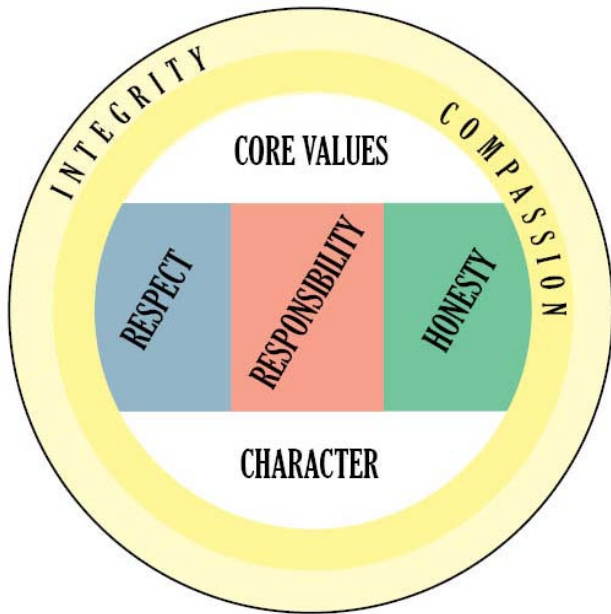


Peters Township School District



Peters Township High School 2012-2013 Handbook



Respect

Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated.

Responsibility

Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

Honesty

Telling the truth, admitting wrongdoing. Being trustworthy and acting with integrity.

Compassion

Caring in action. Treating others with kindness, generosity and a forgiving spirit.

Integrity

A firm adherence to a code of core values, ideals and beliefs. Being honest, trustworthy and incorruptible.

The Core Values Continuum

The Core Values Continuum (CVC) represents the core values of the Peters Township School District and Community. It is our intent that our service reflects these qualities and character traits. With this belief in mind, we have organized our handbook to reference the many ways that our policies, procedures and practices are aligned with this continuum.

The core values of the Peters Township Character Counts Initiative - Respect, Responsibility and Honesty - are at the center of the CVC. These ideals serve as the basis on which we are committed to serve our community. The core values are encompassed by Compassion and Integrity to illustrate our commitment to act with a kind and caring spirit in alignment with these virtues

We have defined the virtues that make up the continuum (above). In addition, we have provided an explanation of how the continuum and our commitment to these important virtues can enjoin us to work, live and serve together for the betterment of our community, ourselves and one another:

According to Dr. Thomas Lickona, noted professor and author, character education is the deliberate effort to develop virtues that are good for the individual and good for society. The objective goodness of virtues is based on the fact that they: affirm our human dignity, promote the well-being and happiness of the individual, serve the common good and define our rights and obligations.

These virtues meet the classical ethical test of reversibility (Would you want to be treated this way?). They are universal in that they transcend a wide variety of applications. (Would you want all persons to act this way in a similar situation?).

What is Character Education?

Character education can be defined as all that occurs in schools that impact the character development of students. This includes intentional efforts and practices, as well as all that is learned through unplanned aspects of life in the school, all interactions, behaviors and expressions of individuals, groups and organizations.

The Peters Township Board of School Directors strongly supports the character related efforts within the District and has adopted two resolutions to show their formal dedication to these core values in both education and athletics. (Please see Character Counts and “Youth Exemplifying Sportsmanship” information on page 11 of the handbook.)

From the Superintendent

Dear Parents,

Welcome to a new year in the Peters Township School District!
This handbook has been developed to provide useful information about the District and your child's school for the coming year.

Inside these pages you will find information that details school routines and procedures. While we have attempted to cover many questions and situations in this book, additional information – contact numbers and e-mail, Board meeting information, policies and more – can also be found on the District website at www.ptsd.k12.pa.us.

As a School District, and as a community, we are dedicated to excellence in all that we do in Peters Township. We are partners in that effort and we look forward to an exciting year ahead.

Dr. Nina Zetty

Superintendent

Board of Education

Cynthia Golembiewski ~ *President*
Lori Cuervo ~ *Vice President*
Ronald Dunleavy
Lynn Erenberg
Sandy Gregg
David Hvizdos
Thomas W. McMurray
William Merrell
Sue Smith

District Administration

Nina Zetty, Ed.D.
Superintendent of Schools
Patricia Kardambikis, Ed. D.
Asst. to the Supt. for Curriculum, Instruction and Assessment
Mara Linaberger
Director of Staff Development
Vincent Belczyk
Board Secretary/Business Manager
Duke Maloy
Director of Technology
Patricia Kelly
Director of Special Education
Nancy McCann
Director of Human Resources
Brian Geyer
Athletic Director
Lisa Runco
Director of Food Service
Glenn Franceschina
Supervisor of Buildings & Grounds
Joyce Dahlstrom
Director of Transportation
Shelly W. Belcher
Communications Coordinator
Louise Woods-Rzepka
Human Resources Coordinator

The purpose of the Student Handbook is to give School District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between Board policy and the provisions of this handbook, the Board policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the District. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

It is the practice in Peters Township School District to provide an equal opportunity for all students to achieve their maximum potential through the programs and classes offered at all schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Compliance Officer for Section 504 services, activities, facilities accessible to and usable by handicapped persons is Patricia Kellyc, Director of Special Education; Compliance Officer for Employment, civil rights or grievance procedures is the Ms. Nancy McCann, Director of Human Resources; Compliance Officer for non-discrimination in classroom practices is Dr. Patricia Kardambikis, Director of Curriculum; Compliance Officer for Title IX is Brian Geyer, Athletic Director.



Table of Contents

| TOPICS | PAGE # |
|--|--------|
| The Core Values Continuum | 2 |
| Message from the Superintendent | 3 |
| Board of School Directors | 3 |
| District Administrators | 3 |
| Purpose of the Common Handbook | 3 |
| Compliance Officers | 3 |
| Common Handbook Introduction | 9 |
| Our School District | 9 |
| Our District Mission | 9 |
| Our District Vision | 9 |
| SECTION I: District Information | |
| District Calendar | 10 |
| Administrative Staff Directory | 11 |
| Assessment and Evaluation of Student Progress | 12 |
| Attendance and School Absences | 12 |
| It is the Law | 12 |
| Attendance Requirement for Participation in Extracurricular Activities | 12 |
| Extended Absences | 12 |
| Preplanned Educational Tour or Trip | 13 |
| Homebound Instruction | 13 |
| Building Security and Visitors | 13 |
| Character Counts Resolution | 14 |
| Y.E.S. Resolution | 14 |
| Confidential Communications of Students | 14 |
| Corporal Punishment | 14 |
| Drugs and Alcohol | 14 |
| Expression and Distribution and Posting of Materials | 14 |
| Facility Usage | 15 |
| False Alarms/Calls/Threats or Tampering with Safety Equipment | 15 |
| Flag Salute and Pledge of Allegiance | 15 |
| Forms | 15 |
| Gifts, Grants, and Donations | 15 |
| Harassment or Sexual Harassment | 15 |
| Hazing | 16 |
| Instructional Material | 16 |
| Laser Pointers | 16 |
| Open House | 16 |
| Organizational Support Groups (Booster Groups) | 16 |
| Our Responsibilities | 16 |
| Responsibilities of Students | 16 |
| Responsibilities of Parents | 17 |
| Responsibilities of Teachers | 17 |
| Responsibilities of the Principal and Assistant Principal(s) | 17 |
| Responsibilities of Other School Personnel | 18 |
| Responsibilities of the District's Administration and School Board | 18 |
| Parent/Teacher Conferences | 18 |

| | |
|--|----|
| Public Conduct on School Property | 19 |
| School Closings and Delays | 19 |
| School Insurance | 19 |
| Searches | 19 |
| Student Assistance and Referral Program | 19 |
| Student Photos for Publicity Use | 19 |
| Student Rights | 20 |
| Student Surveys | 20 |
| Volunteers | 20 |
| Weapons and Dangerous Instruments | 20 |
| Withdrawals | 21 |
| SECTION II: Student Information | |
| Bullying or Cyber Bullying | 22 |
| Bus Procedures | 22 |
| Bus Assignments | 22 |
| Bus Drills | 22 |
| Temporary Bus Permit | 22 |
| Cameras | 22 |
| Care of School District Materials | 22 |
| Confidential Communications of Students | 23 |
| Disciplinary Procedures | 23 |
| Health Services | 23 |
| Accidents, Injuries, and Illness | 23 |
| Emergency Cards | 24 |
| Physical and Dental Examinations | 24 |
| Immunizations | 24 |
| Medication Policy | 24 |
| MRSA Information | 24 |
| Wellness of Students | 25 |
| District Clean Hands Campaign | 25 |
| Home Schooling | 25 |
| Homework | 25 |
| Loss of Privileges | 25 |
| Safety Drills | 25 |
| School Counseling Services | 26 |
| Severe Food Allergies | 26 |
| Skateboards, Roller blades and Skates | 26 |
| Standardized Testing | 26 |
| Student Discipline | 26 |
| Student Grades | 27 |
| Grading Scale | 27 |
| Web Access to Grades and Additional School Information | 27 |
| Grade Reports | 27 |
| Student Records | 27 |
| Student Trips for School | 27 |
| Technology Use | 27 |
| Valuables | 28 |
| SECTION III: Student Support Programs | |
| English as a Second Language | 29 |
| Gifted Support | 29 |
| Learning Support | 29 |

| | |
|---|----|
| Life Skills Support | 29 |
| Other Special Education Services | 29 |
| SECTION IV: Student Policies | |
| List of School District Student Policies | 30 |
| SECTION V: Peters Township High School | |
| Our High School | 31 |
| Academics and Counseling Services | 31 |
| Advanced Placement Courses | 31 |
| Alternative School | 31 |
| Appointments | 31 |
| Auditing a Class | 32 |
| Career Resource Center | 32 |
| Class Rank | 32 |
| College Coursework for High School Credit | 32 |
| College in High School | 32 |
| College Admissions Exams | 32 |
| College Visitations | 33 |
| Counseling Service Organization | 33 |
| Course Changes (Add/Drop/Withdrawal) | 33 |
| Course Selection | 33 |
| Eighth Grade Advanced Studies | 33 |
| End of Year Final Grade Calculation | 33 |
| Grade Point Average (GPA) | 34 |
| Graduation Requirements | 35 |
| Grades | 35 |
| Honor Roll | 35 |
| Honors Courses | 35 |
| Independent Study | 35 |
| Internships and Mentorships | 36 |
| Military Recruitment/Post Secondary Institutions | 36 |
| Online Learning | 36 |
| Pregnant or Married Students | 36 |
| Report Cards | 36 |
| Student Assistance and Referral Program (STAR) | 36 |
| Student Records | 37 |
| Standardized Testing | 37 |
| Summer School | 37 |
| Testing Out of Courses | 38 |
| Valedictorian and Graduates of Distinction | 38 |
| Western Area Career and Technology Center (WACTC) | 38 |
| Work Release | 39 |
| Activities/Athletics Sportsmanship/Respect | 40 |
| Athletic/Activity Fee Program | 40 |
| SHARP Program | 40 |
| Sports at PTHS | 41 |
| Student Organizations | 41 |
| NCAA Information | 42 |
| Attendance Responsibility | 43 |
| Absences | 43 |
| Arrival Procedures | 43 |
| Early Dismissals | 43 |

| | |
|--|----|
| Tardies | 43 |
| Discipline <i>Respect/Honesty</i> | 45 |
| Bullying | 45 |
| Cheating | 45 |
| Cutting Class | 45 |
| Fighting | 45 |
| Plagiarism | 45 |
| Disciplinary Consequences <i>Responsibility</i> | 46 |
| After-School Detention | 46 |
| Expulsion | 46 |
| Expulsion Hearing | 47 |
| In-School Suspension | 47 |
| Out-of-School Suspension | 47 |
| Saturday Detention | 47 |
| Discipline Responses <i>Responsibility</i> | 48 |
| Positive Behaviors and Effective Habits within the Character Continuum | 48 |
| Expectations – Core Values in Action | 49 |
| Level I | 50 |
| Level IIA | 51 |
| Level IIB | 51 |
| Level III | 52 |
| Theft/Stolen Property | 53 |
| General Information <i>Respect/Responsibility/Honesty</i> | 53 |
| Announcements | 53 |
| Assemblies | 53 |
| Assignment Books | 54 |
| Booster Groups | 54 |
| Bring Your Own Device (BYOD) | 54 |
| Cafeteria | 55 |
| Commencement and Senior Activities | 55 |
| Commencement Speakers | 55 |
| Dances | 56 |
| Debts Owed by Students to the School | 56 |
| Dress Code | 56 |
| Elections for Class Office | 57 |
| Elevator | 57 |
| End-of-Year Requirements | 57 |
| Facility Usage | 57 |
| Fire and Other Emergency Drills | 58 |
| Gifts and Parties | 58 |
| Homework | 58 |
| Laser Pointers | 58 |
| Library Media Center | 58 |
| Locker Privileges | 59 |
| Lost and Found | 59 |
| Lost or Damaged Books | 59 |
| Parking | 60 |
| Pass Time Between Classes | 62 |
| Petitions | 62 |
| Pledge of Allegiance | 62 |

| | |
|--|-----------|
| PTSA | 62 |
| Publication | 62 |
| Releasing a Student From School Sponsored Activities | 63 |
| Searches | 63 |
| Selling Items | 64 |
| Student Deliveries | 64 |
| Student Records | 64 |
| Study Hall | 64 |
| Substitute Teachers | 65 |
| Technology Use | 65 |
| Visitors | 65 |
| Wall Postings | 65 |
| Work Permits | 65 |
| | |
| Bell Schedules | 66 |
| Faculty Voicemail Extensions | 67 |
| Student/Parent Signature Page | 68 |

Introduction

This handbook is intended to provide pertinent and useful information about the School District and school building procedures and policies. By working together at all levels, we can ensure that all children will learn in a safe, high quality educational environment. School board policies, core curriculum information and current school procedures, programs and activities can be accessed via the District web site at www.ptsd.k12.pa.us.

Our School District

The Peters Township School District serves over 21,000 residents who live in the Washington County community of Peters Township, a 19.8 square mile, rural and suburban area south of Pittsburgh, Pennsylvania. In 1800, the first school was constructed in Peters Township: a simple, one-room log cabin. Since that time, we have grown into a school system that meets the educational needs of approximately 4,450 students in grades kindergarten through twelve. The District operates two K-3 elementary schools, one 4-6 elementary school, one 7-8 middle school, and one high school. The School District's academic program incorporates the key elements of 21st century learning including critical thinking, problem solving, creativity, innovation, collaboration, technology and life skills.

The District has consistently been recognized as one of the top performing Districts in the Commonwealth. In 2012, the Pittsburgh Business Times ranked Peters Township seventh among 105 local public school districts and 12th among all districts across the State.

Peters Township has been recognized as a National School District of Character by the Character Education Partnership in 2010. The CEP panel of experts has given this honor to an elite list of 13 schools and 2 school districts nationwide. Peters Township has earned this award for character education initiatives spanning from kindergarten through high school.

Our District Mission

The mission of the Peters Township School District, working in partnership with families and the community, is to educate individuals to be responsible, lifelong learners who possess the skills, knowledge, creativity, self-worth, and ethical values necessary to live, learn, lead and flourish in a rapidly changing, culturally diverse global society.

Our District Vision

Learning from the Past,

Listening to the Present,

Leading for the Future

The Superintendent's Vision

The Peters Township School District has a systematic approach of working together toward excellence and expecting it of all student and staff performance.

I**SECTION I: District Information****2012-2013 District Calendar**

August

| | |
|----------|----------------------------------|
| 20,21,23 | Faculty In-Service Day |
| 22,24 | Faculty Clerical Day |
| 27 | First day of school for students |

September

| | |
|---|-----------------------|
| 3 | Labor Day - No School |
| | |

October

| | |
|----|--|
| 12 | Faculty In-Service, No School for Students |
| 30 | End of first report period |
| | |

November

| | |
|------------|---|
| 2 | Faculty Clerical/In-Service, No School for Students |
| 6 | Report Cards Available on PowerSchool |
| 8 | Parent Conference Day, No School for Students |
| 21 | Faculty In-Service, No School for Students |
| 22, 23, 26 | Thanksgiving Holiday, No School |

December

| | |
|-------|--------------|
| 24-31 | Winter Break |
|-------|--------------|

January

| | |
|----|---|
| 1 | Winter Break |
| 18 | End of Second Report Period |
| 21 | Martin Luther King Jr. Day, No School |
| 22 | Faculty Clerical/In-Service, No School for Students |
| 24 | Report Cards Available on PowerSchool |

February

| | |
|----|----------------------------|
| 18 | Presidents' Day, No School |
|----|----------------------------|

March

| | |
|-------|----------------------------|
| 27 | End of Third Report Period |
| 28,29 | Spring Break, No School |

April

| | |
|---|--|
| 1 | Spring Break, No School |
| 2 | Faculty In-Service, No School for Students |
| 3 | Faculty In-Service, Graduation Project |
| 5 | Report Cards Available on PowerSchool |
| | |

May

| | |
|----|-------------------------|
| 27 | Memorial Day, No School |
|----|-------------------------|

June

| | |
|----|---------------------------------|
| 6 | Last Day of School for Students |
| 7 | Class of 2013 Graduation |
| 7 | Faculty Clerical |
| 18 | Kennywood Picnic |

Administrative Staff Directory

| | |
|---|--|
| Dr. Nina Zetty , Superintendent | 724-941-6251, ext. 7201 zettyn@pt-sd.org |
| Dr. Patricia Kardambikis , Assistant to the Superintendent for Curriculum, Instruction & Assessment | 724-941-6251 ext. 7298 kardambikisk@pt-sd.org |
| Mara Linaberger , Director of Staff Development | 724-941-6251, ext. 7208 linabergerm@pt-sd.org |
| Vincent Belczyk , Business Manager | 724-941-6251, ext. 7203 belczyk@pt-sd.org |
| Patricia Kelly , Director of Special Education | 724-941-6251, ext. 7271 kellyp@pt-sd.org |
| Duke Maloy , Director of Technology | 724-941-6251, ext. 7222 maloyd@pt-sd.org |
| Nancy McCann , Director of Human Resources | 724-941-6251, ext. 7202 mccannn@pt-sd.org |
| Brian Geyer , Athletic Director | 724 941-6250, ext. 5233 geyerb@pt-sd.org |
| Lisa Runco , Director of Food Service | 724-941-6251, ext. 7226 runcol@pt-sd.org |
| Glenn Franceschina , Supervisor of Buildings, Grounds, & Transportation | 724 941-8981, ext. 6011 franceschinag@pt-sd.org |
| Joyce Dahlstrom , Director of Transportation | 724 941-8981, ext. 6012 dahlstromj@pt-sd.org |
| Shelly W. Belcher , Communications Coordinator | 724-941-6251, ext. 7205 belchers@pt-sd.org |
| Louise Woods-Rzepka , Human Resources Coordinator | 724-941-6251, ext. 7228 woodsl@pt-sd.org |

-Assessment and Evaluation of Student Progress (School Board Policy 5121)

The process of evaluating student performance must be based on clearly defined evaluation criteria referenced to the District's curricular objectives. It must be valid, accurate and reliable. Student performance will be benchmarked against local, state, and national standards. Grades are available on PowerSchool and can be accessed with a password.

Attendance and School Absences (School Board Policy 5204)

It is the Law

The State of Pennsylvania requires all students between the ages of eight and seventeen to attend school regularly.

