the guidance office. Where possible, appointments will be scheduled during a study hall. If this is not possible, the student will be responsible for all work missed during a class period.

GYMNASIUM AND AUDITORIUM

The gymnasium and auditorium are equipped to serve the student body and community. It is the student's duty to preserve their usefulness. Students are to be in the gymnasium and auditorium only upon assignment. No one shall operate the light controls or public address system unless designated to do so.

In erecting properties on the stage, no nails or screws shall be used to secure

anything to the floor or walls. Also, no water or displays using water may be used without administrative approval.

No drinks are permitted in either the gymnasium or auditorium without permission of the Administration.

All properties incidental to assembly programs, plays, etc., are to be removed promptly. The manipulation of curtains, bleachers, and other such materials is to be done only at the direction of a teacher or custodian.

HALL PASSES

Students should never be in the halls unless they are carrying a hall pass. Every student is given a student Agenda. In addition to using it as a planner, it is also designed to be a hall

pass. Students may not leave class without their signed agenda hall pass, which must include a teacher's signature, time allotted, and date listed.

Students are not permitted to go to the lavatory between classes without a pass. Students should report to their classes and then ask to have their pass signed for the lavatory.

Students leaving a class/study to work in another classroom must present a

pass signed by the requesting teacher who will be responsible for the students. This pass must be presented to the teacher in charge prior to the students' going to the other class. These students must return to the original teacher prior to the end of the period.

HALL PASS RESTRICTIONS

Students who abuse hall pass privileges shall be subject to disciplinary action. Administration has sole authority to issue hall pass restriction. Students on hall pass restriction must be escorted in the hallways at all times, with the exception of passing classes.

HAZING

Students are prohibited from engaging, or participating, in any act of hazing directed at any other student. Hazing is defined as "to irritate, to annoy, to oppress, punish or harass by forcing to do hard and unnecessary work; to initiate or discipline by means of horse play, practical jokes and tricks, often in the nature of humiliation or painful ordeals."

This policy is in effect in all district buildings, on any school property, in district/contracted vehicles, and in relation to any school sponsored student activity.

Student engaging in hazing will face disciplinary action, which could result in suspension from the activity, suspension from school, or expulsion from school in severe instances.

HOMELESSNESS

Refer to district website policy # 251

Lisa Firing

Homeless Liaison

570-648-5721 ext. 2731

lfiring@indians.k12.pa.us

HOMEWORK

Homework is an important aspect of the learning process. It is essential that students and parents develop and maintain a proper attitude toward this phase of education. Students' progress in school may well depend on the development of proper study habits. It is always important that they understand what, how and why assignments are to be done.

The time spent on homework will vary, depending on individual course assignments and student ability, initiative, concentration span and motivation. Long range assignments should be planned with the due date in mind. It is the students' responsibility to have assignments done on time. A special area in the student handbook is

available to record assignments for student use and parent/guardian inspection.

If a student expects to be absent for a day or two, assignments should be secured from the teachers in advance. When students are ill for a day or two, they should telephone a classmate for their assignments. If students are absent or expect to be absent for more than three days, the guidance office should be notified immediately, and the assignments picked up by a friend or member of the family.

HONOR ROLLS

Students whose academic success merits recognition shall be listed on a distinguished honor roll. Students who obtain a non-weighted grade point average of 95.0 or higher will be listed on the distinguished honor roll and an average of 90.0 to 94.99 will qualify a student for honor roll designation. Averages for honor roll status shall be determined by adding up the marking period grade and dividing by the number of classes taken.

No student who fails a course or receives an incomplete grade shall be included on the honor roll. No student enrolled in an Alternative Education program will qualify for honor roll status. When incomplete grades are

resolved, students qualifying for the honor roll will be notified.

There shall be two honor rolls established at the high school; one for students attending the school and one for students attending the NCCTC. Both honor rolls shall be established as separate entities.

ILLNESS

Students should NOT be sent to school with these health problems:

- Fever of 100.0 F or greater. Should not return until normal temperature for 24 hours.
- Vomiting or diarrhea in past 12 hours
- Pink Eye: red itchy eyelids and green or yellow discharge by NO allergy symptoms
- Head Lice: active infestations of lice or nits
- Any undiagnosed rash, i.e. chickenpox
- Severe sore throat, excessive cough or cough that produces phlegm, severe headache, earache, or stomachache or ANY other illness when the child is not able to eat/drink/sleep or otherwise function normally without pain/discomfort
- Injuries or surgical procedures that require narcotic medication to relieve pain

Call a physician or the school nurse if there is a question whether a student needs medical attention or may attend school with an illness or injury.

Students who become ill during school hours should report to the nurse's office. The nurse, upon examination will determine if a student should be sent home. Transportation home or transportation for medical treatment should be provided by parents. Students who are sent home who are required to have a physician's excuse are responsible to bring a medical excuse for all absences.

INSURANCE

The school does not carry insurance to cover student accidents. The school only carries liability insurance. Group accident insurance is available to each student throughout the school at minimal cost. This insurance provides protection for the student while in school, or on any school sponsored trip or event.

The school insurance company may not pay the full amount of all accident claims. Limitations are listed on the policy. The school insurance will, however, cover many doctor visits not covered by other insurance. Ambulance calls are usually covered by this insurance.

Students wishing to participate in our school's athletic programs, and the NCCTC classes are encouraged to purchase this insurance.

LAVATORIES

Lavatories are for the use and convenience of pupils. Due to problems that may develop in the lavatories, however, regulations must be given for their use. Loafing in the lavatories will not be permitted.

Students may be excused from class to use the lavatory located in the section of the building where their class is in session. All students will have permission and a hall pass in their possession when using the lavatory. Only one student is permitted to use a hall permit at a time (except in emergency cases).

LIBRARY POLICY

www.indians.k12.pa.us/library

The school library is opened daily from 7:30 a.m. to 3:00 p.m. unless in use by administration for faculty meetings or in-service programs. All students who want to use the library must have a passport pass signed by a teacher. NO verbal permission will be accepted.

