

# **STUDENT**

# **HANDBOOK**

2016-2017

PORT ALLEGANY  
HIGH SCHOOL  
PORT ALLEGANY, PENNSYLVANIA

An Equal Rights and Opportunities District

## PORT ALLEGANY SCHOOL DISTRICT MISSION STATEMENT

Our mission is to be the premier provider of innovative educational services, which enables our students to acquire and apply the knowledge necessary to become respectful, responsible, self-directed learners.

*Cover designed by Torie Field*

## WELCOME

I want to welcome you to the new school year by congratulating you on your accomplishments thus far and to encourage you to continue to put forth your best efforts to obtain a solid education. Your high school education provides the foundation of your future regardless of what path that may take. Remember to seek excellence for yourself in your studies, your activities, and your relationships. You have everything to gain and the future is yours.

Attendance at Port Allegany High School is for the purpose of obtaining an education. This requires full attendance at all classes, coming to class on time, and using every minute productively. Always have the tools, books, pencils, and notebooks required for class.

There are legal restrictions on using tobacco in school or on school grounds. There are also restrictions on using drugs, including alcohol. None of these activities help your learning, and they often cause behavior that is not helpful to receiving a good education. On a practical basis, we ask you not to bring food or drinks into the classrooms.

Above all, everyone at Port Allegany High School has a right to be secure in his or her mind, body, and property. We should respect each other and each other's property. There is to be no fighting in the school or on school grounds. Nothing can happen between two people at this school that cannot be settled in a rational, peaceful, and productive way. We have counselors, administrators, teachers, and other people willing to help. Violence and vandalism are illegal, impractical, and inhuman. Let us treat each other with respect.

Have a good year. We appreciate your efforts and hope you find the days ahead to be your best ones you have had at school so far. Good luck.

Mr. Marc Budd  
High School Principal

## PREFACE

The primary purpose of this handbook is to provide students basic information concerning the high school. To become properly oriented, students enrolled into Port Allegany High School for the first time should read the handbook carefully and should ask the guidance counselors or their teachers to interpret or explain anything which they do not thoroughly understand. Students should refer to the handbook frequently to obtain answers to specific questions. The index provides a quick summary of all topics included in the handbook.

The student should realize that he/she can obtain complete information concerning anything which he/she does not understand from a teacher, counselor, or from the Principal.

The following policy was adopted by the Board of Education April 12, 1976 and amended on June 25, 1992:

### EQUAL RIGHTS AND OPPORTUNITIES-NONDISCRIMINATION

*To comply with Federal laws (including Title IX of Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), State laws, and state Department of Education regulations concerning equal rights and opportunities and to assure these within our school community, Port Allegany School District declares itself to be an Equal rights and Opportunities School District, it does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community.*

### EQUAL RIGHTS AND OPPORTUNITIES DIRECTOR

*An equal Rights and Opportunities Director has been designated by the school district. It is the Director's responsibility to make certain that all educational programs and activities and all employment practices are free from discrimination on the basis of those conditions stated in the policy. This responsibility includes instructing appropriate persons in the District in the provisions of the laws and regulations concerning equal rights and opportunities and fair employment practices. The Director can be reached at 20 Oak Street, Port Allegany, Pennsylvania, 16743, or by telephoning 814-642-2596.*

## GRIEVANCE PROCEDURE

*Those persons who have complaints alleging violations of the Equal Rights and Opportunities Policy may submit them to the following grievance procedure, using the appropriate grievance forms which are available in the district office.*

*1. Within 15 CALENDAR days after the alleged violations, the grievant shall initiate and CONCLUDE AN informal discussion with the immediate supervisor/interviewer. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint (FORM 1) to the immediate supervisor/interviewer WITHIN THE NEXT 5 CALENDAR DAYS. The immediate supervisor/interviewer shall respond (FORM 2) within 15 calendar days.*

*2. If the grievance is not resolved under Step 1, the grievant shall submit the written complaint AND RESPONSE (FORMS 1 AND 2) to the Equal Rights and Opportunities Director within 15 calendar days. The Director has the authority to investigate the grievance and attempt a resolution. The Director shall respond (FORM 3) within 15 calendar days.*

*3. If the grievance is not resolved under Step 2, the grievant shall submit the complaint AND RESPONSES (FORMS 1, 2, AND 3), within 15 calendar days, to a committee consisting of Board of education representatives, the Equal Rights and Opportunities Director, and the Superintendent. The committee shall respond (FORM 4) within 15 calendar days.*

*4. If the grievance is not resolved under Step 3, the grievant shall refer the complaint AND RESPONSES (FORMS 1, 2, 3, AND 4) to the Board of Education. The Board shall respond (FORM 5) within 30 calendar days.*

*A grievant has the right to be accompanied by a third party during all steps of the grievance procedure.*

*Legal Reference:*

*Title IX of the Education Amendments of 1972.  
P.O. 92-318 (1972) and P.L. 93-568 (1974)  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990, P.L. 101-336*

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**SECONDARY TEACHERS AND STAFF  
2016-2017**