As stated in the Pupil Attendance, Absence, and Tardiness Policy 5204:

The following conditions constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Recovery from accident or medical procedure
4. Required court attendance
5. Death in family
6. Family educational trips (pre-approved)
7. Educational tours and trips (school-sponsored)

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

All absences occasioned by observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board will recognize other justifiable absences for the day or part of the school day. These shall include:

1. Medical or dental appointments (with state licensed practitioners)
2. Court appearances (with written documentation from the court)
3. Family emergencies
4. Other urgent reasons

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

Attendance Requirement for Participation in Extracurricular Activities

In order to participate in a practice or the actual extracurricular activity on a particular day, such as a choral concert, band concert, athletic event, the school play, or school dance, the student must attend school for at least one half of the day.

Extended Absences

A doctor's excuse is required for a student to be readmitted following an illness that lasts more than ten consecutive school days.

However, if a student is absent for more than twenty days during the school year, the principal, a school counselor, and the student's teachers may meet to decide whether he/she should be promoted to the next grade. They will consider several factors before making their decision, such as the reasons for missing school, when the absences

occurred and their length, and whether the student had asked for assignments or had worked with a tutor approved by the School District. If they determine that the student's schoolwork is not suitable, he/she may have to attend summer school or receive special tutoring during the summer months to be considered for promotion. Otherwise, the same grade may have to be repeated. Homebound rules and procedures governing homebound or temporary excusals is available at each building office or from the school counselor.

Preplanned Educational Tour or Trip

If parents or guardians plan to take a family vacation and have it classified as an "educational trip," they must inform the principal at least one week in advance of the reason for the absence on the District's "Request for Excused Absences from School for a Preplanned Educational Tour or Trip" form. Total pre-approved absences during the school year will not exceed five (5) school days unless approved by the Superintendent. All pre-approved absences will be recorded as an excused absence. If more than one child is in a particular school, an application must be filled out for each child. This includes half-day trips. Vacations will not be approved as educational trips:

- During the weeks of PSSA testing (Writing, Reading, Math, or Science), and other standardized testing.
- If a child has excessive absences.
- If a child's academic progress is in jeopardy.
- During Graduation Project presentations (for juniors only)

Students are required to complete all assignments and tests deemed necessary by the teacher(s) within a time period that is equivalent to the number of days of excused absence (e.g., if a student missed three days of school, he/she will be given three days to make up all missed assignments).

Homebound Education

Students who must be absent from school for extended periods of time for health reasons are encouraged to continue their education under the guidance of a homebound teacher assigned by the school through the student's school counselor. This homebound teacher will assist the student in completing as much coursework as possible but realistic in the time assigned by rules, guidelines and procedures associated with homebound instruction. Be aware that this homebound teacher may not be able to assist your child with certain coursework, nor is it expected. In difficult cases they may serve as a facilitator and mentor carrying valuable information to and from the classroom teacher.

It will be the responsibility of the homebound student's regular teacher to provide homework and to assign grades for students on homebound. The homebound teacher may alter homework assignments based upon circumstances that arise from their visits with the homebound student. This shall not reflect negatively on the homebound student's grades. If there are any concerns that arise over grades or homework, the student, homebound teacher, and/or the regular teacher who may present these to the building principal for review and decision.

Building Security/Visitors to the School (School Board Policy 1250)

Parents of enrolled students or of prospective students, and Peters Township residents generally, are encouraged to visit the schools to become familiar with educational programs, to confer with school personnel, or to obtain desired information. Visits by appointment are recommended, in order to assure the availability of counselors, teachers, or supervisory and administrative personnel. Classroom visits are welcome and ordinarily can be arranged absent circumstances in which such visits would be unreasonably disruptive of the learning process or scheduled classroom activity. Visits can be arranged by contacting the school office.

All parents/guardians and visitors to the school are required to stop in the school office/attendance office upon entering the building. All visitors/volunteers must wear a badge and sign in while in the school or on the school premises during school hours. All visitors to Peters Township School District are required to show photo identification (driver's license, state issues photo ID, etc.) when entering any of our schools. Visitors will provide their ID cards to the main office staff and be given a visitor's pass for their visit. Upon return to the main office to sign out from the visit, their ID will be returned.

Character Counts Resolution

Peters Township School District resolves that character counts among our school board, administration, teachers and support staff. We support the Community Awareness Committee's efforts to facilitate the grass roots initiative to strengthen and recognize the importance of character to our families, neighborhoods, clubs, schools, government, and businesses. In the Peters Township School District, we strive to promote respect, responsibility and honesty as the cornerstones of our educational environment.

Y.E.S. Resolution: "Youth Exemplifying Sportsmanship"

Whereas, the Peters Township School District has been contacted by the Peters Township Park and Recreation Board to endorse the "Youth Exemplifying Sportsmanship," (Y.E.S.) initiative, which will provide the children of Peters Township with an opportunity to participate in a positive youth sports program, and whereas, the Peters Township School District supports the mission and goals of the Y.E.S. initiative to teach the fundamentals of recreational sports while meeting the developmental needs of children in a safe and fun environment. Now, therefore, because youth sports programs provide a great benefit to the children and families of our community, the Peters Township School District resolves that the Y.E.S. initiative is essential to the development of sportsmanlike conduct.

Confidential Communications of Students (Refer To School Board Policy 5207)

An employee may reveal information received in confidence from a student to the student's parent/guardian or other appropriate authorities when the health, welfare or safety of the student or other persons is in jeopardy. The principal, or administrative designee, may also reveal confidential information to other appropriate authorities, including law enforcement personnel.

Corporal Punishment (School Board Policy 5218)

Corporal punishment is a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument. Corporal punishment is a prohibited form of disciplining students. Reasonable force may be used by School District employees: to quell a disturbance, obtain possession of a weapon or other dangerous object, for the purpose of self-defense, and for the protection of persons or property.

Drugs And Alcohol (School Board Policy 5114.60)

The School District Administration expects that students report for class or extracurricular, co-curricular, school sponsored/sanctioned activities in a condition that will allow them to perform their various duties in a safe and efficient manner. The School District and its agents recognize that in-school as well as out-of-school drug and alcohol use has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Rules, guidelines and procedures have been developed to provide students information in advance of a problem and to promote the safety of all students, faculty and the public. Drug and/or alcohol violations will not be tolerated.

Expression Distribution and Posting of Materials (School Board Policy 5220)

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The School District respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The School District also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. For more information, refer to Policy 5250 that addresses student expression in general and distribution and posting of materials that are not part of District sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District shall be regulated as part of the School District's educational program.

Facility Usage (School Board Policy 1330)

The School District recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with policy, provided the use does not interfere with the educational programs or the needs of the School District. Information for making application for the use of facilities is available on the main page of the District website.

False Alarms/Calls/Threats or Tampering with Safety Equipment or Devices (School Board Policy 5218)

The safety of our staff and students is of utmost importance. Ensuring this safety is the responsibility of the entire Peters Township School District community – staff, school board, administration, parents and the student body. Students are not permitted to tamper with school safety equipment or materials. In addition, any student who furnishes false information to any adult concerning the placement or setting of a bomb or other explosives, or falsely set off an alarm, will be subject to expulsion and referred to the police for related violations when deemed necessary by the building Administration.

Flag Salute And Pledge Of Allegiance (School Board Policy 5237)

It is the responsibility of every citizen to show proper respect for his/her country and its flag. 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. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students who choose to refrain from such participation may stand or sit and shall remain respectfully silent throughout the Flag Salute and the Pledge of Allegiance. Students whose manners or actions are disruptive during the Pledge of Allegiance or the Flag Salute shall face disciplinary action deemed appropriate by the building administration. These same rules, guidelines and procedures apply to the playing of the national Anthem.

Forms

District forms (educational trips, medication, photo refusal, and notes to school) are available in each school office or the school web site or on the District web site at <http://www.ptsd.k12.pa.us/forms.htm>

Gifts, Grants, and Donations (School Board Policy 3280)

The School District has the authority to accept such gifts and donations as may be made to the District or to any school in the District by resolution duly passed at a public meeting. It is the policy of the Peters Township School Board that all gifts of equipment, supplies, etc., made to the School District, shall become the property of the school and their security and maintenance shall become the responsibility of the school, unless otherwise stipulated.

Individuals and organizations in the community who wish to contribute money, supplies or equipment to enhance or extend the instruction or extra-curricular activity programs of the School District should consult with the Principal, Business Manager, or Superintendent for authorization before appropriating funds. The Board of School Directors reserves the right to refuse to accept any gift, grant or donation which does not contribute toward the achievement of the goals of this District or the ownership of which would tend to adversely affect the District. Only gifts, grants and donations to which no restrictions are attached will be accepted.

Harassment and Sexual Harassment (School Board Policy 5115.11 or 5114.12)

Federal and state laws prohibit or sex related harassment and sex discrimination. The Peters Township School District fully endorses and enforces this prohibition. The Board of School Directors advises all students that harassment or sexual harassment in any form is prohibited. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion, as appropriate.

Hazing (School Board Policy 5114.13)

Hazing is any action or failure to act, which recklessly or intentionally endangers the mental or physical health or safety of students. Hazing activities are prohibited, will not be tolerated, and are inconsistent with the educational goals of Peters Township School District.

Administrators, faculty, staff, coaches, sponsors, volunteers, other District employees, and students shall not encourage, permit, condone, or tolerate any form of hazing. Reporting such activity to the Principal, in writing, is mandatory by any persons witnessing such activity. Students who have been subject to hazing, or feel they have been subjected to hazing, are to promptly report such incidents to the person in charge of the activity, their school counselors, the Director of Sports Programs and Activities, their Principal or Assistant Principal, or any employee with whom they are comfortable. This section constitutes the annual dissemination of this policy as required by the Board of School Directors.

Instructional Material (Refer to School Board Policy 5114)

The parent/guardian shall be notified annually that all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments. This is the annual notification.

Laser Pointers (Refer to School Board Policy 5114.10)

Possession or use of laser pointers by students are prohibited on school grounds, at school-sponsored activities and on buses or other vehicles provided by the Peters Township School District. Laser pointers include any device designed for use or used to point, illuminate, identify or locate another object or site.

Open House

The traditional Open House is a time for students and their families to visit the school and meet the teachers in a more informal setting and learn more about the curriculum. Discussions regarding the specific concerns regarding student progress should be reserved for parent-teacher conferences.

Organizational Support Groups-Booster Groups (School Board Policy 1230)

The Peters Township School District recognizes the value of community groups in promoting the goals of school established activities. Provisions established within Policy 1230 coordinate the activities of such groups. It shall be expected that such organizations recognize the administration of the various schools of the Peters Township School District as being responsible for directing all educational programs and activities of the schools. Policies established by the Board of School Directors will govern all school established activities and programs. The policy provides for the annual review of stated goals and objectives of the group, constitution or bylaws, a current list of officers elected by members of the organization, and statements of endorsement by the Director of Sports Programs and Activities, and the building principal.

Our Responsibilities

The school community is made up of the student body, the teachers, the administrators, the school board, the parents, and all community members of Peters Township. To establish and maintain a school atmosphere in which everyone's personal worth and dignity are respected, the entire school community must work together. As members of the school community, we assume the following responsibilities.

Responsibilities of Students

It is the responsibility of each student to:

- Be honest and ethical: Respect, Responsibility, Honesty.
- Put forth his/her best efforts in the classroom to develop and improve their learning skills.
- Contribute to making the school a better place in which to learn.

- Exercise proper care when using school equipment.
- Assist in protecting the health, safety, and welfare of the school community.
- Be aware of the rules and policies of the school and follow them.
- Recognize that a rule is in full effect unless it has been eliminated or changed.
- Be aware of and obey state and local laws.
- Attend school daily and report to all classes on time.
- Make the necessary arrangements to make up work when absent from school.
- Avoid indecent, obscene, and abusive language.
- Respect school property.
- Follow the dress code.

Responsibilities of Parents

It is the responsibility of parents to:

- Be honest and ethical.
- Teach their children to respect themselves and take pride in their appearance.
- Respect their son or daughter's interests, abilities, and limitations.
- Instill in their son or daughter a positive attitude toward school.
- Be aware that parents' attitudes and opinions often become those of their children.
- Provide a suitable place for their son or daughter to do homework and be available for help when it is needed.
- Encourage their children to bring home all notices, forms, or letters from the school; read them; and, if necessary, discuss them with their son or daughter.
- Build a good working relationship with their son or daughter, teachers, and the school.
- Recognize that each school employee deserves consideration and respect.
- Insist on prompt and regular school attendance in accordance with state law.
- Contact the school when their son or daughter has an extended absence.
- Teach their children to respect the law as well as the rights and property of others.
- Help their son or daughter understand that rules are necessary and cooperate with school personnel in resolving misbehavior.
- Be aware of the school's rules for student behavior and encourage their children to follow them.
- Recognize that a rule is in full effect unless it has been eliminated or changed.
- Check the District website, PowerSchool and e-mail regularly to stay well informed.

Responsibilities of Teachers

It is the responsibility of each teacher to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Expect the best from each student.
- Keep from using sarcasm and ridicule in dealing with students.
- Encourage each student to develop a positive self-image and recognize the self-worth of others.
- Strive to make each student enthusiastic about learning.
- Be aware of the programs offered by the school and their responsibilities for the success of those programs.
- Realize that while their class is important, students have other important classes as well.
- Build a good working relationship with the student and his or her parents.
- Provide proper classroom discipline.
- Teach students, by example, the common courtesies that promote better relationships.
- Handle discipline problems individually and with confidentiality.
- Show concern for students whose behavior suggests they are having problems, talk to the students about their problems, and involve counselors, principal(s) and parents, as necessary.
- Report to the principal any student who behaves in a way that endangers his or her safety or the safety of others, or who seriously interferes with learning in the classroom.

- Build good relationships with fellow teachers, Administrators and the entire school community.

Responsibilities of the Principal and Assistant Principal

It is the responsibility of the principal and the assistant principal, as the educational leaders of the school to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Be available to students, teachers, and parents.
- Review the school's programs regularly to make sure they are meaningful.
- Help acquaint new teachers with the school.
- Help the teachers to review and improve their own professional attitudes and procedures.
- Work with the teachers to prevent problems and to solve those, which do arise.
- Work with students and teachers to develop school rules.
- Work closely with parents in establishing a good relationship between home and school.
- Encourage parents and students to talk with other staff members and community agencies in solving problems.
- Make sure the school building is safe.
- Deal with discipline problems promptly.
- Carry out School District policies.
- Responsibilities of other school personnel
- Secretaries, teachers' aides, paraprofessionals, cafeteria employees, custodians, and bus drivers all contribute to the successful operation of the school. It is their responsibility to:
 - Be honest and ethical.
 - Promote mutual respect and dignity.
 - Be aware of the programs offered by the school and their responsibilities for their success.
 - Realize that while their individual responsibilities are important, they are a part of the total school program.
 - Enforce proper discipline.
 - Report to the principal any student who behaves in a way that endangers his or her safety or the safety of others, or who seriously interferes with learning in the classroom.
 - Follow School District Policies.

Responsibilities of the District's Administrators and School Board

It is the responsibility of the District's administrators and school board to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Establish a positive setting for learning.
- Assist in protecting the health, safety, and welfare of the school community.
- Be aware of the programs offered by the school and their responsibilities for the success of those programs.
- Work closely with parents and school personnel in establishing a good relationship between the community and the school.
- Encourage parents, students, and school personnel to talk with other staff members, the school board, and even community agencies to solve problems.
- Be sensitive to the needs and expectations of the different people who make up the school community.
- Be available to parents, students, staff, and community members.
- Respect the feelings, judgments, and concerns of students, parents, school personnel, and community members.

Parent/Teacher Conferences

Peters Township School District teachers and principals are available to schedule conferences on the District's designated Parent-Teacher Conference Day in November, or by special appointment. Parent/teacher conferences are arranged by appointment or by sign-ups on this designated day. On the designated day in November, conferences are

held throughout the day and last approximately 20 minutes.

Throughout the year, teachers may contact parents to review a child's progress in school if necessary. Parents are welcome to initiate conferences, and may do so by contacting the child's teacher. By sharing information, teachers and parents can build a strong foundation for a positive and rewarding school experience. Conferences may also be arranged by or with the principal.

Public Conduct on School Property (School Board Policy 1251)

The buildings and grounds of the School District are public property. No one has the right to cause danger, alarm, disorder, damage or a disruption to the educational process that would interfere with, or impede the use of the property by students, visitors, guests, permit holders or employees of the School District. Possessing, using, or distributing alcoholic beverages, illegal drugs, or a weapon on school grounds is prohibited. Use of tobacco products is also prohibited. Persons involved shall be advised that they are in violation of the School District regulations and asked or directed by an official of the School District, the Peters Township Police, or contracted security personnel to leave the school premises.

School Closings and Delays

In case of inclement weather or other emergencies, delayed openings, school cancellations or early closings will be announced on the District cable channels (Comcast - Channel 19 or Verizon Fios – Channel 39), local television news and radio stations, Email News Blasts (parents must sign up for this on the District website). Parents will also receive notice via the District's emergency phone system, Global Connect. The system will be utilized to call the home phone number listed for parents in our PowerSchool database. Severe weather conditions, such as power outages, may hinder use of one or more of these notification venues.

School Insurance

A school insurance policy is offered to parents for students at the beginning of the school year and is only required if a student intends to participate in sports and is not covered by his/her parent/guardian's policy.

Searches (School Board Policies 5114.2, 5114.3 or 5114.4)

The School District supports the elimination of, possession of, or use of unwanted items, substances or activities or illegal substances and devices. The School District wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances or weapons. The Board authorizes the administration to conduct, where reasonable suspicion exists, appropriate searches of individuals. Additionally, it shall be the policy of the Board to permit the administration to periodically sweep and/or search the school property with dogs trained for the purpose of detecting the presence of unwanted items, substances or activities or illegal substances.

In an effort to assist in providing a safe environment, students must acknowledge a reduced expectation of privacy. Unannounced inspections or sweeps of the school property may be performed to aid in enforcing school policy, providing a deterrent to unwanted items, substances or activity. Inspections or sweeps of school property may result in reasonable suspicion that prompts a search of individuals, lockers, or vehicles. All school officials involved in any manner with a general student search, search of a student's locker or vehicle shall respect and maintain the privacy and confidentiality of each student involved.

Student Assistance and Referral Program (School Board Policy 5114.6)

The Peters Township School District will work to educate, prevent and intervene in the potential and actual use and abuse of all drug, alcohol and mood altering substances by the entire student population. The District recognizes that in-school as well as out-of-school drug and alcohol use has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Procedures will be implemented through the functioning of the appropriate Student Assistance Team which is a core team of

administrators, teachers, counselors, and nurses. These teams are the STAR (Student Assistance And Referral), grades 7 through 12, or IST (Instructional Support), grades K through 8.

Student Photos/Images for Publicity Use

The Peters Township School District seeks to actively promote the positive accomplishments of our students. In many cases, photos of our students appear in local media and in publications produced by the District. If you DO NOT wish for your child's photo image to be used for inclusion in newspaper publicity, reproduced in school publications such as the school calendar and newsletter, or to appear on the District's web site, please complete and return the Photo Refusal form on the District website to the main office in your child's building. These forms will need to be completed annually.

Student Rights (School Board Policy 5114)

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school and has authorized the administration with the responsibility to administer such rules consistent with School Board policy. School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, shall obey school rules while working through channels to help change those which they seek to have changed. A complete list of Student Rights may be found in Policy 5114 on the District website. Students should be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

Student Surveys (School Board Policy 5235)

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Peters Township Board of School Directors, based upon the Superintendent's recommendation, prior to administration to students. All surveys and instruments used to collect information from students shall relate to the District's educational objectives. Parents/guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child. Parents/guardians have a right to inspect, upon request, a survey created by a third party prior to administration or distribution to their student. Such requests shall be in writing and submitted to the Superintendent. No student shall be required to submit to surveys or evaluations, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age.