Every student is issued one library card free of charge which may be used until the student graduates. Replacement cards are \$2.00. Students MUST have their library card with them in order to check out materials. Students MAY NOT check out books for other students or lend their card to another student. Such actions may result in loss of privileges.

When a book is checked out, the student will receive a receipt indicating the book's due date, any other materials the student currently has checked out, and any outstanding overdue charges.

Overdue fines are calculated at \$.10/day up to the cost of the book. Books may be renewed, thereby avoiding late charges. Fines are calculated only for the days when school is in session. Holidays, weekends, and snow days are not considered when calculating overdue charges. If a student is absent from school when his/her book is due, the student must inform the librarian so that the fine can be re-calculated.

Students are responsible for all materials borrowed from the library. Any material not returned will be charged to the student. Charges must be settled prior to graduation.

We strive to maintain an academic atmosphere for work, study or reading.

Using the school library is a privilege and will be denied for cause.

LOCKERS

Lockers are provided to students by the school district for the use of students and all students are expected to use the locker assigned to them. Lockers remain the property of the school district and, therefore, are controlled by the District. However, it is each student's responsibility to keep the locker clean and in proper order. Students are encouraged to keep their lockers locked.

Lockers assigned to students may be searched by school employees at the direction of the building administrator. The building administrator or his/her designee may search a student's locker without prior warning in seeking any suspicious or dangerous materials because, standing in the place of the parents, the building administrator is charged with the safety of all students under his/her care and supervision.

Students are not permitted to use lockers to store tobacco or tobacco products, alcohol, drugs, weapons, water guns or containers, or any other items, which are hazardous to the safety of the student or other students.

Students shall not keep personal items of value in school lockers. These items should be taken to the building administrator for safekeeping. The

school district accepts no responsibility for personal items stored in a student's locker.

Should a student provide a personal lock for a locker and fail to provide the building administrator with a duplicate key or copy of the combination and an emergency arises which makes it necessary to search that locker, the building administrator is authorized to forcibly remove the lock and the school district will not be responsible for replacing the lock.

LOST AND FOUND

Articles that are found should be turned in at the main office. Students who lose articles should report to the office immediately. After a reasonable time, the articles will be discarded if not claimed.

MAKE-UP POLICY AND INCOMPLETES

In all cases where it is feasible:

- A student should be permitted to make up work that was missed due to absence, if the student conscientiously desires to do so.
- The student is entirely responsible to initiate procedures for making up any work missed (i.e., the student is responsible to contact the teacher relative to class work missed while absent).
- The student shall contact the teacher immediately after the

student returns to school (the first day of school after absence occurs).

- The work designated by the teacher will be completed at the time suggested by the teacher.
- If the teacher desires, the work may be made up prior to the absence.
- If a test is involved, a different test or means of evaluations may be used. However, this is at the discretion of the teacher.
- The manner for giving credit for make-up work is left to the discretion of the teacher; however, the student will not be unduly penalized for genuine efforts to fulfill the obligations.
- If a student is absent from school frequently and unnecessarily, the daily class grade average will reflect the fact that something of importance is being missed in class, and the teacher will incorporate this into the grading process.
- If a student fails to comply with this procedure, the teacher may give the student a zero for any work not completed satisfactorily.
- Any subject marked incomplete should be made up within a week. In case of neglect, the incomplete will become a failure.
- At times when a student is in school but participating in field trips or out-of-class activities, it is the responsibility of the student to

adhere to the make-up policy of the teacher. This requirement may be that the student must complete and submit work prior to attending the activity.

MEDICATION

The Shamokin Area School District has a policy concerning the dispensing of medications to students in school. For purpose of this policy, "medication" includes all medicines prescribed by a physician and any over-the-counter patent medicines. Medication should only be administered if necessary, during school hours.

Before ANY medication may be administered to any student during school hours, the following guidelines shall be used:

- The written request of the parent giving permission thereby relieving the Board and its employees of liability for administration of medication or provision of the treatment.
- The written order of the prescribing physician which shall include the name of the student, he name and purpose of the medication/treatment the dosage to be administered, the time at which or special circumstances under which the medication/treatment is

to be administered, and the dates when the medication is to be administered.

- For over-the-counter patent medicines to be administered during school hours, the parent shall provide the name of the student, the name and purpose of the medication, the dosage to be administered, the time at which or special circumstances under which the medication is to be administered and the dates when the medication is to be administered.
- The document shall be kept on file in the office of the school nurse.
- All medications shall be sent to school in the original labeled container. Medications in plastic bags or other non-original containers will not be accepted.
- Inhalers for asthma: Students in Grades 7-12 may carry inhalers when needed, provided they can administer the inhaler independently. A physician's order must state that the student can carry the inhaler.
- Medication may be retrieved from school at any time; however, the medication will be destroyed if it is not picked up within one week following termination of the medication order or one week beyond the close of school.
- This means that any medication prescribed by a physician must be adhered to in accordance with the prescription as to dosage, time, etc.

Medication to be given, other than that prescribed by a physician, may be given to your child by school personnel provided you have signed a form stating the name of medicine, the reason for taking the medicine, and the time to be administered. Medications shall be securely stored and kept in the original labeled container. Contact the school nurse for medication authorization form.

Military Opt-Out

Please be aware that the school routinely discloses names, addresses, and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose information without written consent.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is a privileged membership that is more than just honor roll status. The NJHS Laudari Chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character. These five criteria for selection form the foundation upon which the organization and its activities are built. The following is the criteria used for the selection process into the NJHS:

Scholarship

1. 93% GPA

Leadership & Service

1. Student Application (min 3 activities)
 2. Teacher Survey
- * Given to **all** teachers with checklist

Citizenship

1. Student Application (min 3 activities)

Character

1. Teacher Survey
 2. Discipline Record
- * No suspensions
* Up to 1 ISS – case by case

basis

Students who are not eligible in 8th grade will be considered again in 9th grade.