Volunteers (School Board Policy 1240)

The District strongly supports the involvement of parent/guardian and community volunteers, who offer their services without compensation. Long-term volunteers (10 or more hours a week) and those persons chaperoning overnight trips are required to have appropriate clearances.

For the safety of students and staff, volunteers are:

- (1) Subject to the safe and orderly running of the building
- (2) Expected to maintain the privacy of confidential student information
- (3) Expected to respect the authority of the teacher or supervisor overseeing the volunteers
- (4) Required to sign-in at the appropriate building with a statement of their volunteer purpose

Weapons and Dangerous Instruments (School Board Policy 5114.80)

The School District acknowledges that an orderly school environment is necessary for an effective instructional program and productive workplace. In order to provide for an orderly school environment and safe workplace, the possession of weapons and dangerous instruments, and/or look-alike weapons by students, while on school grounds, at school sponsored activities, in any student vehicle on school grounds or at any school sponsored activity anywhere, or in any vehicle provided by the Peters Township School District, is strictly prohibited.

Prior to the admission of any pupil to the Peters Township School District, the parent, guardian or other person having control or charge of the student shall, upon registration, provide a sworn statement indicating whether the pupil was

previously suspended or expelled from any public or private school for an act or offense involving weapons, alcohol or drugs or for any other willful act of violence committed on school property. Said statement shall be included in the student's disciplinary record. A request for a copy of the student's disciplinary record will be forwarded to the student's previous place of schooling immediately for verification.

Whenever a pupil transfers from the Peters Township School District, a certified copy of the student's disciplinary record shall be forwarded, as per Act 26 of 1995, to the school entity to which the pupil has transferred, and within 10 days of the school's request. Permission of the parent or other person having control or charge of the student shall not be required for transfer of the student's disciplinary record to another school entity.

Withdrawals

A release of records form should be completed by the parent/guardian of any student who is withdrawing. Teachers and staff will summarize the student's progress and prepare the student's file, including health records, to forward to his/her next school of enrollment. All records will be forwarded by U.S. mail.

If a student plans to leave the Peters Township School District, the office should be informed as soon as possible in order for school records to be sent to the new school. On the last day the student attends school, he/she will receive a "Notice of Withdrawal" to share with his/her teachers so they can collect books and record grades for their classes. We appreciate a 24-hour notification before a student will be withdrawing, so the attendance secretary can prepare the proper forms and paperwork.

II

SECTION II: Student Information

Bullying Or Cyber Bullying (School Board Policy 5249)

The District is committed to providing a safe, positive learning environment for students. The District recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Peters Township School District prohibits bullying by all students.

Bullying is defined as intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of substantially interfering with a student's education and/or substantially disrupting the orderly operation of any school.

More information on bullying can be found in each school's handbook.

Bus Procedures

A high standard of student behavior on school buses and at designated bus stops is expected. Any conduct that is deemed to be unsafe or detrimental to safe bus operation or bus stop safety will result in disciplinary actions such as seat assignment, loss of bus riding privileges, or suspension. Students are to arrive at the bus stop no more than ten minutes before the bus arrives. Students getting off the bus are required to leave the bus stop immediately. The bus driver is in charge of the vehicle and students are to follow the instructions of the bus driver at all times.

Bus Assignments

Students are assigned to buses and bus stops each school year. Notification is done in August prior to the start of school. Transportation questions should be channeled through the District's Transportation Director. Change of address should be reported to the Transportation Department so new bus assignments can be made.

Bus Drills

Twice during the school year, all students assigned to a bus participate in bus evacuation drills. Typically, these drills are conducted in September and March.

Temporary Bus Permit

Due to safety concerns and limited seating capacity on the buses, students will not be permitted to ride home on any bus that is not their assigned route. Students may be permitted to be a car-rider and go home with a fellow student when a parent-signed note has been provided.

Cameras

Cameras are installed to enhance safety and protect the District and public's investment in school property. Cameras are in use around the perimeter of the buildings, at the stadium, on school buses and at locations within all school buildings. Recorded data from the cameras is available and is used by the District administration and law enforcement to investigate incidents as necessary. Due to confidentiality laws, privacy rights, safety and welfare issues these recordings will not be available for viewing to anyone but authorized District personnel and law enforcement.

Care of School District Materials

It is expected that students will take proper care of those textbooks and materials issued to them by the School District. Students who lose or damage materials and books will be expected to pay for the replacement or repair costs. Other disciplinary consequences may occur, including but not limited to loss of privileges and activities.

Confidential Communications of Students (School Board Policy 5207)

An employee may reveal information received in confidence from a student to the student's parent/guardian or other appropriate authorities when the health, welfare or safety of the student or other persons is in jeopardy. The principal, or administrative designee, may also reveal confidential information to other appropriate authorities, including law enforcement personnel.

Disciplinary Procedures

One of the goals of our District and school discipline policies is to prepare our students for responsible citizenship. Each individual child must learn to work with and share the rights and responsibilities of good citizenship with other individuals.

It is the shared responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the well being of every person in the school environment. This environment should be a positive one, characterized by openness and mutual respect.

Copies of all the School District policies referred to in this handbook can be found at each school office, at the District office, and on the District web site at www.ptsd.k12.pa.us.

Health Services

School nurses and health paraprofessionals work with school staff and parents to ensure that state and school health and safety regulations are properly implemented. Should students have special medical needs, the District provides information and services.

The Student Health Services of Pennsylvania's public schools are designed to prevent health problems as well as treat minor illnesses and accidents so a student can continue his or her day in school. However, any serious illness or accident will be reported to the student's parents as soon as possible.

Accidents, Injuries, and Illness (Board Policy 5142 or 5146)

If a student gets sick or injured during the school day, a pass must be obtained from the teacher and the student must report to the nurse's office. The nurse will contact the parents if necessary. Any dismissals due to health reasons must come through the health office. If a child needs to be sent home, parents will be called by the school and requested to take the child home.

In the event the accident, injury, or illness is too serious for the student to report to the school nurse, or a situation occurs off site during a related activity, the student should seek assistance from a teacher, coach, sponsor, or other adult who is acting in a supervisory role. Students are not permitted to leave the activity site, school grounds or attempt to address the situation without adult assistance.

When possible, the parent/guardian will be asked if they wish the school to summon an ambulance, if they wish to accompany the child in the ambulance, or have a member of the staff accompany the child. In an emergency, the District will immediately summon an ambulance to transport the student to a hospital and the parent/guardian will be notified. School personnel accompanying or transporting a student to a hospital will remain with the student until the parent/guardian or other responsible adult arrives. All ambulance and other costs are the responsibility of the parent/guardian.

Re-admission of any child to school following a contagious illness will be dependent upon the child being free of symptoms, as well as the possible observance of an exclusion period. The school nurse should be consulted if there are any questions or concerns regarding re-admission to school. Parents will be contacted if a child misses three or more days of school. Students who cannot attend school for 10 or more consecutive days due to medical reasons may be eligible for homebound instruction. This service is to be arranged through the principal's office at the request of the parent or guardian.

Emergency Cards

Each year, parents/guardians are requested to complete an emergency card. The cards are kept on file in each health office. Please notify the Health Office and the school office of any changes during the year. These numbers are used for our parent notification system that contacts parents in the case of an emergency or with important information from the District. **Please be sure your contact information is updated at all times as these phone numbers are used for the District's emergency notification system.**

Physical and Dental Examinations

State law requires that physical and dental examinations be provided by the school's nurse, doctor and dentist, or by the student's family physician. These examinations are provided by the School District, but parents may choose to have these examinations done by their personal physician. Pennsylvania School Law requires that each child entering grades K, 6, and 11 have a physical exam and each child entering grades K, 3, and 7 have a dental exam. Students are required to complete the special school form for health records.

Other examinations include vision testing, height and weight measurements (which are done yearly), and hearing tests, which are administered early in the school year.

Immunization

Children in public schools must be immunized for tetanus, diphtheria, polio, measles, mumps, rubella, hepatitis B and varicella (chickenpox). Children attending grades 7-12 in 2011-12 will also need 1 dose of MCV and 1 dose of tetanus, diphtheria, Tdap (if 5 years has elapsed since that tetanus immunization). Without these required immunizations the student will not be permitted to attend Peters Township School District. Exceptions do apply for medical reasons and religious beliefs. The school nurse should be contacted with any questions or concerns in this area.

Where applicable, those individuals who are identified as symptomatic or asymptomatic carriers of communicable diseases, infected with acute diseases, and/or chronic infectious diseases will be restricted from the school environment until such a time that it is ascertained their presence within the educational setting will not present a risk to themselves or others. Individually afflicted students shall be afforded their due process rights in respect to continued attendance or when appropriate be provided with education in the least restrictive environment.

Medication Policy (School Board Policy 5142.1)

The School District recognizes that to improve student health and regular school attendance, it is often necessary to administer medication or render limited medical care to students during the school day. The Medication Policy defines guidelines for the District's responsibility to administer medication or medical care. To ensure proper administration of medication, any student needing "prescribed medication" (prescriptions or over-the-counter medication which has been prescribed by a doctor in writing) during school hours, per the physician's instructions, must follow these procedures:

1. Obtain and process a medication use form, which should outline specific procedures for administering medication.
2. All medications must be registered and stored in a locked area of the building health office. The medication must be in a proper pharmaceutical container, bearing the student's name, physician's name and treatment instructions, including times the medication is to be administered.

In some cases, a parent may determine the need for his/her child to take "over-the-counter" medication (such as aspirin, cough medicine, etc.). This medication must also be registered at the building nurse's office, following the procedures previously listed. The School District cannot, however, assume responsibility for maintaining a schedule to administer "over-the-counter" medication, unless a physician prescribes it.

MRSA Information

While methicillin-resistant staphylococcus aureus (MRSA) is most commonly linked with athletics, the District takes a proactive approach to protect students throughout our schools. An informational brochure "Preventing MRSA: What Every Parent Should Know" is produced by the Communications Office and made available to staff, students, and parents in all nurses' offices, the athletic office, in the main office, and the District website. Any skin irritation should

be reported to the school nurse to evaluate the irritation and document the findings. Parents/Guardians will be notified and a course of further action will be identified.

Wellness of Students (School Board Policy 5140)

Peters Township School District recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development, and readiness to learn. The District is committed to providing an environment that promotes student wellness, proper nutrition education, and regular physical activity as part of the learning experience. Food items sold during the school day, whether through Food Service or fundraising efforts, must meet policy wellness guidelines. Peters Township School District recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development, and readiness to learn.

District Clean Hands Campaign

Recognizing the importance keeping our hands clean to help prevent the spread of communicable diseases such as colds, influenza and H1N1, the Clean Hands Campaign reminds our students through posters and reminders throughout the school to wash their hands regularly. The District provides touch-less hand sanitizers in key areas to prevent the spread of germs.

Home Schooling (School Board Policy 5200)

The Peters Township School District recognizes that families have a right to home educate their children in compliance with the Constitutions of the United States and Pennsylvania, the Compulsory Attendance Laws of Pennsylvania, and the provision of the Public School Code of 1949, as amended. By virtue of this policy, the Board addresses the participation of students involved in home education programs in the School District's curricular, extracurricular and interscholastic athletic programs in accordance with Section 1327.1 of the School Code. This policy also addresses the placement of students in educational programs on their entry or reentry into School District programs.

Homework (School Board Policy 6154)

Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher. Homework is viewed as an integral part of the total education of the student when it provides the opportunity for the student to practice, apply, integrate, or extend school learning; reinforce and develop independent work habits; use home, school and community resources; and develop responsibility. Homework is to be relevant to the curriculum and based on student needs, capabilities and interests. It is to be planned and evaluated with respect to its purpose, appropriateness and completion time. Homework is not to be assigned as a form of punishment.

Loss of Privileges (School Board Policy 5218)

Students who engage in misconduct may lose their right to participate in any activities associated with the school. Loss of privileges may result from a student's overall misconduct or through one gross event that significantly negatively impacts the overall mission of the District, high school, organization, activity, team, or group. Any student who conspires, solicits, or induces another student to violate school board policy; the rules, guidelines and procedures of this handbook, or the law, shall be subjected to the loss of privileges

Safety Drills

To ensure the safety of all students, fire drills are conducted on a regular basis to provide practice in the event of an emergency situation. These are conducted in accordance with the procedures established by the School District and the Peters Township Fire Department.

When the fire alarm rings, students must remain silent and listen to the teacher's directions and leave the room. The last person out should shut the classroom door. Students must leave the building in an orderly manner and remain quiet in order to hear any additional directions. Failure to follow these rules will result in disciplinary action.

At times, in accordance with state regulations, students also participate in other drills such as severe weather safety drills, or lockdown drills. Each school has procedures to follow in case of various emergencies. In an effort to assist in providing a safe environment students must acknowledge a reduced expectation of privacy. Reasonable suspicion would be the catalyst of unannounced inspections or sweeps of school property or general student searches to aid in enforcing this handbook and/or school board policy. The purpose of these searches shall be to serve as a deterrent to unwanted items, substances, or activity, and to evaluate the safety and welfare of students and staff.

The School District may also use dogs to search or sweep lockers, property and other belongings that are on school property; therefore, again students must acknowledge a reduced expectation of privacy

School Counseling Services

School counselors in partnership with students, parents/guardians, staff, and the community, promote the development of each student’s potential. Through a proactive, comprehensive and developmental counseling program, the counselors assist all students in realizing their abilities, needs, interests, and goals as they transition through the educational process to become successful members of society and life-long learners.

Severe Food Allergies (School Board policy 5142.2)

Parents or guardians who request accommodations for their children(s) who have severe food allergies must provide written documentation to the school nurse on an annual basis from a physician indicating the nature and severity of the food allergy, as well as emergency procedures to be followed in the event of a severe allergic reaction. The building principal will coordinate information on accommodations with the Director of Food Services.

Skateboards, Roller blades and Skates (School Board Policy 1330.1)

Unless curriculum related, these items are not permitted on school property. Students are to leave them at home. Skateboards are unlawful to ride in Peters Township where a sign is posted stating “Skateboarding Prohibited.”

Standardized Testing

Peters Township School District is required to administer standardized tests and elects to administer others. The following standardized assessments are administered at each grade level:

| | |
|------------------------------|---|
| PSSA Retest | 12 th Graders who did not pass one or more of the 11 th grade tests |
| English Language Proficiency | K-12 ESL students only |
| PSSA Writing | Grades 5, 8 |
| PSSA Reading/Math | Grades 3, 4-8 |
| SAT - 10 | Grades 1, 2, 5 |
| PSSA Science | Grades 4, 8 |
| PSSS | Grade 9 |
| Keystone Exams | All students completing Algebra, Biology, and Literature |

Student Discipline (Refer to School Board Policy 5218)

The Superintendent or designee shall:

- (1) ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct
- (2) publish and distribute to all staff, students, and parents/guardians the:
 - a. rules and regulations
 - b. sanctions that may be imposed for violations
 - c. student rights and responsibilities

Student Grades (Refer to School Board Policy 5121):

Grading Scale

The following represents the grading scale for grades K-3 in the Peters Township School District:

| Letter Grade | Percentage |
|-----------------------|-------------------|
| M = Mastered | 90% - 100% |
| P = Proficient | 70% - 89% |
| N = Needs Improvement | 0% - 69% |

The following represents the grading scale for grades 4-12 in the Peters Township School District:

| Letter Grade | Percentage |
|---------------------|-------------------|
| A | 90 - 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| F | Below 60 |
| *I | Incomplete |

*Incompletes become an "F" after 10 days. The student has 10 days from the last day of the report period to make up work to get the incomplete rectified. Percentage grades are not rounded up (e.g.: 89.5% = 89.5%).

Web Access to Grades and Additional School Information

A PowerSchool link on the District website gives parents access their child's grades at any time via the Power School link on the District website. Power School offers parents the real-time access to grades, attendance, homework assignments and other class information. You may email teachers or ask for automatic updates on your child's progress and view the school bulletin. Visit the webpage for more information on obtaining a password to view your child's information.

Grade Reports

Paper report cards are no longer automatically provided. Parents may use the Power School link to access their child's information. Paper reports will be provided upon request.

Student Records (School Board Policy 5150)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The School District will maintain educational records for students for legitimate educational purposes. The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

Student Trips (School Board Policy 6153)

Student trips are a privilege. To participate, a signed parental permission form must be submitted. Students must meet all obligations for missed coursework. The teacher, sponsor or coach will enforce school rules, all of which apply during student trips. Students who violate school rules will be subject to disciplinary consequences, parent/guardian notification, and may be sent home at parental/guardian expense. Students represent our District where ever they go, and their behavior should be exemplary.

Technology Use (School Board Policy 5114.7 & 5114.71)

The Peters Township School District Board supports the use of the Internet, other District computer networks and technical resources in the District's instructional programs. These resources are made available in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of technology resources shall be consistent with the curriculum adopted by the School District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Furthermore, technology resources will be utilized where District operations can be enhanced by their use. District technology resources refer

to all District networks, computer software, computer hardware, digital image and audio devices, peripheral devices, computer services and the Internet.

The electronic information available to students on the Internet or through web-based services does not imply endorsement of the content by the School District, with the exception of resources approved and adopted by the Board of Directors. The District does not guarantee the accuracy of information received on the Internet. The District is not and will not be responsible for any information that may be lost, damaged or unavailable when using District technology resources or for any information that is retrieved via the Internet. The School District is not and will not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services. Parents/Guardians are legally and financially responsible for their child's actions.

Before students can use District computers on the District's network, they are required to electronically log in and agree to abide by the District's Technology Acceptable Use Policy. There is a summary of the policy on the computer screen that the student can read each time before clicking on "agree." It is assumed that the parents of all students will agree to this procedure, otherwise the parent is to notify the school office that his/her child will not be permitted to use District technology-related equipment.

Valuables

Students are responsible for their personal property. Students should not bring expensive belongings to school because they could be lost, stolen, or damaged. The school will not be responsible for these belongings.

III

SECTION III: Student Support Programs

English as a Second Language (School Board Policy 6190)

The District has developed a formal English as a Second Language (ESL) and Limited English Proficiency (LEP) policy to ensure quality educational services to all students. To accomplish this goal, the District's objectives are to provide appropriately planned instructional services for identified students whose dominant language is not English. The ESL teacher works closely with the Administrative staff and classroom teachers to assist students in improving their English proficiency. All students are integrated with their peers except when it is necessary to pull them out of class to provide specific services.

Gifted Support

Specially designed instruction is provided for students who are identified as intellectually gifted. These individuals have demonstrated cognitive and academic performance, which has been determined to be significantly beyond age/grade level norms. After a thorough review of each identified gifted learner's educational needs, a team of qualified professionals and the parents develop a Gifted Individualized Educational Plan (GIEP).

Learning Support

This program is designed to help the moderate to mildly challenged students, who have a chronic condition of presumed neurological origin which selectively interferes with development, and integration of language or nonverbal abilities. Upon establishing a need for specially designed instruction, an educational planning team, which includes the parents, works to develop and implement an individualized educational program. Students may receive this support in the regular classroom ("inclusion") or in a special education classroom ("pull-out").

Life Skills Support

This program provides services for severely challenged students who are significantly delayed in their mental and/or physical development. After a thorough review of each eligible student, the location and level of special education services is determined by a team of qualified professionals, including the parents.

Other Special Education Services

In some cases, special education services are provided by agencies other than the School District. These services are contracted on an as-needed basis to address the specific areas of need for individual students. Such services include, but are not limited to: speech and language therapy, hearing support, vision support, occupational and physical therapy.

IV

SECTION IV: School District Student Policies

Overview: Student Policies

School board policies include a section of policies specific to the rights and responsibilities of students (5000 series) and a section specific to instruction (6000 series) You may access all approved District policies on our website at www.ptsd.k12.pa.us under the *Our School Board* tab and click on *District Policies*.

Topics covered under these policies include:

5000 SERIES - STUDENTS

- 5000 Strategic Plan
- 5103 Non-Discrimination in School and Classroom Practices/ Form
- 5112 Guidance Counseling
- 5113 Special Education
- 5114 Student Rights
 - 5114.1.0 Laser Pointers
 - 5114.1.1 Sexual Harassment -Students
 - 5114.1.2 Harassment -Students
 - 5114.1.3 Anti-Hazing
 - 5114.2 General Student Searches
 - 5114.3 Locker Searches
 - 5114.4 Motor Vehicle Searches
 - 5114.5 Threats, Assaults upon Students and Employees
 - 5114.6 Drug and Alcohol Policy w/ 3 Attachments
 - 5114.7 Acceptable Use of Technology Resources -Students
 - 5114.71 Acceptable Use of Personal Technology Resources – Students
 - 5114.8 Possession of Weapons and Dangerous Instruments
- 5115 Career and Technical Education
- 5118 Enrollment in District for Resident and Non-Resident Students
- 5121 Assessment and Evaluation of Student Progress
- 5127 Graduation Requirements
 - 5127.1 WWII Veterans Diploma Requirements
 - 5127.2 Class Rank – Graduation Honors
- 5135 Student Activity Funds
- 5140 Student Wellness
- 5141 Communicable Disease and Immunizations
- 5142 Student Accidents, Injuries, Illness
 - 5142.1 Administration of Medication or Medical Care
 - 5142.2 Food Allergies
- 5145 Child Abuse – Neglect
- 5146 Student Services
- 5149 Behavioral Management for Special Education

- 5150 Student Records
- 5160 Student Recruitment
- 5200 Home Schooling
- 5204 Pupil Attendance, Absence and Tardiness
- 5207 Confidential Communications of Students
- 5209 Health Examinations/Screenings
- 5218 Student Discipline
- 5220 Student Expression/Distribution and Posting of Materials
- 5221 Dress and Grooming
- 5233 Suspension and Expulsion
- 5234 Pregnant/Married Students
- 5235 Student Surveys
- 5236 Student Assistance Program
- 5237 Flag Salute and Pledge of Allegiance
- 5238 Tobacco Use (students)
- 5249 Anti-Bullying/Cyberbullying

6000 SERIES - INSTRUCTION

- 6105 Exemption from Instruction
- 6111 School Calendar
- 6120 The Educational Program Curricular Purpose and Scope
- 6125 Independent Study
- 6130 Gifted Education
- 6153 Student Trips
- 6154 Homework
- 6161 Textbook Selection
- 6164 Title I Parental Involvement
 - 6164.81 ECIA Chapter I Complaints
- 6180 Educational Program Reports
- 6190 English as a Second Language and Limited English Proficiency
- 6200 Child Development Laboratory- High School/Preschool



SECTION V: High School Information

The Peters Township High School Student/Parent Handbook is designed to give parents/guardians and students an understanding of the rules and regulations regarding attendance, procedures, and educational matters in our school.

School board policy supersedes any provisions of the handbook and if there are any questions regarding the procedures listed here and the school board policy, the school board policy most recently adopted will prevail.

This handbook is reviewed at the end of each year to maintain its consistency with policy adoptions. The handbook is not a contract between the school and parents/guardians or students. We reserve the right to change it at any time during the school year. Any changes in policy made during the school year will be communicated to students, parents/guardians, and staff and may also be accessed through the school District website.

Academics and Counseling Services

Advanced Placement Courses

Students are encouraged to take a rigorous schedule of classes throughout their high school experience. Advanced Placement (AP) courses represent the most challenging coursework offered and receive additional weight in calculating the student’s grade point average (GPA).

Students who select AP courses are encouraged to take the AP test (at their own expense) for each AP course in which they are enrolled. Scores of three or higher have been accepted at some universities for college credit. All AP courses have challenging prerequisites.

Alternative School

Students who are experiencing difficulty succeeding at Peters Township High School may be candidates for an approved alternative school. This opportunity permits students to earn a Peters Township High School diploma after successfully completing pre-approved coursework in an alternative setting. This placement is viewed as a short term, temporary placement. While attending an alternative school, students should strive to develop the necessary skills to allow a successful return to Peters Township High School and stay in contact with their Peters Township High School counselor to monitor credit achievement toward graduation. All discipline files are shared between the alternative school and the High School, and progressive discipline is based upon the shared files.

Placement in any approved alternative school is for that school year, and students will be re-enrolled at Peters Township High School the following school year and must be reconsidered for additional alternative placement. The student’s counselor shall assume the responsibility for this process with final approval coming from the student’s Grade Level Assistant Principal and the Supervisor of Special Education.

Student activities such as clubs and athletics, dances, proms, senior activities, commencement, fieldtrips and plays are not open to students enrolled in an approved alternative school unless specifically requested in writing by the student and pre-approved in writing by the High School Principal.

Appointments

Appointments with a student’s counselor should be scheduled, if possible, during a study hall period, during lunch, or before or after school.

Parents/guardians wishing to meet with a school counselor should make an appointment via email or phone. Walk-ins are welcome but may have to wait.

Parents shall be notified by the school counseling department and the Grade Level Principal on a quarterly basis of attendance, discipline, and academic issues for those students not succeeding in any of these areas. The school

counselor will meet individually with each of these students.

Auditing a class

If classroom space is available, students may audit any course offered by PTHS with the approval of the teacher and the grade level principal. Students will not receive a grade nor will they earn credit toward graduation for audited classes. Please contact the Counseling Department for more information.

Career Resource Center

The Career Resource Center (CRC) is located next to the School Counseling Office and is open to all parents, students, community members and college representatives. The following is available through the CRC:

- (1) Information on the SAT and ACT
- (2) Military information
- (3) College applications
- (4) Videos and virtual field trips from various colleges
- (5) College essay assistance
- (6) Financial aid application assistance
- (7) Career Cruising program
- (8) Mock interviews
- (9) Scholarship information/applications
- (10) Career information

Students are welcome to use the resource material of the CRC as long as they have a pass from a teacher and sign in at the time that they arrive. Most students come during a study hall, lunch, or if they are able to get a pass from a subject teacher. Parents and alumni may call 724-941-6250, extension 5233 to make an appointment to visit the Career Resource Center.

Class Rank (School Board Policy 5127.2)

Class rank has been eliminated from the high school transcript. Class rank will be made available only for scholarship applications on which it stipulates that class rank is required and will not be accepted without this information. Class rank will be determined by limiting grade point averages (GPAs) to two (2) decimal places.

College Coursework for High School Credit

Students who advance beyond the coursework offered at the high school, or who have interest in a college-level course may enroll in college classes and earn credit toward graduation. Students must obtain authorization to transfer credits before enrolling in any college course. **All costs associated with college classes, including but not limited to tuition, transportation, related materials and supplies, are the responsibility of the student and family.** On occasion, a dual-enrollment grant is available through the State to support some of the tuition costs. Ask your school counselor if any support is available this year.

To receive Honors or Advanced Placement credit for a college course, the student must receive written approval from the Peters Township High School principal prior to beginning the college course.

College in High School

Colleges may accept selected courses offered at Peters Township High School toward a college degree. These courses are identified in the Course Description Booklet as College in High School along with the title of the course.

College Admissions Exams – PSAT, SAT and ACT

Students and parent/guardians can obtain all up to date information at the College Board website:

<http://www.collegeboard.com> and the PTHS counseling website.

Notices regarding testing dates are available on the morning announcements, the school counseling website, and postings in and around the counseling office. Students have the option to test at their own school or at another local high school. Student's scores become part of the official transcript.

College Visitations

Students are encouraged to visit colleges during the summer months and on weekends during the school year. College visitations that involve absences from school require submitting a form and should be coordinated through their school counselor. Colleges also visit the high school to talk to students during the school day. The visitation schedule is announced in advance, and students who are interested may sign up and attend various presentations with teacher permission.

Counseling Service Organization

Peters Township High School is organized so that students remain with the same counselor for guidance services during their entire high school career.

Assistant Principals are assigned to grade levels 9 -10 and 11-12

| <u>Students (First letter of Last Name)</u> | <u>School Counselor</u> | <u>Grade Level Assistant Principal</u> |
|---|-------------------------|--|
| Students A-C | Mrs. Cunningham (5232) | Ms. Sanders, grades 11 and 12 |
| Students D-HI | Mrs. Wawrzeniak (5234) | Mr. Lesnett, grades 9 and 10 |
| Students Hm-Ma | Mrs. Laux (5220) | <i>both principals</i> |
| Students Mc-Sa | Mrs. Prinsen (5610) | <i>can be reached at</i> |
| Students Sc-Z | Mr. Sudol (5238) | <i>extension 5216</i> |

Course Changes (add /drop/withdrawal)

During the first ten days of the school year, or semester for semester courses, students will be permitted to add/drop courses for academic reasons (i.e., an inappropriate level) or that result from a computer error. Students may also add an elective course in order to eliminate a study hall or drop a course if they are without a study hall. Students are not permitted to change electives or choose teachers.

Students who are permitted by the administration to withdraw from a course after the first two weeks of the school year or semester for a semester course will either receive a WP (withdrawal passing) or WF (withdrawal failing) depending on their grade at the time of withdrawal. No credit toward graduation will be given for a WP. Students who are removed from a class due to failure or for disciplinary reasons will receive a grade of "F" on their transcript. This grade of F will be calculated into the student's GPA. If a student retakes a course and provides the required documentation (i.e. official transcript) both grades will appear on the official Peters Township High School transcript.

Course Selection

The course selection process begins at the start of the second semester. Students are provided access to a Course Description Booklet and a Course Selection Sheet online that the Counselors review with the students. After selecting classes, students should confirm their core area selections (English, mathematics, science, social studies and world language) with their current instructor for a recommendation to move on to the next level. Scheduling itself will be done on-line where circumstances permit. Students are asked to make alternate selections that will be scheduled if a course or study hall is filled.

Eighth Grade Advanced Studies

Each year Peters Township High School in cooperation with Peters Township High School engage qualifying students in Math and Biology high school classes. A partnership that enhances students' academic growth through rigorous math/biology training, the program is designed for high school students who have met pre-determined criteria and qualify for acceleration. Coursework taken at PTHS will count toward graduation credit and high school GPA. More information is available in the PTHS Course Description Booklet and the PTMS and PTHS counseling offices.

End-of-the-year- Final Grade Calculation

At the conclusion of the school year, a student's final grade is determined by using the four non-weighted marking period letter grade and the final exam quality point (A = 4; B = 3; C = 2; D = 1.) Percentages are not used in the computation of the final grade. The final grade average is listed on the report card for full-year courses as a letter grade. If a student receives three F's in any of the five graded categories in a full year class, they

automatically fail. If a student receives two F's in any of the three graded categories, they automatically fail. Please use the following diagram:

FYI: How to calculate Final Grades For Transcripts

| | | | | | | How is FV calculated for you if your grades are in on time |
|------------------|--|--|--|--|--|--|
| | | | | | | ↓ |
| Term of course | Qtr 1 weight | Qtr 2 weight | Qtr 3 weight | Qtr 4 weight | Finalex weight | FV in PS (Final Average for transcripts) |
| Semester 1 S1 | 2 X letter grade equivalent of the percent | 2 X letter grade equivalent of the percent | | | 1 X letter grade equivalent of the percent | $\frac{[(2 \times Q1) + (2 \times Q2) + FX]}{5}$ =FV printed as a letter grade |
| Year | 2 X letter grade equivalent of the percent | 2 X letter grade equivalent of the percent | 2 X letter grade equivalent of the percent | 2 X letter grade equivalent of the percent | 1 X letter grade equivalent of the percent | $\frac{[(2 \times Q1) + (2 \times Q2) + (2 \times Q3) + (2 \times Q4) + FX]}{9}$ =FV printed as a letter grade |
| Semester 2 S2 | | | 2 X letter grade equivalent of the percent | 2 X letter grade equivalent of the percent | 1 X letter grade equivalent of the percent | $\frac{[(2 \times Q3) + (2 \times Q4) + FX]}{5}$ =FV printed as a letter grade |

A=4, B=3, C=2, D=1 for calculating FV. Appropriate weights are applied to Honors and AP Courses after calculating FV (Final Average.)

Grade Point Average (GPA)

Students will receive a cumulative unweighted and weighted Grade Point Average (GPA) that will be reflected on student transcripts. Unweighted GPA is determined by dividing the total grade points by the total eligible credit hours. Grade points are numerical values assigned to grades (A = 4, B = 3, C = 2, D = 1, F = 0). Weighted GPA is calculated using an added value for Advanced Placement (AP) and Honors courses. Grades of D and F in Honors and AP courses will not be given additional weight. The formula for calculating weighted GPA is:

$$\text{Weighted GPA} = \text{unweighted GPA} + \left[\frac{1}{24} (4a + 3b + 2c) + \frac{1}{12} (4A + 3B + 2C) \right] / Y$$

a, b, c = * number of As, Bs, Cs in Honors Courses

A, B, C = * number of As, Bs, Cs in AP Courses

Y = number of years completed at the high school (Y cannot exceed 4).

*Note that a, b, c and A, B, C should equal 0.5 for semester courses and 1.0 for full year courses

Graduation Honors

For graduation, students will be recognized for academic achievement as follows:

Cum Laude: weighted cumulative GPA 4.0 to 4.39

Magna Cum Laude: weighted cumulative GPA 4.4 to 4.79

Summa Cum Laude: weighted cumulative GPA 4.8 and higher

Students graduating with the Summa Cum Laude honor and having a weighted GPA of 5.0 or higher will be further

recognized as PT Scholars. At least half of the total credits earned must be from Peters Township High School for a student to qualify as a PT Scholar.

Students must take a minimum of 6.0 credits each year in order to maintain status as a full-time student at Peters Township High School. A student must be a full time Peters Township High School student to be considered for academic honors during any given year. To receive Honors or Advanced Placement credit for a college course, the student must receive written approval from the Peters Township High School principal prior to beginning the college course. The number of weighted credits in any one (1) school year that can be transferred from college to Peters Township High School cannot exceed eight (8) high school credits. Any credits beyond eight (8) will be classified as academic.

Graduation Requirements (School Board Policy 5127)

The requirements for graduation shall be the successful completion of academic work and learning objectives identified in the Board approved planned courses equivalent to the following programs of planned instruction for students in grades 9-12. Students must successfully complete all graduation requirements in order to participate in commencement ceremonies. Students must take a minimum of 6.0 credits each year in order to maintain status as a full-time student at Peters Township High School. Students should consult the school board policy 5127 and the course description book for current graduation requirements. Counselors monitor student progress toward meeting graduation requirements.

Students with special needs who are receiving services through the IEP process shall demonstrate achievement of performance standards developed within the IEP. Achievement of these performance standards qualifies the student for participation in the graduation ceremonies and receipt of a diploma.

Students with special needs who are receiving services through the IEP process and are not eligible to graduate will have the option of participating in the graduation ceremonies with their chronological peers, at which time they will receive a Certificate of Attendance, provided that they have attended four (4) years of high school. Students may only participate in the graduation ceremonies on one (1) occasion.

The school counselor will certify in writing that every student has fulfilled his or her graduation requirements prior to the start of final examinations. Seniors are required to satisfy all obligations in order to participate in commencement ceremonies. These obligations shall be met prior to the start of senior final examinations.

Grades

The Peters Township School District grading scale is followed in assessing students' work. Please remember that a student has 10 days from the last day of the report period to make up work to change an Incomplete to a letter grade. After the 10 days, the Incomplete becomes an "F."

Power School, the high school's on-line grade information system, allows parents to access their child's grades at any time. Please call or visit the counselors' office to sign up.

Honor Roll

Honor Roll designations will be made at the end of each semester. Honor Roll will include an unweighted grade point average of 3.5 through 3.79. High Honor Roll will include an unweighted grade point average of 3.8 and above. Any marking period grade of either D or F or an I (Incomplete) will disqualify a student for Honor Roll status unless it is removed within the required time period.

Honors Courses

Students looking for a very challenging schedule may select honors courses provided they meet the designated course requirements and prerequisites. Students who elect to take honors courses receive additional weight in calculating the GPA.

Independent Study (School Board Policy 6125)

Independent study provides qualified students with the opportunity to enrich their education through an independent

study process. Independent study shall be granted under exceptional circumstances to enhance a student's learning experience, or shall be granted in the event a student cannot participate in a course offered by the High School due to an unavoidable scheduling conflict. An independent study program requires special effort and commitment on the part of the student, parent/guardian and school to meet the individual educational interest of the student. Students may attempt no more than one independent study course per semester.

Students requesting approval for independent study are asked to visit with their school counselor to initiate the process and obtain the appropriate form.

Independent study coursework that is successfully completed shall be noted on the student's transcript as pass/fail, except when the student has received special approval for a grade. A copy of the plan and assessments will be in the student's permanent record file until graduation. Independent study courses will not qualify for weighted credit when calculating the student's grade point average. Only independent study courses that receive a letter grade will be included in the computation of the student's grade point average.

Any transportation or cost associated with an independent study is the responsibility of the student and his/her parent/guardian.

Internships and Mentorships

Students who are interested in pursuing these non-credit experiences should contact their counselor and the School-to-Career Coordinator to consider schedule planning. Several of these opportunities require pre-requisite classes.

Military Recruitment/Post Secondary Institutions

Peters Township High School must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

Parents wishing to exercise their option to not release such information to military recruiters or to institutions of high learning must submit their wishes in writing to the high school main office at the start of each school year.

Online Learning

Beginning with the graduating class of 2015, 1/2 credit in an online course will be required for graduation. These courses are identified in the Course Description Booklet as On-Line Learning Courses, along with the title of the course. All students who fall under this requirement also have the option of taking their on-line course from an approved organization outside of the high school. Further information and the application process can be found in the PTHS Course Description Booklet.

Pregnant Or Married Students (School Board Policy 5234)

Students who are married must declare their marital status at the time of marriage or at the time of enrollment in the school. Students who are pregnant shall not be denied an educational program solely because of marriage, pregnancy, pregnancy-related disabilities, or potential/actual parenthood. Students are encouraged to participate in their regular classes and in extracurricular programs. Each pregnant student must present to the Superintendent or designee a licensed physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A pregnant student, whose licensed physician certifies that her mental or physical condition prevents her from attending regular classes, may be assigned an alternative education program of homebound instruction.

Report Cards

At the end of each marking period, report cards are available online showing the grades students have earned in each class. However, the report card shares with the parents more information than grades. There is a section that allows the teacher to comment about performance in class. This section also gives teachers the opportunity to ask for a conference with the student's parents. For parents without internet access, please contact the counseling office.

Student Assistance and Referral Program (STAR) (School Board Policy 5114.6)

The Administration recognizes the need for a healthy school environment in which learning and achievement are

enhanced. Due to a variety of reasons, students may suffer from problems of coping; thus, it may make it difficult for them to reach their full potential.

The goal of the STAR Team is to gather information and make recommendations to the students and families and not to act as the actual treatment team. The primary function of the program is to identify the students whose behavior creates concern and to begin a positive plan for intervention. Through STAR, the high school, in cooperation with the family and student, can provide the educational opportunities and environment whereby the student learns to assume the responsibility of becoming contributing members of our society.

Students can self-refer or can make a referral to this program by simply contacting a school counselor or a parent/guardian, staff member or administrator.