Students who **are** eligible in 8th grade and do not turn in their application will NOT be considered again in 8th grade.

Once inducted, the members must maintain honor roll status, complete school and/or community service projects and maintain acceptable conduct. If the member falls below the society standards, he/she will have one marking period to correct the deficiency to maintain membership.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) Laudari chapter of Shamokin Area High School is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students in 10th, 11th, or 12th grades who meet the required standards in four areas of evaluation:

Scholarship

1) 95% cumulative average based on distinguished honor roll status (95.00 or higher; no rounding up from anything less)

Leadership

1) Student Application
 *Minimum 3 diverse activities
 2) Teacher Survey that is given to all teachers

Service

1) Student Application

Character

1) Teacher Survey
 2) School Disciplinary Records

Standards for selection are established by the National office of NHS and have been revised to meet our local chapter needs. Students are selected for membership by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall. Grade-qualified students are invited to complete the above-mentioned application. The Faculty Council reviews all candidate applications to determine if the membership criteria have been met by each applicant. A majority vote is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all of the newly

selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings, participation in service projects (minimum 8 hours of school service, minimum 8 hours of community service each year), and a 95% average each marking period. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor through email or by calling (570)-648-5731.

NURSE

If a student is ill, the student receives permission and a pass from the classroom teacher and reports to the school nurse. Students should not drop in between periods. They should report to class and get a pass. The school nurse completes accident reports for injuries occurring in school that require examination by a Medical Doctor. The nurses don't complete or submit insurance forms. Students who do not complete and return emergency cards will be subject to disciplinary actions.

The school nurse will schedule (a) physical examinations for 11th grade; (b) hearing tests for 7th & 11th grade; (c) vision tests, height and weight of all students annually, and (d) dentals and scoliosis screening for 7th grade.

PARTIES

Any parties held in the school such as farewell parties for teachers or birthday parties for teachers or students must be held in the cafeteria over the lunch hour and requires administrative approval.

PHYSICAL EDUCATION

Physical Education class is a required course and will include the development of student's physical skills through participation in various physical activities. Team and lifetime activities, including swimming, are designed to enhance and improve physical fitness, and to promote positive attitudes towards physical fitness and physical activities so that students will maintain a healthy and active lifestyle. All students are expected to change into the required dress code for each class and participate to their fullest ability. If a student has a doctor's note not to participate in physical activity, then an adapted activity or written work will be assigned for credit.

Too Good for Drugs drug education curriculum will be taught in grades 7, 8, 9, and 11 as part of the health and physical education courses. The scripted lessons in the *Too Good* curriculum focus on strengthening individual student's knowledge, attitudes, beliefs, and skills, for

effective drug prevention. The goal of the ten-lesson course is to lessen risk factors and build protective factors related to drug use in order to promote healthy lifestyles and prevent alcohol, tobacco, and other drug use. The curriculum focuses on developing personal and interpersonal skills to resist internal and external pressures to use drugs, including goal setting, decision-making, healthy relationships, identifying and managing emotions, and communicating effectively. Students who develop these skills will be less likely to use alcohol, tobacco, and other drugs.

PHYSICAL EXAM (JR YEAR)

A physical examination is required by law (Shamokin Area School District Policy # 209) for all students in grade 11. This examination may be completed by either the students' family physician or the school physician during their junior year. Students failing to complete the physical examination will not be allowed to graduate, until the required examination has been completed (S.A.S.D. Policy #209.9).

POSSESSION OF WEAPONS

It is most important that students be provided with a safe school environment in which to learn. Possession of weapons by students in the school environment is a threat to the safety of students and staff and is

prohibited by federal and state laws, and by school policy.

The term “weapons” includes but is not limited to any knife, cutting instrument, nun-chucks, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement used willfully to inflict serious bodily injury.

A student is in possession of a weapon when the weapon is found: (1) on the person of the student; (2) in the student’s locker; (3) under the student’s control while on school property, on property being used by the school, at any school function or activity, including any school event held away from the school; or (4) while the student is on school transportation.

The discovery of any weapon prohibited by the weapons possession policy shall be reported to the student’s parents and local law enforcement officials.

The school district shall expel for a period of not less than one (1) year any student who violates the policy on weapons possession. Such expulsion shall be given in conformance with formal due process proceedings required by law. The District Superintendent may, however, recommend discipline short of

expulsion on a case-by-case basis. All incidents relating to expulsions for possession of a weapon shall be reported to the PA Department of Education.

Acts of violence by students in any school building, on school property, or at any school sponsored activity shall also be reported to the Office of Safe Schools. A reportable act of violence is any deliberate act, serving no legitimate purpose, which causes injury or which could reasonably be expected to cause injury to another person.

PROGRESS REPORTS

Once per marking period, progress reports will be accessible through Synergy, the school districts student’s information system. Requests for physical copies made be made in the middle high school office or by calling 648-5731.

PROM

The prom is restricted to the eleventh and twelfth grade students and their guests; however, guests must be in tenth, eleventh or twelfth grades. No ninth grade students permitted. Other guests may attend only with administrative approval. No one over the age of 21 may attend. Newly elected officers from the sophomore class may also be in attendance. No one will be excused for hair

appointments, to pick up flowers, suits, etc., prior to 11:00 AM. Anyone leaving school before 11:00 AM will not be allowed to attend the prom. Students who accumulate thirteen (13) absences or sixteen days tardy will forfeit his/her privilege to participate in the PROM.

PROMOTION AND RETENTION

The Board recognizes that the personal, social physical and educational growth of students will vary and that they should be placed in the educational growth of students will vary and that they should be placed in the education setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student progress through school in a continuous pattern of achievement and growth. Such pattern coincides with the system of grade levels established by this Board and the instructional objectives established for each grade.

Students will be promoted to the succeeding grade level when one of the following is met:

- The instructional objectives set for the present grade level have been achieved
- The social, emotional and physical maturation necessary for a successful learning experience at the next learning level has been demonstrated

- A child study team, after careful and deliberate consideration of all factors relevant to a student's performance, determines that a student's education would best be served by promoting the student to the next grade
- The provisions of the Individualized Education Program {IEP} have been met.

It is the Board's intent that the cooperation of parents be sought to assist the schools to eliminate any academic deficiencies as soon as possible. Thus notice shall be given in sufficient time to permit parents to assist their child.

No student will be retained in any grade unless there is documented evidence of an attempt to inform parents that the student is not progressing at a rate, which is expected of students in that grade. Information shall be provided parents by interim progress reports, requests for parent conferences, letters of notice, or report cards.

In grades nine through twelve, the attainment of graduation credits as detailed in Chapter Four of the Regulations of the State Board of Education, and this policy shall determine if a student is promoted to the next grade, as follows:

In order to graduate, students must earn at least five (5) credits to be promoted to grade ten; at least eleven

(11) credits to be promoted to grade eleven; and at least sixteen (16) credits to be promoted to grade twelve. A minimum of twenty-five (24) credits will be required for graduation.

Regardless of credits accumulated, a minimum of five and one-half (5.5) credits must be earned during the senior year, unless waived by the student's individual education plan and/or prior approval of the Board of School Directors.

Any student who has been attending school for a period of eleven (11) years and has not attained senior status may be considered for attendance at NCCTC.

PURPLE PERK

High School students may come to the Purple Perk from 7:25 to 7:45 without a pass. After 7:45, students must enter with a Purple Perk pass from homeroom. If students come to the Purple Perk after 7:45, students must remain in the library until the end of homeroom.

Middle school students are able to come to the Purple Perk on a rotating basis during SSR. A schedule is given to homeroom teachers monthly.

Coming to the Purple Perk is a privilege, and all school rules must be followed.

SAFE 2 SAY

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

SALE AND DISTRIBUTION OF MATERIALS BY STUDENTS

Students have the right to express opinions, take stands, and support causes both publicly and privately. There should be no interference in school with these liberties or students' expression of controversial points of view. However, the administration must have the authority to prevent, control, or stop whatever is disruptive to the educational process.

- School officials shall prohibit material which is obscene, libelous, or which inflames or incites students so as to create a clear and present danger.
- Printed materials to be distributed on school property must be submitted to the High School Principal, at least two days prior to

the distribution, for it to be evaluated properly.

- Materials to be distributed on school grounds are to be circulated before or after school hours on the grounds or in the cafeteria during normal lunch hours.

SCHEDULE CHANGES

Students shall be aware that schedule changes must be completed prior to the 10th day of school. NO schedule changes will be honored after the 10th day of school (Except by administrative approval). Class changes after 10 days will be marked as a withdrawal/fail

SCHOOL STORE

The school store hours of operation are: 7:25-8:02 and 2:32-2:50 each weekday. Students in the high school are permitted to purchase items until the homeroom bell rings. Middle school students are permitted to come to the store during homeroom with teacher permission. The store offers a variety of, spirit wear, essential school supplies, drinks and snacks for purchase.

SEARCH AND SEIZURE (Automobiles, etc)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles. Provided that the school authority has reasonable suspicion to believe that the student is in possession of any illegal, unauthorized, or contraband materials. School personnel may seize any illegal, unauthorized, or contraband materials that are discovered in the search.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

SEARCHES AND SEIZURES (Lockers)

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the recent passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrongdoing on the part of the student.

Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to insure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized.

Students may also be asked to empty their pockets, book bags, (plastic or mesh see through), purses, and other personal articles to search for illegal, controlled, or criminal material. Parents will be contacted and made aware of the reasons for the search.

SPECIAL PROGRAMS

Gifted Program – All academically talented students must be identified by the state-established criteria.

Participation is voluntary. Each student is served on an individual basis and must have an IEP.

Learning Support - These special classes are for students needing assistance beyond the regular classroom. Students must be identified by the school psychologist, and each student must have an IEP developed for his/her special needs.

ESL – Students learning English as a second language should contact Mr. Daniel Lichtenwalner at 570-648-5721.

S.T.O.P. TEAM

The Student Assistance Program is a state established program which is used to identify high risk teenagers who are having school-related problems because of alcohol or drug use or who are at risk of suicide or are dealing with other mental health issues. It is an intervention and

referral program; it is not a treatment program.

The specially trained school personnel who comprise the STOP TEAM (Student Trying to Overcome Problems) work with students, parents, and county agencies when needed to refer high-risk teenagers to people qualified to give them the assistance they need.

At-risk students may seek help or be referred by parents, school personnel, or other students. Referrals may be made to Wendy Fegley (School Nurse) or any other STOP team member by calling the middle/senior high school office (648-5731).

STOP Team Members:

Todd Hockenbroch.....(Principal)
Shaun McGugan..... (A14)
Wendy Fegley(School Nurses)

STUDENT COUNCIL

The Student Council represents an organization that promotes the best interests of the school, provides representation for the student body, and endeavors to organize high standards of citizenship among the student body.

A Student's Creed

We, the Student Council of Shamokin Area School District present this creed as a voluntary pledge for the student body of our schools.

We suggest –

- That the entire body of our high school do their utmost to develop physically, mentally, socially, morally, and spiritually.
- That they display a spirit of fair play in any and every school function.
- That they show the highest respect for the rights and wishes of others, whether they be teachers or fellow students.
- That they portray the highest possible manner of sportsmanship, whether it be on the athletic field or within the school.
- We believe that because education is a privilege, our students should take advantage of that fact by securing all knowledge that is set before them, and therefore, prepare themselves for future life.

Therefore, we, the Student Council of Shamokin Area School District being an active and sound organization introduce this code as a set of reasonable laws for the students of our schools to live by.

STUDENTS IN THE BUILDING

No students are allowed in the building before or after regular hours without

the presence of one teacher-sponsor for each area occupied. In such an event, the sponsors are the last to leave the building and are responsible for door, lights, etc.