The STAR Team has been designed to provide assistance to students affected by physical, social, emotional or substance abuse and may refer the student to group or individual counseling offered by one or more of the high school counselors.

Student Records (School Board Policy 5150)

The high school protects the confidentiality of all students' educational records. Student permanent records are maintained in the school counseling office. These records include grades, standardized test results and other pertinent data. Parents/guardians or students age 18 or older have a right to review this information and have it explained by the administration.

Discipline records are not part of a student's permanent record, but are carried over from year to year while a student is in the high school. Parents/Guardians of newly enrolled students are required by Pennsylvania School Code to provide a sworn statement or affirmation the student was not previously suspended or expelled from any public or private school for "an act of offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property." This reference resides with the student's disciplinary information and may be shared with those who have a right to know.

The Administration and counselors may keep personal files, materials, or personal notes from year to year.

All classroom teachers are required to prepare and maintain a record of work and progress for each of their students, including final grades and a recommendation regarding advancement with respect to grade level/courses. At the end of each school year every high school teacher submits to the High School office a copy of their grade book and other pertinent information used in formulating records, and a copy of their test file.

Standardized Testing

Pennsylvania System of School Assessment (PSSA)

Eleventh grade students scoring at the "basic" or "below basic" levels on the PSSA are required to take and pass a one semester PSSA course in their 12th-grade year as a requirement for graduation.

Eighth grade students, who are entering 9th-grade, and scoring at the "basic" or "below basic" levels on the PSSA are required to take a one semester PSSA course in 9th-grade to improve their skills in the areas of reading, writing, and/or mathematics. No other elective may be substituted for this course.

PSSA tests are expected to be replaced with state-mandated Keystone exams for various content areas.

Summer School

Students who are not satisfied with a grade they receive are encouraged to retake the course by enrolling in a pre-approved summer school program. Students may get information concerning available class options and locations for summer school from their school counselor. Summer school credits earned at approved programs will be accepted. Any alternative course possibilities must be discussed with the student's school counselor and approved by the building principal prior to the student registering for the course. Both grades (the grade the student earned during the school year, as well as the summer school grade), will appear on the student's transcript and will be calculated into

his/her grade point average.

Students who desire to take a summer school course in order to advance themselves in an academic discipline or experience a course not offered at PTHS must gain the approval of their school counselor and the principal prior to registering for the course. If the course is taken at a college or university the course must be a 3-credit course to earn one (1) PTHS credit. A course taken at another high school must have a minimum of 120 hours to earn one (1) PTHS credit.

Testing Out of Courses

Students can attempt to test out of Personal Wellness. If other prerequisite courses are being considered for testing out support must exist from the student's school counselor who will propose and justify the request, secure approval from the High School Principal, and then make appropriate arrangements with the facilitator of that department for the necessary examinations. These opportunities may be limited to the advertised dates and times. Information about testing out is available from the High School Counseling Office.

Parents/Guardians and the student may review the curriculum and the requirements with the administration and the student's anticipated high school counselor. Testing out procedures, requirements, and expectations are comparable to what is normally expected had the student taken the course (i.e. grading scale for passing a course). The assessment is a comprehensive examination representing the major objectives for each quarter of the school year, not a new examination.

The grading scale for the testing out exam is the same as if the student took the course unless the student receives a grade of F. They may request the grade not be counted and that all records of the attempt be expunged.

It is the responsibility of the student who desires to test out to be aware of and adhere to timelines for testing out. Testing out occurs in early spring when student scheduling is being completed.

Valedictorian and Graduates Of Distinction (School Board Policy 5127.2)

Beginning with the class of 2013, Graduation Honors will no longer be used. See "Graduation Honors" for the new classifications.

Western Area Career and Technology Center (WACTC)

Vocational career counseling is available through any of the school counselors, the Career Resource Center and any career education special events and programs held throughout the school year. Students in grades 10, 11, and 12 may elect a course of study that would include a half-day program at the Western Area Career and Technology Center, in Houston, PA. Students choosing this scheduling option have a five (5) period day at the high school in the morning, which is normally adequate to meet requirements for graduation. The program at Western Area Career and Technology Center requires faithful attendance. Chronic absenteeism will result in removal from the program.

Disciplinary infractions at Western Area Career and Technology Center will be reported to the appropriate Grade Level Assistant Principal. Students must follow the Peters Township High School Handbook while attending the High School and the Western Area Career and Technology Center's rules, guidelines, and procedures apply while at WACTC. Academic courses offered at WACTC such as English, Science and Math count toward graduation credits at Peters Township High School. At any time that the Administration from either school believes the student's best interest would be served by the student returning to the home school, this action will be considered and a meeting held with the parents/guardians and the Grade Level Assistant Principal to review the matter.

See the Course Description Booklet for courses offered at WACTC or visit the District website or the WACTC website: www.wactc.net

On days that WACTC is in session and PTHS is not, School District buses pick our students up at home and transport them to the Career and Technology Center. At the end of their day, they are transported from the Career and Technology Center to their homes. The transportation department calls each student before school begins to give them their pick-up time. A follow-up letter is mailed home later in the year.

Work Release

Seniors who are in good academic standing may be permitted to participate in a non-credit work release program. The student must submit to his/her counselor verification that s/he has:

- (1) a job at the time of application
- (2) a letter from the employer on company letterhead stating that the student will begin work at the agreed upon time during the school day
- (3) a completed application signed by the parents/guardians stating that they take responsibility for the student once he/she has left the high school during the school day
- (4) enough credits to permit graduation with his/her class

Students applying for work release receive their approval from the Principal. Transportation to the employment location is the responsibility of the student. A student's work release may be revoked if the student experiences difficulties in attendance, academic performance or behavior.

Athletics and Activities

Sports and clubs are a major part of the high school program. Numerous teams, clubs and organizations exist to satisfy student interests. Students are encouraged to join one or more of these offerings as a means of enhancing their high school education and developing lifelong skills. Academic extracurricular activities are opportunities for students to expand their learning experiences beyond regular classroom instruction. We encourage students to get involved at this level so that as they progress through their school years, they will gain lifelong learning experiences and knowledge, and improve decision-making skills. Students may obtain more information on each activity by contacting the sponsor of that activity.

Athletic/Activity Fee Program

The following fee structure has been approved by the Peters Township School Board to offset the cost of transportation, equipment, supplies and other expenses associated with student athletics and activities.

| Group | Definition | Associated Fee | Submitting Fees |
|--|--|---|---|
| High School Activities (grades 9-12) | Any extracurricular activity or co-curricular activity or club | \$10 per student, per activity/club* | Submit check or money order ** to the sponsor at the High School prior to the second meeting of the activity/club. Check or money order** should be made payable to Peters Township School District. |
| High School Athletics (grades 9-12) <i>Includes Cheerleading and Band/Auxiliary</i> | Any student who wears a District issued uniform and is transported by the District to the activity | \$90 per student/per sport \$40 per band/aux member \$215 maximum per student/year* | Submit check or money order ** to the Athletic Office prior to the first regular season game. Uniform will not be issued until payment is made. Check or money order** should be made payable to Peters Township School District. |
| Middle School Athletics (grades 7-8) <i>Includes Cheerleading</i> | Any student who wears a District issued uniform and is transported by the District to the activity | \$35 per student/per sport \$85 maximum per student/year | Submit check or money order** to the Main Office at the High School prior to the first regular season game. Uniform will not be issued until payment is made. Checks or money order** should be made payable to Peters Township School District. |

*Per student maximum only applies to athletic fees, activity fees are not included in the total. There is no maximum for activity fees per student.

**Only checks or money orders will be accepted.

Assistance in paying for the fees through fundraising or other means may be provided by the individual booster organizations.

A list of High School and High School athletics and clubs is provided on the District website at www.ptsd.k12.pa.us

SHARP: Student Help And Remediation Program

Sharp Procedures:

- Only core classes (math, English, science, and social studies) are considered throughout the whole process unless an athlete does not have a full course load. In those situations, an athlete must be passing at least 4 courses to remain eligible.
- Sharp only applies to athletics.
- Grades are pulled every Thursday at the end of the day by the Sharp Coordinator once the quarter has been in effect for at least 15 days.
- Athletes are notified on Friday or Monday if they are on Sharp.
- Coaches are notified on Thursday or Friday if their athletes are on Sharp.

- Parents are mailed home a letter on Friday or Monday if their son/daughter is on Sharp.
- Once on the list, athletes cannot come off until the following Thursday unless a teacher error occurred.

If an athlete is failing one subject:

The student is still eligible as long as it is not for four straight weeks.

The student is required to attend one of the two study sessions offered from 2:30-3:00 in room B340 on Tuesdays and Thursdays. If the student does not attend either session, then the student becomes immediately ineligible until all sessions are made up. In addition, if this failing grade persists for four straight weeks or is a final quarter grade, the student becomes ineligible.

An athlete must still attend the study session even if the grade becomes passing during the week.

If an athlete is failing two subjects:

This student is ineligible to practice or play effective Monday through Sunday. The student is required to attend two study sessions offered from 2:30-3:00 in room B340 on Tuesday and Thursday. If the student does not attend either session, then the student remains ineligible until all sessions are made up. In addition, the student will not become eligible until the course grades are a “D” or higher in at least one subject.

An athlete must still attend the study sessions even if the grade(s) becomes passing during the week.

End of Quarter Procedures:

If an athlete is failing a core course at the end of a quarter, the athlete becomes ineligible effective Monday through Sunday. This is true even if the student was not failing the course at any point during the quarter.

The following is a listing of current sports and athletic offerings:

| Fall Sports – Girls | Winter Sports – Girls | Spring Sports – Girls |
|---------------------|-------------------------|-----------------------|
| Cheerleading | Basketball | Lacrosse |
| Cross Country | Cheerleading | Softball |
| Field Hockey | Fencing (Club Sport) | Track and Field |
| Golf | Swimming | |
| Soccer | Indoor Track | |
| Tennis | | |
| Volleyball | | |
| Fall Sports – Boys | Winter Sports – Boys | Spring Sports – Boys |
| Cross Country | Basketball | Baseball |
| Football | Fencing (Club Sport) | Lacrosse |
| Golf | Ice Hockey (Club Sport) | Tennis |
| Soccer | Swimming | Track and Field |
| | Indoor Track | Volleyball |
| | Wrestling | |

| Student Organizations at PTHS | | |
|--|---|--|
| Book Club | Leadership Academy | Ski Club |
| Class Officers | Library Assistants | Stage Crew |
| Computer Club | Literary Magazine | Students Active For Environment (SAFE) |
| Dance Company | Marching Band | Students Against Drugs (SAD) |
| Executive Council of Student Leaders | Musical/Drama | Student Council |
| Future Business Leaders of America | National Honors Society | Smoke Signals |
| Forensics Team | Pennsylvania Math League | Thespian Troupe |
| International Society (French, German, Latin, and Spanish Clubs) | Peters High Association for Scientific Enrichment (PHASE) | |
| Law and Government Club | Photography Club | |

The National Collegiate Athletic Association (NCAA) reviews core courses for all high schools through the NCAA Clearinghouse. College athletic eligibility may be impacted by course selection in certain vocational or non-traditional offerings. It is the student athlete's and parents/guardian's responsibility to inquire and be familiar with these rules. See your school counselor or the Director of Sports Programs and Activities for more information.

Coaches/sponsors have the right and the responsibility to create rules, guidelines, procedures and consequences related to dress, appearance, behavior, academics, and attendance that are more stringent than those found in this handbook with pre-approval from the administration. Behavior standards for students participating in events, sports, and activities are higher than those for the general student population. Students participating may be removed from the activity or leadership position if deemed necessary by the coach/sponsor, Athletic Director, or the High School Administration.

At the completion of an event, sport, or activity, students are responsible for returning school equipment when required by school officials. If the equipment is lost or damaged, reimbursement must be made to the District for the value of the equipment as determined by the Athletic Director or the Grade Level Assistant Principal.

Students involved in a disciplinary action resulting in suspension or removal from a team or activity may use the following procedure:

- (1) the student may meet with the head coach/head sponsor
- (2) if resolution cannot be reached, the student and parent may appeal to with the head coach/head sponsor
- (3) if resolution cannot be reached, the student and parent/guardian may appeal to the Athletic Director or the Grade Level Assistant Principal (non-athletic)
- (4) if resolution still cannot be reached a further appeal to the High School Principal may be made.

Coaches/sponsors are authorized to take immediate disciplinary action while on an away trip or in the absence of the Athletic Director or a high school administrator if there is a risk to the health, safety, or welfare of self or others.

Attendance - School Board Policy #5204

Absences

When a student returns to school after being absent, he/she is responsible for bringing in an excuse on the day he/she returns to school explaining exactly why the student was not in school. The student is to give the excuse to the attendance secretary. This excuse must be signed and dated by a parent or legal guardian. It is the student's responsibility to find out what work is due when he/she returns from an absence. Please refer to School Board Policy: Pupil Attendance, Absence, and Tardiness.

Unexcused Absence Consequence Chart:

| | | |
|-------------------|---|--|
| Step 1 | 3 or more Unexcused Absences (AU) | Verbal Warning, Letter mailed home |
| Step 2 | 4+ Unexcused Absences (AU) | After school detention (ASD), letter mailed home, magistrate citation (16+under), truancy prevention meeting. |
| Step 3 | 5+ Unexcused Absences (AU) | Saturday Detention (SDT), letter mailed home, updated magistrate citation (16+under), CYS called (16+under) |
| Step 4 | 6+ Unexcused Absences (AU) | In-School Suspension -1 day (ISS), letter mailed home, updated magistrate citation (16+under), CYS updated (16+under) |
| Step 5 | Any Additional Absences (AU) | Administrator's Discretion, updated magistrate and CYS (16+under). Potentially alternative placement considered. |
| Maximum AE's = 10 | 10 home excused absences (AE) (note received from parent) | Letter mailed home to inform parents only legal excuses will be accepted from this point forward. All others will be AU. |

Arrival Procedures

Upon arrival to the school, students should go to their locker to get their books and then report directly to 1st period. Students may also go to breakfast in the cafeteria, but should then go straight to their 1st period class. A warning bell rings at 7:20 A.M. signaling students to go to their first period class. A student will be marked late if not in 1st period when the tardy bell rings at 7:30 A.M. Students are permitted in the building at 6:45 A.M. Students arriving prior to 6:45 AM. are required to wait outside.

Early Dismissals

If a student needs to be dismissed from school for a medical appointment or other important reason, he or she must bring in a note from a parent/guardian explaining the reason and the time for dismissal. It must be taken to the attendance secretary as soon as the student comes to school in the morning. The student's name will be placed on the Morning Notice so his/her teachers will be aware of the early dismissal. However, it would still be a good idea for the student to remind the classroom teacher of his/her early dismissal. A doctor's medical excuse must be handed in upon returning to school. **Parents or guardians picking up their child for an early dismissal must come into the office to sign their child out.** Students returning to school from an appointment or who arrive late must check in with the attendance secretary and get a pass before going to class. Students are not permitted to leave the office without permission for an early dismissal. Parents do not need to sign their child in after an appointment. If a student has an appointment at the start of school and will be coming to school afterward, they must bring an excuse the day before, or ask the doctor for an excuse at the time of the appointment. Releasing children to parents or other persons via a telephone message will not be permitted. If a person is **not** a parent, a note from parent or guardian **must** be presented, indicating the identity of the person picking up the student. If a student is 18 years or older, they may sign themselves out from the attendance office. However, whenever they invoke this right, the attendance office will inform their parents that they have signed themselves out by calling the parents at that moment.

Students are not permitted to use their cell phones or classroom phones to call home to have their parents pick them up when they are ill. **Only the nurse can dismiss students who are ill.** After-school detentions may be issued for violation of this rule.

Tardiness

When arriving tardy, the student must report, with a note from a parent/guardian indicating the reason for the tardiness, to the attendance secretary for a "Tardy Excuse" **before** reporting to class. **A medical excuse is required for medical appointments and will not be counted toward the cumulative tardies.** Coaches are responsible for checking attendance of athletic events. Students who are absent all day or are marked as a full-day absence (arriving after 11:20) are not permitted to participate.

Students arriving between 7:30 A.M (start of first period). and 9:05 A.M (end of 2nd period) will be marked tardy to school. Students arriving between 9:05 A.M.(end of 2nd per) and 11:24 A.M (beginning of 6th period) will be marked half-day absence. Students arriving after 11:24 A.M. will be marked as a full-day absence. Examples of an excused tardy would be a medical appointment or illness documented by a doctor’s note. Example of an unexcused tardy would be missing the bus, oversleeping, or skipping school. **The consequences for tardies are as follows:**

Unexcused Tardies Consequence Chart:

| | | |
|------------------------|---|---|
| Step 1 | 2 or more Unexcused Tardies (TU) | Verbal Warning, Letter mailed home. *if they have a parking pass, a warning about a 1 week suspension will be given. |
| Step 2 | 3+ Unexcused Tardy (TU) | After school detention (ASD), letter mailed home. *If they have a parking pass, it will be suspended for a week (5 school days). |
| Step 3 | 4+ Unexcused Tardy (TU) | Saturday Detention (SDT), letter mailed home. *Parking pass suspended for 2 weeks. |
| Step 4 | 5+ Unexcused Tardy (TU) | In-School Suspension (ISS), letter mailed home, *Loss of Parking Pass. |
| Step 5 | Additional Tardies (TU) | Administrator’s Discretion. |
| Maximum TE’s= 7 | 7 home excused tardies (TE) (note received from a parent). | Letter mailed home to inform parents only legal excuses will be accepted from this point forward. All others will be TU. |

Unexcused tardiness can be calculated on a cumulative basis and referred to the District magistrate when the total amount of tardiness exceeds 3 school days.

Discipline- School Board Policy # 5218

Bullying

Bullying is characterized by the following criteria:

1. It is aggressive behavior and/or the intent is to cause harm.
2. It happens when someone with more power or perceived power unfairly and intentionally hurts someone with less power over and over again.
3. It is carried out repeatedly and over time.

Bullying is inappropriate behavior and will not be tolerated at our school. Students who bully others will be disciplined. Bullying behaviors fall into four categories: physical, social, verbal, and intimidation. Examples of each type ranging from mild to severe are listed below:

Physical – pushing, kicking, hitting, defacing property, stealing, physical acts that are demeaning, and locking someone into a confined space, threatening with a weapon or inflicting bodily harm.

Social – gossiping, embarrassing, setting up to look foolish, spreading rumors, ethnic slurs, manipulating social order to achieve rejection, threatening with total isolation by peer group.

Verbal – mocking, name calling, taunting, teasing, threats of aggression against person, property or possessions.

Intimidation – threatening to reveal personal information, graffiti, publicly challenging someone to do something, defacing property or clothing, playing a mean trick, taking possessions (lunch, clothing, money, toys), threats against family and friends, threatening with a weapon.

Students will be taught what bullying means, how to recognize when it happens, and positive ways to respond to and report the behavior. Students, parents, faculty, and staff members must work together to prevent and stop bullying.

Cheating

Webster's Dictionary defines cheating as "*to influence or lead by deceit; to practice fraud or trickery; to violate rules dishonestly.*" Students earn grades through completion of their own homework, tests, projects, etc. Students are expected to complete all of their school work to the best of their abilities and in a manner characterized by honesty, honor and integrity.

Cutting Class

Students are expected to demonstrate responsibility by reporting to all classes and assigned areas, in a timely manner, as scheduled.

Fighting

Fighting is defined as any or all students involved in the exchange of punches or physical force and will result in any or all students being suspended. Students are expected to attempt to resolve conflicts in a peaceful, civil manner and are encouraged to report concerns to school personnel for assistance when needed.