STUDENT DRIVING

Students must register all their vehicles in the high school office in order to park on campus. Students will be assigned a parking space. Students who have not registered their vehicles are prohibited from parking on school property and will be subject to a parking citation. The transfer of a parking permit or parking space to another student without permission from the high school office is also prohibited. The Assistant High School Principal will determine the validity of all parking permit requests. The permit price will be determined by the high school office.

The speed limit on school property is 15 miles per hour. Students are to obey all signs and posted rules. Students are to park only in the assigned student parking areas.

During the school day, students may enter their cars only with the permission of the High School Principal. Upon arriving at school, students are required to park their cars as assigned.

At no time are they to cruise the campus or leave school property. Students are not allowed in their cars after the 7:45 AM bell.

No vehicle is to be operated on the school campus in a way that is reckless or that might cause an accident or injury to anyone. Reckless driving will result in the loss of driving privileges.

Your permit must be displayed by placing it above the inspection sticker when parked on school property.

A first minor offense of a driving violation will result in a warning or a detention.

A second offense of a driving violation will result in OSS and/or a suspension of your driving privileges for a period of time to be determined by the assistant principal.

A third offense of a driving violation will result in a suspension and the loss of your driving privileges for the remainder of the school year.

STUDENT PRIVACY

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations

2. Mental and psychological problems potentially embarrassing to the student or his family.
3. Sexual behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior written consent of the student (if the student is an adult or emancipated minor), or in the case of a non-emancipated minor, without the prior written consent of the parent.

Such survey, analysis, or evaluation may, however, be conducted on a wholly voluntary basis, provided that the student and parents have been notified of their rights.

STUDENT RESPONSIBILITIES

Each student is responsible for his/her learning. To be successful each student must accept his/her responsibility to:

1. Attend school regularly

2. Arrive at school on time
3. Be prepared to learn
4. Behave according to school standards of behavior
5. Be familiar with school rules and follow them
6. Dress appropriately

STUDY HALL POLICY

All Students are expected to comply with all of the following rules when attending study hall.

Study Hall will be silent. Please conduct yourselves in the manner in which you would a final exam. All Students are expected to come to study hall prepared. This means that it is up to the Student to bring enough work to keep them busy for the duration of their time in study hall. All Students are expected to show respect to the other Students and Teachers around them. This means **NO TALKING, NO MUSIC, NO FOOD, NO CELL PHONES and NO WANDERING AROUND THE HALLWAYS.** You are in study hall for the sole purpose of completing your schoolwork and studying. If you need to talk with another Student about scholastic issues please approach the teacher on duty and let them know what you require and accommodations will be made if possible. **No hats of any kind will be worn in study hall.**

BATHROOM POLICY: If you need to use the Bathroom facilities it is expected that you first notify the teacher on duty. You are then allotted

a reasonable amount of time to use the facilities. If you are not back within a reasonable amount of time you will be signed out.

SUMMER SCHOOL (INDIAN CAMP)

The purpose of summer school shall be for academic enrichment and/or to eliminate academic deficiencies, under the following conditions:

Only those courses failed during the regular school year may be taken to eliminate deficiencies.

Admission to a summer school course will be denied to students who do not have at least a final average of 50% in the course failed during the regular school year

Admission to summer school will be denied to students who have more than 13 absences from school. Exceptions must be approved by the principal or his designee.

SUSPENSION AND EXPULSION

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district, and one that cannot be imposed without due process.

After a proper hearing, the Board may suspend a student for such time as it deems necessary or may permanently expel him/her.

The principal or assistant principal in charge of a public school may suspend any student for disobedience or misconduct for a period of one to ten consecutive school days and shall report the suspension to the superintendent as soon as possible thereafter. No student shall be suspended without notice of the reason and an opportunity to be heard before the school official who holds authority to reinstate the student. When the suspension exceeds three school days, the student and parent or guardian will be given an opportunity for an informal hearing will take place as soon as possible after the suspension, except that when extraordinary circumstances involving the health or safety of the student or others in the school require immediate exclusion of the student the hearing may be delayed. A student may be suspended up to ten school days following a hearing by the principal or superintendent.

No student may receive an in-school suspension without notice of the reason and an opportunity to be heard before the suspension becomes effective. The parent or guardian shall be informed of the action taken by the school. Should the suspension exceed

ten consecutive school days, the student and the parent or guardian shall be offered an informal hearing with a designated school official. Such hearing shall take place prior to the eleventh day of the suspension.

The Board may either expel for a period exceeding ten school days or may permanently expel from the rolls of this district any student whose misconduct and disobedience is such to warrant this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.

The student under seventeen years of age who is expelled has forfeited the right to an education in the schools of this district but has not been excused from compliance with the compulsory attendance statutes.

TELEPHONES

The phones in the main office are the only phones available for the general use of students. These phones may be used prior to first period and after dismissal with office permission. During school hours, permission must be granted from the office personnel to use the telephone. Calls at other times require the permission of a building administrator. All local calls are to be businesslike and short. Students will not be called to receive calls, and only

emergency messages will be relayed from the office telephones to a student.

TERRORISTIC THREATS

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board Member, community member, or school building.

Terroristic threat is defined as a “threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.” Students who commit terroristic acts will face suspension and/or expulsion, as well as being referred to law enforcement officials for further legal disposition.

TEXTBOOKS AND SUPPLIES

Books and some supplies are provided by the school district. Students are responsible for these items and will be required pay if they are lost or damaged.

TITLE 9

For information on the school districts nondiscrimination policy and grievance procedures see Refer to district website policy # 248

TOBACCO PRODUCTS

The possession of or use of tobacco products by students is prohibited in the school buildings at all school sponsored activities, on school property during regular school hours, and on school buses or any other school vehicles. Students found in possession of any tobacco products or smoking paraphernalia including vapes shall have those items confiscated by any members of the school staff. Such items shall be turned over to the building administrator who will dispose of the same.

Students found possessing or using tobacco products or loitering in an area where tobacco products have been used shall be referred to the building administrator for discipline. Direct observation of the tobacco products is not required for a staff member to make such a referral.

Any student who commits an offense under these guidelines shall be subject to prosecution initiated by the school district and shall, upon conviction by the District Magistrate, be sentenced to

pay a fine and other costs imposed by the District Magistrate.

A student who commits an offense under these guidelines is subject to a summary offense. A summary offense shall not be a criminal offense of record, shall not be reportable as a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending student if any such record exists. In addition to the monetary fine, the following consequences shall also be imposed:

- First offense – Three (3) days out-of-school suspension and charges filed with magistrate
- Second offense – Five (5) days out-of-school suspension and charges filed with magistrate
- Third offense – Ten (10) days out-of-school suspension, charges filed with magistrate, and referral to the Superintendent for an administrative hearing
- Subsequent offenses – An immediate referral to the Board of School Directors to determine if the student shall remain in school. Out-of-school suspension shall also be levied by the building administrator, with the number of days of such suspension at the discretion of the administrator, up to a maximum of ten (10) school days.

TRANSPORTATION

Students who live within 1.5 and 2 miles from the school are ineligible for transportation.

Each school district bus shall be equipped with a recording device for both audio and video. Appropriate signage on each bus will inform students and drivers that they are being recorded for both audio and video.

Students who ride to and from school on school-provided transportation are expected to conduct themselves in an appropriate manner. They must respect the drivers and not abuse the buses or furnishings. This accommodation is provided by the school district and is to be considered a privilege and a courtesy. Students may be assigned seats on the bus and in cases of misbehavior, students may be assigned detention, suspended from school or be deprived of transportation for a duration of time to be determined by the offense or number of offenses. Students who are not regularly assigned to ride a bus may not ride any bus in order to visit friends, go to a relative, get to work, etc. without written permission of the High School Principal. Permission will be granted for emergencies only and must be accompanied by a written request from a parent. Students are not to leave the bus drop-off area once they arrive at

school. At no time are bus students to go to the parking lot.

Parents/Students should be aware that all school buses have audio and video surveillance.

General rules and regulations for governing and assessing student behavior on the bus are as follows:

- Students shall board the bus in a calm and quiet manner and proceed to an empty seat.
- Students shall disembark in an orderly manner. Children shall not run in the bus or push other passengers while boarding or disembarking.
- Any student living on the opposite side of the street shall cross in front of the bus while traffic is stopped.
- Students shall refrain from holding a seat for another person.
- Students shall refrain from placing any part of the body or personal belongings outside the window.
- Students shall keep belongings in their possession at all times.
- Skateboards and scooters are not permitted on the bus.
- Students shall cooperate with the driver in providing any and all information necessary to enforce the rules for safety.
- Students shall refrain from talking with the bus driver except when

spoken to or when an emergency arises.

- Students shall observe all rules of safety while waiting for the bus.
- Students shall act with courtesy and respect toward private and public property and shall expect to be held accountable for committing an act of vandalism.
- Bus drivers will be instructed not to wait for a child who is not in sight.

While on the bus, students shall obey all rules and regulations normally associated with proper classroom behavior. This includes refraining from fighting, excessive noise, throwing of materials, use of profanity, use of tobacco and other controlled substances, vandalism of any kind, discourteous or disrespectful behavior, and possession of weapons.

Students shall remain seated at all times while the bus is in motion and shall not move from seat to seat.

If the driver or administrator has assigned the student a seat, the student should use that seat until authorized to do otherwise.

Students shall not eat or drink while aboard the bus.

Pupil transportation is an important part of the school's overall operation. The ultimate responsibility for student behavior on buses belongs to the

school principal who must follow reasonable regulations for bus conduct. The responsibility for the safety of the bus and discipline on the bus resides primarily with the driver. It is important that the driver stay in close contact with the principal concerning situations which occur on the bus. With cooperation and mutual understanding of the rules and regulations governing behavior on the bus, the District will be able to provide safe transportation for all students.

The bus driver has the option of deciding if an incident of misconduct merits a written report to the principal. If the report of misconduct on the bus is of extremely serious nature, the principal or his designee may suspend the student's bus privileges. In order to expedite the action, the parents of the student will be notified by phone immediately and advised of the fact that: suspension of bus privileges is taking place, the length of time of the suspension, and the dates on which the suspension will take effect and end.

If the misconduct is not of an extremely serious nature, yet the driver feels it necessary to report the incident, the principal or his designee should proceed as indicated below. A list of all reported incidents of misconduct on a bus by a student(s) shall be kept in the principal's files.

The building principal will at all times attempt to cooperate with the driver(s) and the transportation contractor.

VIRTUAL LEARNING DAYS

If a virtual learning day is called, teachers and students are expected to log in, be present, and participate in all classes that they would normally partake in throughout the entire school day. The class schedule that is designated for that day, must be followed. For instance, if there is an Act 80 day scheduled, students and staff should abide by the Act 80 schedule for the day. In order to receive credit for attendance, students must be logged in and complete their work for the day.

VISITING INSTITUTIONS OF HIGHER EDUCATION

Students who are planning to attend an institution of higher education or college are encouraged to visit the campuses of those schools. Many such institutions sponsor open houses in the fall and spring, usually on weekends. Students and parents have the opportunity to meet with representatives from admissions, financial aid, housing, academic department heads, student life and athletic coaches. Open house dates are posted on the bulletin board at the guidance office. Juniors and seniors are encouraged to attend these sessions.

Students are permitted to be absent from school for the purpose of visiting a college or other institution of higher learning. A maximum of four (4) days will be considered excused provided the College Visit Form is submitted to the office three (3) school days prior to the scheduled visit. Written verification signed by a college official must be returned within three (3) school days of the visit in order to be considered excused.

The guidance office will assist the student in making arrangements. It is recommended that these steps to be followed in planning your visit:

1. Notify the guidance counselor as soon as possible which colleges or institutions you wish to visit. If you desire, the guidance office will phone the institution to arrange the visit and interviews.
2. Try to arrange the visits on non-school days such as in the summer or on weekends, etc.
3. Let the guidance office know at least one week in advance of the visit if you have made arrangements on your own and must miss school to do so.