Plagiarism

Webster's Dictionary defines plagiarism as "*the act of stealing and passing off ideas or words of another as one's own use without crediting the source; to commit literary theft.*" Students are expected to complete their work in an academically appropriate and honorable manner.

Disciplinary Consequences- School Board Policy # 5218

No student has the right to interfere with the education of other students. It is the responsibility of every student to respect the rights of teachers, other students, administrators, and everyone involved in the operation of the school. However, when those rights are violated, the person who made the mistake will be disciplined. Discipline takes many forms, most of which are listed below. The type of discipline used is intended to stop a disruption or correct a problem. Reasonable physical force may need to be used by teachers and school personnel:

1. to stop a fight or a disturbance
2. to take away a weapon or other dangerous objects
3. for self-defense
4. for the protection of other people and property
5. to remove a disruptive student who refuses to leave after being asked

Types of Discipline can include:

1. Verbal Reprimand

When this happens, the teacher or principal generally tells the student what he/she did wrong and that it needs to be corrected.

2. Conferencing With the Student

The teacher or principal may meet with the student to discuss a problem and what can be done to solve it. Teachers and principals act *in loco parentis* and do not need permission from a parent/guardian to speak with a student.

In Loco Parentis: Teachers, guidance counselors, Vice Principals and Principals in the public schools have the right to exercise the same authority as to conduct and behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardian, or persons in parental relation to such pupils may exercise over them.

3. Contacting the Student's Parents/Guardian

The teacher or administrator may decide to call the student's parents or write them a letter explaining what the problem is and ask for their support in helping to correct the situation.

4. Conferencing with Parents/Guardians

Sometimes a teacher or the principal will ask the student's parents to come to the school to discuss a matter.

5. Removal of Privileges

School privileges may be withdrawn from a student for a period of time because of misbehavior. This may include restricting the use of a hall pass or not permitting a student to attend an assembly, special trip, or eat lunch with their peers. It also may involve removal of a student from extra-curricular activities and/or school events, including but not limited to, dances and picnics.

Types of Consequences can include:

After-School Detention

A student will be given a detention notice listing the reason for his/her punishment, as well as the time and place of the detention. As students progress through the levels of school, more responsibility is expected of them. At the high school level, it is the responsibility of the students to be present at the detention and to procure transportation home from the detention.

Expulsion-School Board Policy #5233

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the District rolls any student whose misconduct or disobedience warrants 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.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.

In-School Suspension-School Board Policy #5233

When a child is assigned an in-school suspension, the following guidelines are to be followed:

1. Students must report to the high school office upon arrival to school on the day(s) of the in-school suspension. They are not permitted to go to their lockers first.
2. Students will not be permitted to eat in the cafeteria; they may either bring a lunch or be escorted to the cafeteria where a lunch will be purchased at the student's cost.
3. Students will be supervised by a teacher and will complete their class work as well as reflection essays in the in-school suspension room.
4. Students assigned in-school suspension will be given a chance to respond. Parents will be notified when an in-school suspension has been issued.

Out-of-School Suspension-School Board Policy #5233

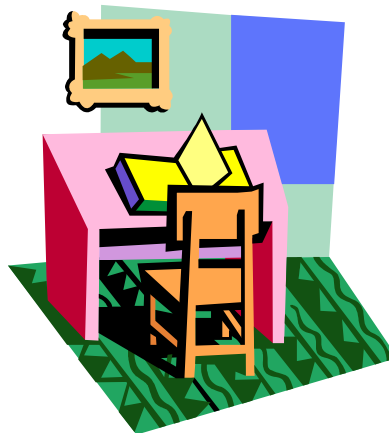
Every principal or designee in charge of a public school may temporarily suspend any student for disobedience or misconduct." Please refer to the District Policy for more information.

Saturday Detention

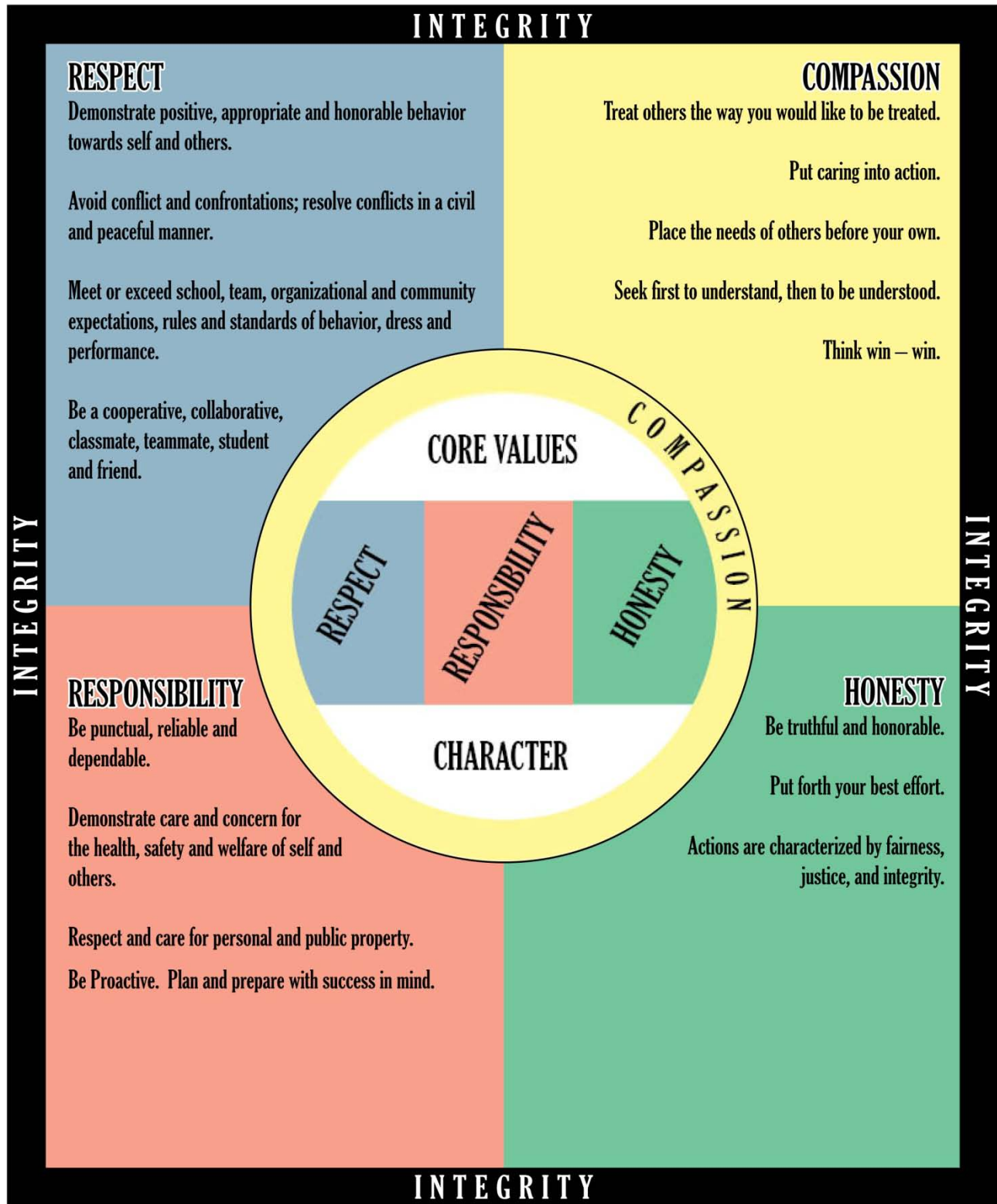
When behavior warrants a more severe disciplinary action than an after-school detention, an administrator may assign a student to a 4-hour (8:00 A.M. – 12:00 P.M.) Saturday detention. The student will be given the detention notice, which will list the offense and time of the detention. As students progress through the levels of school, more responsibility is expected of them. At the high school level, it is the responsibility of the students to be present at the detention and to procure transportation to and from the detention. Failure to serve the detention will result in further disciplinary action, which includes in-school suspension. Students must arrive at the school by 7:55 A.M. for a Saturday detention. Failure to arrive by 7:55 A.M. will be considered a skipped detention.

Rules for After-school detention, Saturday detention, and in-school suspension:

- The student will be informed why he/she is being assigned to detention/in-school suspension and given a chance to respond. Parents will be notified when an in-school suspension has been issued.
- The student is required to bring books, homework, pencils, etc., to Saturday detention.
- During after-school, Saturday detention, and in-school suspension, students will be required to complete a self-reflection packet. The focus of detention is to provide an opportunity for students to reflect on the choices he/she made. It is not to provide extra time for your child to complete his/her homework.
- The student is expected to serve detention for the entire scheduled time.
- The student is expected to follow the detention proctor's directions, school rules and the code of conduct.
- Failure to serve scheduled detention/in-school suspension will result in additional disciplinary action that will include but is not limited to:
 - (a) Suspension from extra-curricular activities
 - (b) Additional detention/in-school suspension time
 - (c) Out-of-school suspension



Positive Behaviors and Effective Habits within the Character Continuum



The Chart below outlines expectations of our students at Peters Township High School.

It is our expectation that Peters Township High School students...

| | Expectations – Core Values in Action |
|-----------------------|--|
| RESPECT | <ul style="list-style-type: none"> • Demonstrate positive, appropriate, and honorable behavior towards school property, self and others. • Avoid conflict and confrontations. If unable to avoid said conflict, try to resolve the problem in a civil and peaceful manner. • Meet or exceed school, team, organizational, and community expectations of behavior, dress, and performance. • Cooperate and collaborate with our staff and fellow students in all aspects of life in the school. |
| RESPONSIBILITY | <ul style="list-style-type: none"> • Are punctual, reliable, and dependable. • Demonstrate care and concern for the health, safety, and welfare of self and others. • Respect and care for the personal and public property. • Plan and prepare with success in mind. |
| COMPASSION | <ul style="list-style-type: none"> • Treat others the way they would like to be treated. • Consider the needs of others. Put caring into action. • Seek first to understand, then to be understood. • Think win-win. |
| HONESTY | <ul style="list-style-type: none"> • Be truthful and honorable. • Put forth his/her best effort. • Act fairly, justly, and with integrity. |

Discipline Responses – Level I

Code of Conduct

These examples of inappropriate behavior interfere with the orderly operation of the school. They may be handled by individual staff members. However, if the misbehavior continues, the staff member may share the problem with one of the principals. Any or a combination of disciplinary actions may be applied.

The charts that follow place disciplinary examples and responses in four categories, ranging from minor forms of misbehavior in Level I to serious acts of violence in Level IV. The examples and responses are not limited to those shown on the charts.

| Examples: Level I Disciplinary Infractions |
|--|
| <ul style="list-style-type: none">• Classroom, study lab, cafeteria, bus, auditorium, hallway, locker room disturbance• Dress Code Violation• Classroom and school tardiness• Abusive language, agitating others• Non-defiant failure to complete assignments and carry out directions• Disrespectful, disruptive behaviors or actions• Bullying/Teasing• Failure to serve school detention• Other inappropriate behaviors on school property during after-school activities• Unauthorized Videotaping/Picture Taking, cell phone violation |
| Level I Disciplinary Options/Responses |
| <ul style="list-style-type: none">• Hallway Restriction• Verbal reprimand• Special duties/activities• Lunch/Recess detention• Withdrawal of privileges• After-school detention• Parent conference• 4-hour Saturday detention• Assigned seat• Removal from cafeteria• In-school suspension• Out-of-school suspension for extreme/excessive cases. |

Discipline Responses – Level IIA

| Examples: Level IIA Disciplinary Infractions |
|--|
| <ul style="list-style-type: none">• Continuation or increased severity of the misbehaviors listed in Level I.• Repeated tardiness to school, truancy or excessive absences, cutting class, cutting school• Insubordination• Hall disruption• Harassment• Theft (see chart)• Possession of inappropriate material• Cheating, plagiarism, lying, forgery• Misconduct during field trips, athletic trips, or other trips involving students• Bus misconduct• Inappropriate verbal or written communication• Safety violation• Unauthorized publication or posting of videotaped materials |
| Level IIA Disciplinary Options/Responses |
| <ul style="list-style-type: none">• Verbal reprimand by principal, assistant principal, or teacher• Withdrawal from extracurricular activities/privileges• Parental conference• In-School Suspension• Out of School Suspension• 4-hour Saturday detention• Referral to psychological services• Requirement to clean, replace, or repair damages• Removal from the bus• Failure for particular assignment, failure for the class |

Discipline Responses – Level IIB

| Examples of Level IIB Disciplinary Infractions |
|--|
| <ul style="list-style-type: none">• Continuation of the misbehaviors listed in Levels I, IIA• Fighting without serious injury• Vandalism• Harassment• Theft (see chart)• Possession/discharge of any flammable and/or explosive device• Possession/discharge of potentially harmful or disruptive materials• Threats to others |
| Level IIB Disciplinary Options/Responses |
| <ul style="list-style-type: none">• Parental Conference• 4-hour Saturday detention• Informal Hearing• Withdrawal from extracurricular activities• In-School Suspension• Out of School Suspension• Superintendent's hearing, and/or Expulsion, and/or Criminal Prosecution• Restitution• Referral for psychological services and/or drug & alcohol evaluation• Prosecution for violation of building and fire code regulations or state and local laws |

Discipline Responses – Level III

Code Of Conduct

The Memorandum of Understanding between the Peters Township School District and the Peters Township Police Department pertains to offenses that are listed in this category. Any violations determined to be Level III may result in a 10-day out-of-school suspension, a hearing before the Peters Township Board of School Directors with a recommendation for expulsion, and notification to the Peters Township Police. The local police and the Peters Township Police may be notified when Level III offenses occur outside of Peters Township at school-related activities, etc.

Examples of Level III Disciplinary Infractions

- Any behaviors cited in the PA Crimes Code, Title 18 Pa C.S.
- Arson-related offenses
- Assault/battery which results in serious bodily injury
- Drug/Alcohol/Tobacco violation (according to School Board Policy and PA law)
- Illegal tampering with emergency/security systems
- Institutional vandalism
- Possession of weapons or dangerous instruments
- Furnishing/selling/possessing illegal drugs/alcohol/tobacco
- Robbery as defined in the PA Crimes Code, Title 18 Pa C.S., Subsection 3701
- Terroristic and bomb threats

Level III Disciplinary Options/Responses

- Out-of-school suspension
- Formal Hearing
- Expulsion
- Criminal prosecution
- Other board action which results in appropriate disciplinary action
- Referral for psychological services and/or drug and alcohol evaluation
- Charges filed under PA Crimes Code, Title 18 Pa C.S.
- Tobacco violations will result in the following consequences:
 - 1st offense- 3 day out of school suspension
 - 2nd offense – 6 day out of school suspension
 - 3rd offense – 10 day out of school suspension and referral to Board of School directors for a hearing.

A summary offense citation will be issued for each offense.

THEFT/STOLEN PROPERTY

No person has the right to take the property that belongs to another individual. Any student who is found to have taken the property of another individual and/or that of Peters Township School District will be immediately referred to the office for disciplinary action and/or prosecution according to the Pennsylvania Criminal Code. The police may be called and/or charges may be filed against an individual by the person(s) or entity that had the property stolen and/or at the discretion of the Peters Township High School administration as deemed necessary to the offense. A student shall not come into control of the property of another individual that he/she knows to have been lost, mislaid, or delivered under a mistake without taking reasonable measures to restore the property to the person entitled to have it. Additionally, a person shall not intentionally receive, retain, or dispose of property of another, knowing that it has been stolen, or believing that it has probably been stolen. Any items, whether a pencil, book(s), or item(s) of greater value taken from an individual unknowingly, may be categorized as theft/stealing and dealt with accordingly. Outlined below is the progression of discipline that will occur when a student is found guilty of a stealing/theft offense.

| Number of Offenses | Items valued up to \$10 | Items valued from above \$10 to \$20 | Items valued above \$20 to \$50 |
|---------------------------|---------------------------------------|---|---|
| 1 st | 1 day ISS | 2 days ISS | 3 days ISS |
| 2 nd | 2 days ISS | 3 days ISS | 3 days OSS |
| 3 rd | 3 days ISS | 2 days OSS | 4 or more days OSS and referral to magistrate |
| 4 th | 2 days OSS | 3 days OSS and referral to magistrate | |
| 5 th | 3 days OSS and referral to magistrate | | |

| | | |
|------------|----------------------------------|--------------------------------------|
| Key | ISS: In-school suspension | OSS: Out-of-school suspension |
|------------|----------------------------------|--------------------------------------|

NOTE: Items valued above \$50 will result in 4 or more days OSS and referral to the police department.

General Information

Announcements

Announcements that pertain to the general student population, specific school-related groups or teams, faculty, staff, Peters Township High School activities, information, and events will be considered for the public address morning announcements. All announcements must be typed, bear the signature or name of the adult approving the announcement, and be submitted to the attendance office one day in advance of the date the information is to be announced. Only under the most urgent situations will public address announcements be made the same day.

These public address announcements may be aired during the Homeroom Period. A hard copy of all announcements will be e-mailed to each teacher, displayed in every classroom, and posted by the attendance secretaries outside the attendance office, the cafeteria, and on Power School daily.

Public Address announcements to be aired at the end of the day will be limited to cancellations or emergencies.

Assemblies

Students are expected to enter and exit the designated areas in an orderly manner and be seated as directed. Appropriate, respectful audience behavior is expected throughout all assemblies. Students are to give their full attention to the speakers, performances, or programs.

Assignment Books

At the beginning of each school year, students may purchase an assignment book to record homework, grades, and special calendar events. Students are encouraged to keep their schedule and track assignments in these books. Replacement books can be purchased in the office for \$4.00.

Booster Groups

The District recognizes and appreciates the efforts of organizations that support the goals and expectations of high school activities. Guidelines found in policy 1230 outline the procedures to become a Board Recognized Organizational Support Group. Once Board approved, these organizations work directly with the Athletic Director and the High School Principal on their annual goals, activities, and proposed fundraising projects. Conflicts in dates or activities should be referred to the building principal for resolution.

Fundraising

To alleviate conflicts with dates and activities, all fund raising by organizational support groups must be submitted well in advance of the requested dates of the activity and approved by the sponsor/coach, the Athletic Director and the building principal. Fund raisers requesting student involvement require Board approval.

Meetings

When scheduling meetings for the organization, the Principal and the Athletic Director should be invited, presented with an agenda in advance, and be provided with minutes of such meetings.

Student Recognition

The selection process for all awards, trophies, honors, or other forms of recognition shall follow the criteria established by the organizational support group. Any new award or honor must receive pre-approval from the principal.

Bring Your Own Device Policy (BYOD) (School Board Policy 5114.7)

Students are permitted to bring their own technology devices to school for educational use as authorized by school administration and as defined by individual classroom teachers. Personal technological devices (ie. cell phones, tablets, Ipods) that have the capability of taking photographs or recording audio or video data shall not be used for unauthorized purposes while on school District property, on buses or other vehicles provided by the District, or while a student is a participant in any school-sponsored activity. The District shall not be liable for the loss, damage or misuse of any personal technology device brought to school, or a school sponsored activity by a student. District computer technicians are not responsible for devices not belonging to the district. Technicians will not setup or repair students personal devices with issues relating but not limited to network connections and or device problems. Instructions on how to connect devices to the district network will be provided via the school website.

The High School is not responsible for any information that:

- (1) may be lost, damaged or unavailable when using District technology resources
- (2) is retrieved via the Internet—appropriate or inappropriate
- (3) results in unauthorized charges or fees from accessing the Internet or other commercial online services.

Parents/guardians are legally and financially responsible for their child's actions.