If at all possible, parents or guardians should accompany students on these visits. Students who miss school for these visits must bring verification of same for an excused absence.

Students visiting an institution during a school day without a parent or guardian must have a parents/guardian permission slip turned into the guidance office prior to the visit. These forms are available in the guidance office.

These recommendations are not intended to discourage students from attending institutions of higher learning but to enhance the visit and make the visit as uncomplicated and informative as possible.

VISITORS

All visitors shall obtain permission from the school administration before visitation to a teacher or student or within the building. Visits should be for educational or business reasons. All visitors will be required to display a visitor's nametag. For their own health and safety, babies should not be brought into school. Parents will be asked to remain in the office or guidance office with them. Students from other schools may not visit with middle or high school students at any time that school is in session.

WORKING PAPERS **(Employment Certificates)**

Students involved in employment are subject to Child Labor Laws and the compulsory attendance requirements of the Public-School Code.

1. No minor under the age of 14 may be employed or permitted to work in any occupation except as employed on farms or in domestic services. Under certain restrictions, caddies and news carriers may be employed at age 12.
2. For students ages 14-17, vacation or part-time certificates may be issued by the school provided employment does not interfere with regular school attendance. Hours of employment during the school term are limited as follows:
 - a. Ages 14 & 15 – maximum 3 hours on school days (total 18 hours M-F); and 8 hours on Saturday and/or Sunday. Students may not work between the hours of 7:00 p.m. and 7:00 a.m. Exception: Minors age 12 may be employed distributing or selling newspapers, magazines or other publications between 6:00 a.m. and 8:00 p.m.
 - b. Ages 16 & 17 – maximum 28 hours per school week plus 8 additional hours on Saturday and/or Sunday. Students may not work between midnight and 6:00 a.m. on Sunday through Thursday. On Friday and Saturday, they may work until 1:00 a.m.
3. At age 16 (15 for farm work or domestic service) a student may withdraw from school provided parental/guardian permission is

assured and full-time employment is obtained. If a student age 16 becomes unemployed, he must re-enter school.

4. At age 17, a student may withdraw from school without employment since compulsory school attendance is no longer required. The school will request parental/guardian approval. If a student at this age secures employment, however, a certificate must be issued.
5. 17-year old's who have graduated from high school are not subject to the Child Labor Laws.

Employment certificates may be obtained in the high school office. A parent/guardian must come to the high school office and sign the application in the presence of the office personnel or take the application to a Notary Public and sign in the notary's presence before the working permit is issued. Physical examinations are conducted by the student's family physician at the student's expense.

**METAL DETECTORS
OPERATION FOR
MIDDLE/HIGH SCHOOL**

The Board recognizes that the educational environment of the schools is an important factor in the student's ability to learn and a teacher to teach. Weapons and drugs in the schools, on school grounds and in the surrounding communities are a danger to that

environment and learning has suffered as a result. Through this policy, it is the hope and desire of the Board to foster a proper educational environment for all students and to help promote the safety and welfare of students, staff and visitors by authorizing Security Operations to conduct metal detector screenings of anyone entering the Middle/High School building daily.

Searches are conducted for the district's purposes and not for the primary purpose of gathering evidence or instituting criminal proceedings; however, if a weapon and/or illegal item(s) are found, the appropriate law enforcement authorities shall be notified and the student or adult with a weapon and/or illegal items(s) shall face the penalties set forth in the Board policies and State laws. In conjunction with using the metal detectors, school personnel may inspect the contents of any backpack, book bag, purse, or parcel for the limited purpose of determining whether a weapon is concealed therein, in accordance with Board policy.

The MIDDLE/HIGH SCHOOL will have two metal detectors set up for screening every morning, prior to school starting. All MALE STUDENTS will enter the Middle/High School through the MAIN ENTRANCE where there will be one metal detector set up in the main lobby.

All FEMALE STUDENTS will enter the Middle/High School through the GYM ENTRANCE where one metal detector will be set up in the gym lobby.

BACKPACKS/GYM BAGS

STUDENTS ARE NOT REQUIRED TO HAVE CLEAR OR MESH BACKPACKS

ALL students will pass through a metal detector upon entering the middle/high school building.

Gym clothes should be carried in a clear plastic bag or in a clear vinyl pack.

All athletic bags will be given to security upon entrance through the metal detectors and then stored in a secure location where they can be picked up at the end of the school day.

CODE OF STUDENT CONDUCT

The staff of Shamokin Area Middle/High School welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

However, these guidelines are not intended to be all inclusive as they do not always cover every situation and every condition. Therefore, if in the judgment of the Middle/High school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

STUDENT RIGHTS AND RESPONSIBILITIES

The Shamokin Area Board of School Directors has adopted a code of student conduct which includes policies governing student discipline and a listing of student rights and responsibilities as outlined in Chapter 12 of the State Board of Education regulations. A complete copy of Chapter 12, Student Rights and Responsibilities, is available in the High School Office and Library.

STUDENT RIGHTS

Free Education

All persons residing in the Commonwealth of Pennsylvania, from the first day the child begins Kindergarten until graduation from high school or up to the age of 21, are entitled to a free and full education in the Commonwealth's public schools (Pa. Title 22, 12.1).

Due Process

The Board of School Directors believes that education is a fundamental right, and students must be afforded all appropriate elements of due process if they are to be

excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

1. Informal Hearings

When a suspension exceeds three school days, the student and parents or guardian shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(c) (relating to hearings.)

a. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

b. At the informal hearing, the following due process requirements are to be observed:

(1) Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.

(2) Sufficient notice of the time and place of the informal hearing.

(3) A student has the right to question any witnesses present at the hearing.

(4) A student has the right to speak and produce witnesses on his own behalf.

(5) The district shall offer to hold the informal hearing within the first five days of suspension.

2. Formal Hearings

Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8.

a. A formal hearing may be held before the Board of School Directors or a duly authorized committee of the Board, preferably composed of no fewer than three members of the School Board. The hearing committee's decision is advisory to the School Board where expulsion is recommended. A majority vote of the entire School Board is required to expel a student.

b. At the formal hearing, the following due process requirements are to be observed:

(1) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.

- (2) Sufficient notice of the time and place of the hearing.
 - (3) The right to an impartial tribunal.
 - (4) The right to be represented by counsel.
 - (5) The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
 - (6) The student's right to testify and produce witnesses on his/her own behalf.
 - (7) A record must be kept of the hearing either by a stenographer or tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
- c. If requested by the student or the student's parents, the hearing shall be in private.
 - d. Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

Accumulation of Suspensions

An accumulation of 20 or more days of suspensions from school may result in a hearing with the School Board with the administrative recommendation for exclusion from school for a specified time period.

Freedom of Expression

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate or serious harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights (PA Title 22, Section 12.9,b).

Protection From Sexual Abuse And Harassment

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Shamokin Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees should report any suspected violations of this policy to the principal or superintendent.

SPECIFIC RULES AND REGULATIONS

OFFENSES

Level 1 Offense – to be handled by classroom teacher / staff member

- Unexcused lateness to class (1 to 3 times) (4-5 Detention) (6-7 ISS) (8+ OSS)
- Violation of classroom rules
- Cheating / Plagiarism
- Horseplay in classroom / hallways /cafeteria
- Violation of dress code policy (ISS until EOD or change of clothing occurs)

Level 2 Offense –

1st and 2nd Offense After School Detention (1 day)

3rd Offense After School Detention (2 days)

4th Offense Out of School Suspension (1 day)

- Being in the hallway without a pass
- Unexcused lateness to class (after 4 times)
- Cutting class / Leaving class without permission (2nd offense – ISS) (3rd offense – OSS) (4th offense – 3 days OSS) (5th offense – 5 days OSS)
- Insubordination
- Inappropriate language, gestures, and/or material
- Possession of non-instructional device (radio, cell phone, electronic game, etc.)
- Disrupting teaching and learning
- Failure to follow SASD school dress code (1st offense – warning) (2nd offense – 1 day of after school detention) (3rd offense – 2 Days after school detention) (4th offense – 1 Day OSS) (5th offense – 3 Days OSS)
- 2nd through 5th instance of Level 1 Offense

Level 3 Offense –

1st Offense Out of School Suspension (1 Day)

2nd Offense Out of School Suspension (2 Days)

3rd and 4th Offense Out of School Suspension (3 days)

- Failure to complete assigned after school detention.
- Gambling
- Falsification of records (passes, excuses, etc.)
- Throwing food or other objects
- Inappropriate use of computer network and/or equipment
- Violation of vehicle code
- Failure to return emergency cards by deadline
- All Level 1 or 2 Offenses after the 5th offense automatically become a Level 3 Offense

Level 4 Offense – Out of School Suspension (3 days)

- Ethnic Harassment
- Indecent Exposure / Lewd Acts
- Theft / Possession / Sale of other’s property
- Throwing potentially dangerous objects
- Leaving school grounds without permission (1st – 2 days, 2nd – 3 days, 3rd – 5 days, 4th – 10 days)
- Harassing another student (intimidation, physical, or psychological)
- Vandalism (student must make restitution)
- Obscene language / gestures / materials
- Bullying
- Fighting 1st Offense 5 days OSS, 2nd Offense 10 days OSS, 3rd Offense possible expulsion for 1 school year). Incidents will be referred to Coal Township police.
- Possession or use of smoking or chewing tobacco or look-a-like products including vapes
- Repeat of Level 4 offenses will result in suspension of 5 days or more.

Level 5 Offense – Out of School Suspension (10 days)

- Assault and/or battery on school personnel, student, visitor
- Sexual harassment
- Arson or false alarms
- Bomb threats
- Possession of fireworks, explosives, weapons
- Possession / Use / Distribution of controlled substances or paraphernalia
- Threatening harm to school personnel, student, or visitor
- Commission of any other act punishable under the Pennsylvania Crimes Code

CONSEQUENCES

Level I - Verbal reprimand

Special assignment

Notification of parent or guardian by teacher

Office referral will usually result in offense moving to higher level.

Level II - Notification of parents or guardian by staff member.

Alternative placement (might include removal from class or activity, detention, or supervised placement, etc.)

Extended detention

Out of School Suspension

Level III - Notification of parents or guardian by staff member

Extended detention
Out-of-School Suspension

Level IV - Notification of parents or guardian by staff member
Out of School Suspension
Notification of Law Enforcement Officials
Citation filed through District Magistrate

Level V - Notification of parents or guardian by staff member
Out of School Suspension
Notification of Law Enforcement Officials
Citation filed through District Magistrate
Expulsion

***Behavior is expected to improve. If the same or other offenses continue, the level of consequences will progress from Level I to Level II to Level III to Level IV.

STUDENTS ON SUSPENSION ARE NOT PERMITTED ON SCHOOL GROUNDS OR ABLE TO ATTEND ANY SCHOOL SPONSORED ACTIVITIES DURING TIME OF SUSPENSION.

***Fighting will result in an automatic (5) day OSS. If a second infraction of fighting were to occur in addition to the (10) days of OSS, fighting will result in the following:

- Possible placement in the Alternative Education.
- Suspension from all extra-curricular activities during the suspension length.
- May be required to complete an approved anger management course.
- Possible expulsion

Reasonable force may be used by teachers and administrators under any of the following circumstances:

.....to quell a disturbance

.....to obtain possession of weapons or other dangerous objects for self-defense

.....for the protection of persons or property

***Excessive violation of school discipline (10 or more referrals) may result in:

Removal of privileges such as driving to school

Removal from participation in extra-curricular activities.

Removal from school assemblies, field trips, etc.
Students being placed in Alternative Education.
Possible Expulsion

***If ISS is not scheduled, any violation which requires ISS will move to OSS
***The superintendent or his designee has the right to alter the discipline policy
on an individual basis