The High School Administration reserves the right to:

- (1) log network and wireless use
- (2) monitor fileservers space utilization by students
- (3) review and edit any materials on individual user school accounts and workstations where there is reasonable suspicion of abuse.

Only the authorized owner of the account will use network accounts for its authorized purpose. All communications and information accessible via the network will not be assumed to be private property and shall be subject to disclosure. Network users shall respect the privacy of other users on the system. All students are expected to act in a responsible, ethical and legal manner in accordance with District policy (5114.7). All students are expected to review, understand, and abide by the Acceptable Use of Technology Resources Policy. For specific information on misuse and inappropriate behavior, refer to section 10 on pages 5-7 of the policy. Access to District technology resources may be restricted or denied along with additional disciplinary consequences for inappropriate use.

Cafeteria

The cafeteria is maintained as a vital part of the health program of the school. Students are encouraged to eat a balanced lunch for good nutrition and take advantage of time after they eat their lunch to properly digest their food, socialize and take a break from the rigors of classroom work.

All students will be encouraged to have a lunch period scheduled into their school day and eat lunch in the cafeteria. Exceptions to this expectation require approval by the Principal. All students are to report directly to the cafeteria at assigned times without stopping to loiter in the halls. Permission to use the restrooms during lunch must be secured from the cafeteria monitor. After eating lunch, and with the proper pass, a student will be dismissed. Students should deposit all lunch litter in wastebaskets, leave the table and floor clean, refrain from throwing litter or food, and push all chairs under the tables. No food or drink may be removed from the cafeteria.

Students may be seated at their own discretion; however, no more than eight students may sit at one table. Inappropriate behavior may result in assigned seating by building administration.

Cafeteria monitors have the authority to refer students to the office or assign immediate disciplinary consequences to students who fail to follow the rules. These immediate consequences may include, but are not limited to, assigned seating, separating of students, and clean-up following dismissal.

Commencement and Senior Activities

Commencement is the culminating activity for seniors who complete all the requirements for graduation in advance and register to participate in this ceremony. Commencement is a formal ceremony with due consideration for uniformity and excellent conduct. Seniors who are eligible and register to participate in commencement are also eligible for participation in senior activities. However, seniors do so with the understanding that they agree to follow all dress, appearance, attendance and procedural rules/guidelines or forfeit their opportunity to participate in senior activities and commencement.

Requirements for participation in commencement include, but are not limited to:

- (1) successfully completing all academic requirements
- (2) cleaning out one's locker
- (3) paying all debts and fines
- (4) returning all school owned materials
- (5) serving all detentions/suspensions
- (6) being on time for all commencement practices and senior activities, and
- (7) participating in all commencement practices (full attendance at commencement practice is mandatory.)

Attendance at all senior activities and commencement is required to fulfill the required hours of attendance. Should a student miss all or a portion of an activity, practice, or commencement, they will be required to make those hours up in a supervised study hall at the high school prior to receiving their diploma.

Dress for commencement shall be as uniform as possible. The required dress for girls includes a white dress or slacks, a white blouse, and white footwear. No flip-flops are permitted. The required dress for boys includes black trousers, a white dress shirt, black socks, and black dress shoes. Candidates for graduation may not use cameras, cell phones, ipods or sunglasses during commencement.

Commencement Speakers

Commencement speakers will include the Senior Class President and one member of the graduating class who will be chosen through a speech evaluation process. Any senior with a GPA of 3.00 or higher may submit a speech to the High School Office by a date designated in the guidelines. Topics for the speech should be of interest to the graduating class and the general audience. Selection criteria and speech evaluation criteria will be developed by the Superintendent or designee.

Dances

Teachers, coaches or sponsors may organize dances when they recognize a high level of interest. The guidelines below have been established to ensure dances are safe, enjoyable, and appropriate for the high school population.

All school rules apply to all dances, including Homecoming and the Prom, held on District premises or on approved sites off school property. All dances are open to Peters Township High School students in grades 9-12 and their approved guests (at least high school age and no older than 20 years of age) only, unless otherwise advertised.

Students who plan to bring an outside guest to Homecoming or the Prom are required to have the outside guest approved prior to purchasing tickets. All dances generally begin at 7:30 p.m. and end at 10:30 p.m. unless otherwise advertised. Students will only be admitted to any dance during the first 30 minutes. Students who leave any dance prior to the advertised ending time will not be permitted to return.

The sponsor/administrator in charge may inspect large or suspicious personal belongings as students enter the dance and, along with other chaperones, monitor student behavior throughout the evening. Conduct suggesting substance abuse will be referred to the sponsor/administrator in charge.

Students who are registered for the Homecoming dance or the Prom who do not sign in within the first 30 minutes of the advertised starting time will have their parents notified as soon as possible. Where possible, should any student, without approval, leave the Homecoming dance or the Prom more than 30 minutes prior to the advertised ending time their parents will be notified as soon as possible and a referral made to the Grade Level Assistant Principal for possible disciplinary action.

Debts Owed by Students to the School

All student debts must be cleared prior to the opening day of final examinations or withdrawal from school. Failure to pay debts will result in transcripts, yearbooks, report cards, final examinations, or student scheduling to be delayed until clearance of such debts. Restrictions on end of the year activities, clubs, etc. will also be imposed for those students who have outstanding debts. Seniors are reminded to clear all debts prior to final examinations.

Dress Code

Peters Township High School has established a set of rules concerning the clothing which students wear to school. Our goal is to foster discernment and self-respect in our students and promote a wholesome school environment. Student dress should be characterized by modesty, neatness and cleanliness. The following guidelines will be used to determine appropriate dress standards for Peters Township High School. Students who are not dressed properly will be asked to call their parents to supply appropriate clothing or may be provided appropriate attire. Students are subject to disciplinary action for dress code violations.

1. Tank tops must have straps of at least 2 inches in width. Tube-tops/strapless shirts or 1-shoulder tops are not permitted.
2. Students are not permitted to wear clothing that is revealing including bare midriffs or low-cut shirts. Students are not permitted to wear clothing that exposes any type of undergarment.
3. Clothing may not be suggestive, vulgar, obscene, disturbing, or distracting.
4. Clothing must not be excessively tight.
5. Shorts must have a minimum of a 2 inch inseam. Dresses and skirts must be at least mid-thigh in length.
6. Chains and/or chain wallets are not permitted on school property during the day and/or at any school function.
7. Clothing should be free of holes that reveal skin or undergarments above mid-thigh.
8. Appropriate footwear is required. (examples: shoes, boots, sneakers, flip-flops)
9. Students may be instructed to wear hair coverings, aprons, smocks, or some other proper apparel in specific classes such as physical education, family and consumer science, technology education, or art class for health and safety reasons.
10. When a student is representing the school as a participant in an extracurricular activity such as a

sporting event, school contest, or other activity, he/she will dress according to the guidelines of the teacher, coach, or sponsor in charge. Coaches will be responsible for specifying appropriate uniform dress for home and away athletic events.

11. Clothing and/or accessories may not advertise or promote the use of alcohol, drugs, or tobacco products, and/or bear offensive words or illustrations.
12. Hats of any kind are not permitted to be worn inside of the building. This includes bandanas/scarves/hoods.

Elections for Class Office

Leadership positions, and leaders themselves, are held to a higher standard than the general student population. Elections for the following: class officers, student council officers, homecoming candidates, and prom court candidates will be coordinated through the High School Principal's office. For reasons of confidentiality, individuals involved in these elections shall be permitted, upon request, to view only their results.

Other leadership elections or selections can be conducted under the supervision of the director, coach, or sponsor. Directors, coaches, or sponsors will inform students of the leadership criteria and the ideals of Character Counts. Violations will be reported to the High School Administration. It is the responsibility of students to know and understand the Character Counts criteria—respect, responsibility, and honesty--found in the front of this handbook.

Students on restriction or who are suspended from school shall be removed from and may not hold any leadership position for at least one full year. Petitions for reconsideration may be submitted to the High School Principal.

Any student running for class office must meet the standards below.

- Fewer than 10 (ten) days of legal absence excluding medical reasons or approved trips
- Fewer than 5 (days) days of excused tardies excluding medical reasons
- Fewer than 4 (four) days of unexcused tardies
- Fewer than 3 (three) days of unexcused absence
- No class cuts
- No days of truancy
- No suspensions
- No proven cases of cheating or plagiarism
- No outstanding debts or fines
- No known record of Penal Code violations
- Not having received two or more failing grades in any marking period
- Not having been on the SHARP list for more than two (2) weeks
- Not having privileges removed due to disciplinary action

Elevator

Use of the elevator is limited to those students who have a doctor's excuse and a note from the school nurse. Students must take the excuse to the nurse's office where an elevator pass can be obtained. Students who do not have the office's permission are not permitted on the elevator and will be issued a detention.

End-of-Year Requirements

Students are expected to fulfill all disciplinary or monetary obligations and/or return all school materials in order to maintain access to PowerSchool, participate in extra-curricular activities, and to receive yearbooks or other school services.

Facility Usage

Availability of school District facilities to non-school organizations will be determined after school needs are satisfied. First priority shall be given to school related groups. All permits are subject to cancellation, at any time, upon the determination that the school facility is needed for school use or that there is evidence that the privilege or property are being abused.

Only school facilities or items listed on the permit will be made available. Only school District personnel are

permitted to work light panels, public address systems and other such technical equipment. A member of the cafeteria staff must be on duty if use of the school kitchen is approved. The group obtaining the permit is liable for any damages to the school facility or equipment.

Adequate adult supervision must be provided at all times, especially in locker room areas, and until all participants have departed. Custodians will not make the school facility available until such supervision is present.

All groups using the high school pool must have two certified Red Cross senior lifesaving guards or one certified Red Cross water safety instructor present before the custodian will make the high school facility available.

The custodian on duty has the authority to request those who have a permit to leave the premises if they deem it necessary or appropriate.

Fire and other emergency drills

For student safety, the fire drill sign in each room should be read. When the fire alarm rings, students must remain silent and listen to the teacher's directions. The last person out will shut the classroom door. Students must leave the building in an orderly manner and remain quiet. Failure to follow these rules will result in disciplinary action. Students are expected to follow all directions and procedures while maintaining orderly conduct throughout all drills or actual emergency procedures.

Gifts and Parties

Parents must check with the office and nurse's office first if requesting to bring in food for lunch/parties due to severe food allergies. While a student may bring in food from home, he/she is not to have items directly delivered from any eateries such as pizza or fast food items. Students and those in their group are responsible for the clean-up.

Homework-School Board Policy #6154

Homework is an important part of education. It provides the student with an opportunity to apply what has been learned in school and reinforces independent study skills. It also gives students practice in using school and community resources and helps to develop self-discipline. Teachers are responsible for assigning homework that is based on the student's needs, abilities, and/or interests. Parents are responsible for providing the work area, time, and conditions necessary to complete assignments.

It is the **student's** responsibility to:

1. Budget his/her time to complete assignments.
2. Arrange to make up all missed assignments when returning from an absence. When a student is absent three or more days, his/her parents may call the school to request the assignments.
3. Ask the teacher for further directions if the directions of an assignment are not understood.
4. Develop a personal reminder system (i.e., assignment book) for remembering or recording assignments.
5. Ask for assistance with an assignment if needed.
6. Be familiar with the writing standards of the school and the expectations of the teachers.

Laser Pointers-School Board Policy #5114.10

Laser pointers are not permitted on school grounds, at school events, or on buses. They will be confiscated. Disciplinary consequences will occur.

Library-Media Center

All students at Peters Township High School are welcome and encouraged to use the print and electronic resources available from the High School Library. Our library functions as an integral part of the learning environment, and it is the goal of library staff to provide advanced lessons in research processes and efficient assistance in location of materials both online and in the library.

Our library offers a multitude of print resources as well as laptop computers and a computer lab, and we support both class research as well as independent research and reading for pleasure. Many classes visit the library each day to access our resources, and, if space is available, students are also welcome to visit during study halls and lunch. Food is permitted in the library as long as students clean up their space and safeguard library materials from potential

damage. Please read further for specific procedures involved in using library resources.

Checking Out Books:

Students are welcome to check out a total of 15 books at a time for three weeks. Students can renew the book(s) for another three weeks if the books are not needed by another student or class. Books that are being used by a class cannot be checked out. Reference books can be checked out for one night only. Students will be sent late notices for overdue materials, and are responsible for replacing material that is lost or damaged. Students will not be permitted to take their final exams and will have their PowerSchool accounts blocked until all library materials are returned.

Checking Out Laptops:

Often, students will use laptop computers when visiting the library. Students needing laptops must sign the sign-out sheet outside of the library secretary's office. Students will receive the numbered laptop that they signed out. A library assistant or the library secretary will retrieve the laptop for the student. Students should not retrieve the laptop themselves. Students are responsible for the laptop while it is signed out to them. If there is anything wrong with the laptop, such as missing keys or software issues, students must alert library staff immediately. Students who damage or break laptops will be held responsible for the cost of fixing or replacing the laptop. The same rules apply for computers in the Library Lab.

Visiting during Study Hall:

When there is space available, students are welcome to visit the library during study halls. Students must go to their study halls first to check in for attendance purposes and to find out if there are library passes. Students should not come to the library first or ask the librarian for a pass. Each day, study hall teachers will be alerted as to how many library passes are available for their study hall. Because there are large and numerous study halls for each period, not all students will receive a pass each day. Passes are handed out at the discretion of the study hall teacher. The study hall teacher will have a sign-up sheet for those students going to the library, and each student must sign the sheet before leaving for the library. Students must go directly to the library after leaving study hall. Once arriving, students must sign in at the circulation desk. Students coming from study hall must stay the entire period. No students are permitted to go back and forth between study hall and the library. If a student needs an emergency pass to the library, he or she must talk directly with the librarian. Emergency passes will be given at the discretion of the Librarian.

Visiting from Lunch:

Students must see the Librarian or library secretary for a library pass prior to their lunch period. All lunch passes are given based on available resources and space. Students given a library lunch pass and who wish to purchase a lunch must first go to lunch and then give their lunch pass to the lunch monitor. Upon arrival at the library, students must sign-in at the circulation desk. Again, students are permitted to bring their lunches to the library, but must clean their area before they leave.

Visiting during Class:

Students coming to the library with their teacher and entire class do not need to sign in at the circulation desk. Students sent individually to the library by their teachers must sign-in at the circulation desk, and then see the librarian about available materials or computer access.

Locker Privileges

Each student will be assigned a locker and given the locker combination. **Students must keep their locker combination a secret.** Students are not permitted to collect or circulate other students' locker combinations or go into other peoples' lockers. Items taken from someone else's locker without the owner's permission is stealing. Serious consequences will result in either case. The school is not responsible for lost or stolen items. Permanent decals are not to be placed in lockers nor are students to write on lockers or post suggestive pictures in them. Lockers are to be kept neat and clean. Lockers belong to the school not to the student and consequences will be applied.

Lost and Found

The Lost and Found is located in the main office. It is recommended that the student's name is placed on important items such as jackets, book bags, etc., so that it may be easily identified. At the end of each school year, items remaining are donated to charity.

Lost or Damaged Books

Teachers must be informed if a book is lost in order to issue another one. The student is responsible for paying for a

book if it is damaged or lost. At the end of the school year or when moving from the District, the student must return the books that were assigned to him/her. If a different book is returned instead of the book that was issued, the student will be responsible for paying for a lost book. Access to Power School will be suspended and participation in any future extracurricular activities will be suspended until all obligations have been met.

Parking (School Board Policy 1330.2)

Eligibility Requirements for First Semester Driving/Parking

Seniors and juniors who were not suspended in the previous semester may submit driving/parking pass applications for the first semester of the school year.

Screening of Applications/Process

All applications are date and time sensitive. If any application materials submitted are not accurate, correct, or complete, a new date and time will be documented once all submission requirements are met.

Second semester applications will be screened using the General Driving/Parking Permit Rubric below.

Inaccurate or fraudulent information will result in loss of driving/parking eligibility and possible disciplinary action.

Order of Priority

Driving/parking pass applications will be issued first to eligible juniors and seniors with District approved curricular education programs located off the high school and Pleasant Valley campus. As a guide, these programs include the Community Service course, Anatomy and Physiology II, Law and Government II, early release to attend a college course, co-ops, and work release. After all passes have been distributed for curricular programs located off the high school campus, seniors whose applications meet the eligibility requirements and who hold leadership positions will be awarded the next available spaces. The remaining spaces will be issued to eligible seniors based on the date and time the application is received. If space does not permit all seniors to receive a driving/parking pass, a waiting list will be created. The next eligible senior based upon the date and time of application will receive the next available permit. This process will continue until all spaces in the designated “student parking” areas are filled.

General Driving/Parking Permit Rubric

(All criteria must be met for a student to be issued a driving/parking pass the second semester and to retain their driving/parking permit throughout the year.)

| Criteria |
|---------------------------------------|
| 5 days or fewer of unexcused tardies |
| 3 days or fewer of unexcused absences |
| 0 days of truancy |
| 0 class cuts |
| 0 days of suspension |

If space allows, the remaining junior applications will be considered using the junior parking rubric.

Junior Driving/Parking Permit Rubric

In addition to meeting application criteria and the above identified rubric, juniors will be further qualified using the rubric below. Information must be completed accurately and signed by employer(s), coach(es), and sponsor(s) on the appropriate form prior to an application being processed.

| Leadership Lot Criteria for Juniors | |
|--|----------|
| Band/sport | 2 points |
| Club or class officer | 2 points |
| Clubs that meet less than weekly | 1 point |
| Clubs that meet one or more days per week | 1 point |
| Job immediately after school | 1 point |

During the first semester, the general driving/parking permit rubric will be used to revoke permits. During the second semester, the general driving/parking permit rubric will used to issue or revoke permits.

The High School Administration will revoke a parking permit from any student for violations of this rubric or other rules, guidelines, and procedures found in this handbook.

Temporary Parking Permit

Temporary parking permits are for seniors only. A doctor’s appointment during the school day is considered an acceptable reason for a temporary parking pass for a senior. There are no exceptions for juniors; parents/guardians must plan accordingly, especially for medical appointments.

Procedures and Guidelines

Student driving/parking is a privilege, not a right, which will be subject to driving/parking rules, guidelines, and procedures. Students will be assessed a \$50.00 fee, per semester, for the privilege to drive/park on school property during school hours. Driving/parking permits are valid for one semester only.

Students with passes shall be permitted to drive/park vehicles on school property in designated “student parking” areas during school hours. Parking is permitted in designated spaces only, and not on the sidewalks, islands, grass, or aisle ways. All student vehicles driven/parked on school property with or without permission are subject to searches. Vehicles illegally parked may be tagged, ticketed, or towed at the owner’s expense.

Driving/parking on the high school campus will be at the student’s own risk. The Peters Township School District accepts no responsibility for loss, damage, or theft involving student vehicles driven/parked on school property. Moreover, students who choose to park off the high school campus assume an even a greater risk and liability, which will not be assumed by the Peters Township School District.

The parking permit must be attached to the rear view mirror on the student’s vehicle and clearly visible when it is parked in the school parking lot. Driving/parking permits may not be transferred to another student’s vehicle. Only drivers listed on the approved application may drive/park the vehicle on school property. Violations of any of these rules will result, as a minimum, in loss of parking/driving privileges.

Reckless driving, speeding, discourteous behavior, unauthorized driving of vehicles off campus during the school day, or horseplay involving student vehicles will not be tolerated. Drivers are responsible for the behavior of the passengers in their vehicle. Any of the above behavior will result in the revoking of the driving/parking privilege and other disciplinary action for anyone in the vehicle.

Tardiness and absence from school as a result of breakdowns or problems arising from student driving or being a passenger in a vehicle of a student driver shall not be accepted as a legal excuse because bus transportation is provided.

The High School Administration may revoke driving/parking privileges as a disciplinary consequence for non-driving/parking offenses.

Pass Time Between Classes

Students are expected to arrive to class on time. There are four minutes allotted between each class period for students to travel to their next class. If a student knows he/she will be late to class, a pass must be obtained from the teacher of the previous class. Students should not come to the office for a late pass for admission to class. Habitual tardiness will result in disciplinary action.

Petitions

Students have the right to propose and circulate petitions as long as they follow these guidelines:

1. The petition must be addressed to the individual who is to read and act upon it.
2. It must clearly state a purpose or request.
3. The petition must include the name or the organization sponsoring it and the name of at least one student member of that organization. This will give the reader an opportunity to respond to the sponsor(s) of the petition.
4. A petition should not be circulated during class time since this would distract from the lesson.
5. A petition is not to be directed toward any individual student.

Pledge of Allegiance-School Board Policy #5237

A good citizen should show proper respect for our country and its flag. A student does not have to recite the Pledge of Allegiance if it conflicts with his/her personal or religious beliefs. Those who choose not to recite it may stand or sit respectfully silent.

PTSA

PTSA/Parent/Teacher/Student Association – is a viable organization that brings parents and teachers together to benefit the students. In addition to monthly business meetings, each PTSA sponsors educational and recreational activities that support the schools. Parents benefit from being informed of school events and issues with informative monthly meetings including special reports from principals, guidance and teachers. Students are able to develop leadership skills, have a voice in school issues, and serve the high school community by using their talents in writing, design, organization and communication. Membership information may be obtained by contacting the high school PTSA officers.

Publication-School Board Policy #5220

Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism. Within these bounds, students have a right to report the news and to editorialize. School principals shall review all student publications published with school equipment or by school organizations and remove obscene or libelous material, as well as edit material that would cause a substantial disruption or material interference with school activities, subject to the following:

1. Material is not to be censored or restricted simply because it is critical of the school or its staff.
2. Material to be published shall be submitted to the faculty sponsor far enough in advance to permit review. The sponsor shall make known criteria by which the material is to be evaluated and the time limitations on which a decision will be made. If the prescribed time for approval elapses without a decision, the material shall be considered as authorized for publication.
3. Students who are not members of the newspaper staff and other members of the school community shall have access to its pages. The criteria for submission of material by non-staff members shall be announced to all students. Unofficial publications have moral and legal obligations to observe the same rules of responsible journalism as are required of student publications.
All printed matter and petitions distributed on school property must bear the name of the sponsoring organization and the name of at least one student member of such organization. Failure to designate the identity of the organization or student member shall subject the material to seizure and destruction. In the event a student or students believe that material has been improperly censored, there shall be a right of appeal to the superintendent or his/her designee.
4. Student staff members shall be held responsible for materials which are libelous or obscene, and such publication shall be prohibited.

Releasing A Student From School Sponsored Activities

Students at a school-sponsored activity, either as a participant or as a rider on a school sponsored fan bus, shall be released to adult family members only. An adult family member must be age 18 or older and present identification. A note from the parent/guardian must be presented to the person in charge of the activity. This note should indicate the identity of the person picking up the student and phone number where the parent/guardian can be reached to confirm the dismissal and release of the student.

Searches (School Board Policies 5114.2, 5114.3 or 5114.4)

When a High School Administrator reasonably suspects that the contents of a student's locker or vehicle or any individual may possess something that may create an emergency situation, they may immediately conduct a general search of that individual, or physically open and search the locker or the vehicle in question as expeditiously as deemed necessary.

Evidence of a violation to policy, rules, guidelines, or procedures of the high school which has been seized during a general student search or search of the student's locker or vehicle, may be used as evidence against the student in any subsequent disciplinary procedures in accordance with policy and procedures of the District and the high school. The involvement of law enforcement official's means that the evidence gathered may also be used in their actions.

Locker Searches

All lockers are the property of the school District and can be searched at times without prior notice. When conducting the search every effort will be made to have another staff member present to witness the search before the search is conducted.

Prior to the search of a student's locker, reasonable effort will be undertaken to notify a student that the locker may be searched. If a violation is discovered, the student will be notified of the rule, guideline, procedures, policy, or law, the student is suspected of violating and the basis for the suspicion. The student will be given the opportunity to address the grounds used by the High School Administration to search the locker. In the case of more than one student occupying the same locker the same opportunity shall be afforded all involved.

Unless officially assigned, no student should access another student's locker.

The High School Administration will open a student's locker at the request of a law enforcement official only when a warrant is presented or the student consents to the search of the locker.

The High School Administration will make reasonable effort to notify the parent prior to the commencement of a locker search.

Students are responsible for the contents of the locker assigned to them. It is important they keep it clean and allow no other students to use their locker. Therefore, it is important that students keep their lockers locked and refrain from giving other students access to their locker.

Motor Vehicle Searches (School Board Policy 5114.4)

Students who have been authorized to use motor vehicles on school premises subject themselves to rules, guidelines, and procedures of the high school and policies of the school District. The High School Administration's obligation to maintain a safe, healthy, and productive educational environment may at any time require the search of motor vehicles driven by students on to school premises.

Student driving/parking is a privilege and not a right and may be revoked at any time. The privilege of driving/parking grants the right for search by reasonable suspicion. High School Administrators may conduct plain view inspections of any student motor vehicles while they are on school premises and may use trained dogs to conduct the search. The High School Administration may also conduct physical inspections of a student's motor vehicle while the vehicle is on school premises, when reasonable grounds exist to do so. Reasonable care will be taken to avoid damaging the vehicle. Prior to a physical inspection of a student's motor vehicle, the student will, where possible, be notified of the physical inspection. If a violation is detected, the student will be notified of the rule, guideline, procedure, policy, or law the student is suspected of violating and the basis of said suspicion.

In those cases, where the student receives prior notice, the student shall be given the opportunity to address the grounds used by the High School Administration to search the vehicle and/or voluntarily open or unlock the vehicle. Failure to unlock any part of the vehicle will result in notification of parents/guardians, law enforcement officials and the revocation of driving/parking privileges as well as other disciplinary action deemed appropriate.

No student shall operate a motor vehicle upon school premises during school hours without a valid driver's license and prior written permission from the administration. A prerequisite to the granting of such permission to a student will be the execution by the student and his/her parent/guardian of a written consent form authorizing a search of the vehicle by the administrator or designee as deemed necessary.

General Student Search (School Board Policy 5114.2)

When reasonable suspicion exists, the High School Administration may request a student voluntarily empty his or her pockets or remove a coat, outer garment, backpack or purse so that it may be searched by the High School Administration. That search shall take place in the presence of another High School Administrator or other school official. The student may be asked by the High School Administrator or other school official to remove shoes, hats or clothing below the knee or above the neck.

If the student resists a voluntary search, the High School Administrator or other school official shall immediately summon local law enforcement and request assistance. The parent/guardian of the student will also be notified.

All property of Peters Township School District is subject to search. Students have no expectation of privacy in regards to District property.

Parents/guardians and students are notified annually of this information through this handbook.

Selling Items

Students are not permitted to sell personal/private items during school hours or at school-sponsored functions.

Student Deliveries

Classes will not be interrupted for a delivery and students will not be called to the office to pick up these items. It is the responsibility of the students to make arrangements at the beginning of the year with their parents/guardians concerning what to do if something is forgotten. Items brought into the school to be given to the students (i.e., homework, lunches, gym clothes, etc.) are to be clearly labeled and left on the table outside the attendance office. Students are responsible for coming to the office between classes to pick up the item(s). Parents are not permitted to deliver items directly to classrooms. Parents are to sign the item in on the clipboard. The school is not responsible for any items left on the table.

Student Records

The school maintains records about each student that include data such as address, telephone number, birthday, parents' names, achievement test scores, and participation in school activities. The reports on behavior problems are kept separately. Parents have certain rights to see these records. Parents and students need to be aware that, while a student is in the high school, disciplinary records are carried over from one school year to the next. Provisions included in Act 26 of 1995 (Weapons and Safe Schools) require that any incidents involving acts of violence, willful infliction of physical injury, possession of weapons, and/or alcohol or drugs be kept on file at all building levels as well as other school Districts if the student transfers. Act 26 also requires a certified copy of the student's disciplinary record to be sent to the new school within 10 days. It is the parent's and student's right to review this information and have it explained by the administration. Discipline records consist of computer files and back-up hard copies of incident reports.

Study Halls

The purpose of study hall is to allow the students time for homework, studying, tutoring, group projects, enrichment activities, make-up work, independent reading, and other activities that are approved by teachers and the administration. Students must bring materials to work on as required. Study halls operate under these rules:

1. The student must have something to do, even if it is simply reading for pleasure.

2. Passes may be granted to the library or computer room dependent upon library procedures. Please see the librarian.
3. Study halls ***are to remain quiet and orderly.***
4. Students are not permitted to leave study hall to “roam” the school. Disciplinary consequences will result. All students must report to the receiving teacher at the beginning of class **before** the bell rings.

Substitute Teachers

Students are expected to behave properly for a substitute teacher; disciplinary action will result for failure to follow this rule. Students who habitually misbehave for substitutes will receive increased disciplinary action.

Technology Use (School Board Policy 5114.70)

The High School is not responsible for any information that:

- (1) may be lost, damaged or unavailable when using District technology resources
- (2) is retrieved via the Internet—appropriate or inappropriate
- (3) results in unauthorized charges or fees from accessing the Internet or other commercial online services. Parents/guardians are legally and financially responsible for their child's actions.

The High School Administration reserves the right to:

- (1) log network use
- (2) monitor fileserver space utilization by students
- (3) review and edit any materials on individual user accounts and workstations where there is reasonable suspicion of abuse.

Only the authorized owner of the account will use network accounts for its authorized purpose. All communications and information accessible via the network will not be assumed to be private property and shall be subject to disclosure. Network users shall respect the privacy of other users on the system.

The High School Administration reserves the right to deny or restrict access to District technology resources at any time, and for any length of time as action for inappropriate use.

All students are expected to act in a responsible, ethical and legal manner in accordance with District policy.

Visitors

All visitors will be expected to wear a visitor badge within the building and will need to register with the attendance office before entering the building regardless of destination.

Wall Postings

Official student organizations may post materials on common bulletin boards and unpainted surfaces.

The following general rules on posting are to be observed:

1. All postings must have the name of the official student organization clearly displayed.
2. Notices or other communications shall be officially dated before posting, and such material is to be removed after a prescribed reasonable time to assure full access to the bulletin board.
3. An administrator's signature must be on all wall postings.

Work Permits

Employment certificates are available in the attendance office. To obtain an employment certificate for a student, the applicant must be at least 14 years of age, have a promise of employment (verbal promise is sufficient), produce a birth or baptismal certificate to the high school office, and be accompanied by a parent/guardian who must sign the employment certificate application in the witness of a school official. The application can then be issued to the student who should take it to his/her employer for a signature and to a physician for a physical and signature. When this completed form is returned, the office will issue the employment certificate. Students should have at least a 2.0 GPA when applying for a work permit and should maintain this GPA during their employment. Obtaining a work permit does not automatically grant the recipient the right to park on the high school campus during school hours. Parking spaces are reserved for senior students and then juniors who meet specific criteria.

REGULAR, ONE AND TWO HOUR DELAY

| | <u>Regular</u> | <u>One-Hour Delay</u> | <u>Two-Hour Delay</u> |
|---------------------------|----------------|-----------------------|-----------------------|
| STUDENTS BEGIN TO ARRIVE | 7:20 | 8:20 | 9:20 |
| TEACHER ARRIVAL | 7:20 | 7:20 | 7:20 |
| LATE BELL | 7:30 | 8:30 | 9:30 |
| PERIOD 1 | 7:30 – 8:11 | 8:30 – 9:05 | 9:30 – 9:56 |
| HOMEROOM | 8:11 – 8:20 | 9:05 – 9:08* | 9:56 – 10:05 |
| PASS | 8:20 – 8:24 | 9:08 – 9:12 | 10:05 – 10:09 |
| PERIOD 2 | 8:24 – 9:05 | 9:12 – 9:47 | 10:09 – 10:35 |
| PASS | 9:05 – 9:09 | 9:47 – 9:51 | 10:35 – 10:39 |
| PERIOD 3 | 9:09 – 9:50 | 9:51 – 10:26 | 10:39 – 11:05 |
| PASS | 9:50 – 9:54 | 10:26 – 10:30 | 11:05 – 11:09 |
| PERIOD 4 LUNCH | 9:54 – 10:35 | 10:30 – 11:05 | 11:09 – 11:39 |
| PASS | 10:35 – 10:39 | 11:05 – 11:09 | 11:39 – 11:43 |
| PERIOD 5 LUNCH | 10:39 – 11:20 | 11:09 – 11:44 | 11:43 – 12:13 |
| PASS | 11:20 – 11:24 | 11:44 – 11:48 | 12:13 – 12:17 |
| PERIOD 6 LUNCH | 11:24 – 12:05 | 11:48 – 12:23 | 12:17 – 12:47 |
| PASS | 12:05 – 12:09 | 12:23 – 12:27 | 12:47 – 12:51 |
| PERIOD 7 LUNCH | 12:09 – 12:50 | 12:27 – 1:02 | 12:51 – 1:21 |
| PASS | 12:50 – 12:54 | 1:02 – 1:06 | 1:21 – 1:25 |
| PERIOD 8 | 12:54 – 1:35 | 1:06 – 1:41 | 1:25 – 1:51 |
| PASS | 1:35 – 1:39 | 1:41 – 1:45 | 1:51 – 1:54 |
| PERIOD 9 | 1:39 – 2:20 | 1:45 – 2:20 | 1:54 – 2:20 |
| STUDENT DISMISSAL | 2:20 | 2:20 | 2:20 |
| FACULTY DISMISSAL | 2:50 | 2:50 | 2:50 |
| WACTC DISMISSAL | 2:57 | 2:57 | 2:57 |

| | | |
|--------------------------------|---------------------------|--------------------------------|
| 5610 Alexander, Judith | 5618 Hickle, Dell | 5220 Prinsen, Heather (Bomba) |
| 5407 Ansell, Larry | 5231 Hileman, Tonya | 5414 Ranade, Madhura |
| 5346 Antonelli, John | 5336 Hitchens, Chris | 5342 Redilla, Mark |
| 5354 Baker, Erin | 5391 Hitchens, Denise | 5301 Ring, Sonya |
| 5249 Barefoot, Kelly | 5326 Hlebinsky, Susan | 5334 Ripepi, Joshua |
| 5376 Barney, Milton | 5327 Hodgins-Frick, Robin | 5215 Sanders, Emily |
| 5231 Barra, Michele | 5231 Houston, Elly | 5313 Seckar, Mark |
| 5387 Bastos, Kevin | 5360 Hruby, Kelly | 5379 Sitrler, Nicole |
| 5304 Beckjord, Joanne | 5334 Ingham, Yasmin | 5518 Spalaris, Kelly |
| 5384 Betschart, Tracey | 5366 Kazalas, Marguerite | 5231 Spencer, Carol |
| 5375 Biroscak, Kara | 5245 Keller, Angel | 5400 Stefan, Hope |
| 5350 Blackhurst, Courtney | 5338 Kendrick, Deborah | 5238 Sudol, Jeff |
| 5619 Blasso, Leah | 5615 Kerekes, John | 5317 Sussman, Scott |
| 5335 Bockstoce, Beth | 5411 Kobeda, Dana | 5364 Vavala, John |
| 5325 Bonanno, Heather | 5388 Kocan, Tiffany | 5224 Veltri, Roberta |
| 5365 Boni, Erin | 5223 Kowalczyk, Gail | 5332 Vollmer, Ashley |
| 5217 Bourg, Judy | 5393 Kuharcik, Jeremy | 5231 Wagner, Gretchen |
| 5367 Burns, Fred | 5352 Kuhn, Caryn | 5309 Walsh, David |
| 5331 Camody, Ashley (Daerr) | 5318 Kuhn, David | 5234 Wawrzyniak, Heather |
| 5231 Camody, Elizabeth | 5398 Kusic, Jason | 5340 Wentzel, Renee |
| 5349 Canfield, Susan | 5314 Lacey, Michael | 5214 Werst, Vivian |
| 5390 Cervenak, Douglas | 5368 Lamb, Brenda | 5404 Whalen, Chris |
| 5306 Chastel, Pat | 5333 Lane, Vivian | 5698 Wilkinson, Doug |
| 5394 Christopher, Jami | 5231 LaRosa, Mary Liz | 5324 Zippay, Jason |
| 5247 Cifelli-McDonald, Cynthia | 5517 Laux, Gloria | |
| 5408 Claggett, David | 5337 Lawrence, Kevin | |
| 5351 Compeggie, Keith | 5382 Lemmon, Bettina | |
| 5506 Corbin, Karen | 5211 Lesnett, Christian | |
| 5358 Creany, Alissa | 5308 Livingston, Jay | |
| 5232 Cunningham, Vicky | 5236 Lusk, Evelyn | |
| 5213 Daerr, Chrisanne | 5231 Lynn, Suzanne | 5385 Athletic Conf. Room |
| 5316 DeGiovanni, Kristin | 5305 Maize, Joe | 5607 Athletic Trainer Office |
| 5307 Degnan, Caitlin | 5246 Makrinos, Nicole | 5384 Auditorium/Stage |
| 5311 Deliere, Barbara | 5362 Malazich, Eric | 5608 Auxiliary Gymnasium |
| 5323 Demascal, William | 5348 Mannion, Victoria | 5221 Cafeteria |
| 5321 Dodson-Rosenberg, Davant | 5409 McCutcheon, Lauren | 5600 Custodian |
| 5357Duffy, Gina | 5231 McWilliams, Ken | 5602 Second Floor Faculty Room |
| 5312 Evan, Erin | 5319 Milchovich, Nick | 5601 Third Floor Faculty Room |
| 5210 Falbo, Sharon | 5377 Miller, Dulce | 5609 Language Lab |
| 5229 Farrell, Brian | 5230 Myers, Lindsay | 5620 LGI Room B266 |
| 5239 Fecher, Mary | 5303 Palermo, Maura | 5621 Main Office Conference |
| 5315 Fox, Donna | 5210 Pampena, Sharon | 5623 Main Office Work Room |
| 5329 Gearhart, Andrea | 5212 Pavlik, Lori | 5622 Library Computer Lab |
| 5233 Geyer, Brian | 5389 Perrotte, Ryan | 5383 Library Conf Room B256 |
| 5216 Glass, Lorraine | 5402 Peterson, Keith | 5603 Library Conf Room #1 |
| 5353 Good, John | 5339 Pinto, Jaylan | 5231 Resource Room Paras |
| 5359 Groninger, Kristin | 5322 Pinto, Justin | 5223 Nurse 's Office |
| 5320 Guerra, Frank | 5620 Plack, Thomas | 5516 STAR Conference Room |
| 5344 Gunther, Betsy | 5413 Polard, Lindsay | 5396 Theater Information |
| 5355 Hanley, Timothy | 5345 Powell, Kathryn | |
| 5397 Heirendt, Holly | 5302 Price, Meredith | Revised 8-22-12 |

Peters Township High School

2012-2013 Student Handbook Sign Off Sheet For Freshmen

Teacher's Name _____ Room _____

My signature below indicates that I have received the Student Handbook and understand that I am responsible for the rules/policies/information, etc. contained within this document.

Two columns of horizontal lines for signatures.

Instructions for Social Studies Teachers: Please have all of your Freshmen students sign this form documenting that they have received a Student Handbook. When all Freshmen students have signed the form, keep a copy for your records and submit a copy to the Principal's Office.