Mrs. Penny Amacher.....	English
Mr. Vincent Berrettini .....	Technology Ed/STEM
Mrs. MacKenna Bickford .....	School Nurse
Mr. Justin Bienkowski .....	Social Studies
Mrs. Sara Bishel.....	French
Mr. Michael Bodamer .....	Safety Ed./Social Studies
Mrs. Kimberly Bowser.....	Business Education
Mr. Marc Budd.....	High School Principal
Mr. Aaron Clark .....	Social Studies
Mrs. Sharon Daniels.....	English/Social Studies
Miss Loren Ferguson .....	Guidance
Mr. Wallace Finn.....	Physics
Mrs. Kristina Francis .....	Mathematics
Ms. Kathi Gimbrone .....	Literacy
Mrs. Michelene Horning.....	Title I Reading
Mrs. Margaret Hutton .....	Art
Mrs. Emily Kandel-Miller .....	Learning Support
Mrs. Laurie Lathrop.....	Physical Education
Mr. Matt Lawton .....	English
Mrs. Danielle Lawton .....	Learning Support
Mrs. Nicole Line .....	KTO
Mr. Donald Maurer .....	Technology Coordinator
Miss Beth McElwee.....	Learning Support
Ms. Erin Moran.....	Spanish
Mr. Kenneth Myers .....	Vocal Music
Miss Barbara Neilson.....	Mathematics
Ms. Emily Parana.....	Learning Support
Mr. Justin Osani .....	English
Mrs. Francis Reilly.....	Science
Mr. George Riley.....	Guidance
Mr. Chad Saltsman.....	Physical Education/Health
Mr. Christian Sevinsky.....	STEM/Mathematics
Mr. Daniel Stavisky .....	Physical Education
Mr. Brad Stewart.....	Instrumental Music
Mrs. Amanda Stuckey.....	Mathematics
Mr. Brian VanGorden.....	Mathematics
Mrs. Lisa VanGorden .....	Science
Mr. Todd Wheaton .....	Biology

**DAILY SCHEDULE WITH SSR**  
**2016-2017**

Homeroom/SSR: .....	8:15-8:30
Period 1 .....	8:33-9:15
Period 2 .....	9:18-10:00
Period 3 .....	10:03-10:45
1st Lunch.....	10:48-11:18
Period 4 .....	(students in lunch groups 2 & 3) 10:48-11:30
Period 4 .....	(students in lunch group 1) 11:21-12:03
2nd Lunch .....	11:33-12:03
Period 5 .....	(students in lunch group 3) 11:33-12:15
Period 5 .....	(students in lunch group 1 & 2) 12:06-12:48
3rd Lunch.....	12:18-12:48
Period 6 .....	12:51-1:33
Period 7 .....	1:36-2:19
Period 8 .....	2:22-3:05

42 minute periods (periods 1-6)  
43 minute periods (periods 7-8)  
30 minute lunches  
3 minutes in between all classes  
Dismissal at 3:05

**PORT ALLEGANY SCHOOL DISTRICT  
2016-2017 Tentative Common Calendar**

2016	*	August 22, 23	Teacher In-service Day
		August 24	Student First Day
	**	September 5	Labor Day
	*	October 10	Teacher In-service Day
		October 27	End 1st Marking Period
		November 11	Act 80 Day - Parent Conferences
		November 23	Early Dismissal
	**	Nov. 24-28	Thanksgiving Vacation
		December 23	Early Dismissal
	**	Dec. 26-30	Christmas Vacation
2017		January 10	End 2nd Marking Period
	*	January 16	Teacher In-service Day
	**	February 17, 20	Snow Make-up Days
		March 17	End 3rd Marking Period
		April 12	Early Dismissal
	**	April 13	Snow Make-up Day
	**	April 14-17	Easter Vacation
	**	April 18	Snow Make-up Day
		May 25	Last Day for Students
	*	May 26	Teacher In-Service Day
		May 26	Commencement

\*\*Vacation dates are inclusive

\* Vacation dates are for students only

Order of Make Up Days

February 17, 2017

February 20, 2017

April 13, 2017

April 18, 2017



## SECTION II

### RULES

Order is necessary in a school. Responsible students who can discipline themselves need few rules. Because our students have proved to be responsible, we have few rules. The rules, which we do have, are reasonable, do not degrade the importance of students, and must be obeyed at all times by all students. Students in specific classes are not exempt from obeying rules; neither are there specific times such as before vacations or near the end of the school term when the rules do not apply.

#### 1. ATTENDANCE

Students are expected to attend school on a regular basis. In order to be successful in school, students must make every effort to attend school everyday. Past experiences have shown that students who miss an excessive amount of school usually have problems with their grades.

Over the years, it has become a serious problem for school officials to process excuses from students once they return to school following an absence. All students must return with a note from their parent or guardian stating the reason for their absence. **The note must be taken to the attendance secretary.** The note should state the specific reason for absence. It is expected that the note will accompany the student the first day they return to school after his/her absence. If no excuse is brought in the first day, the student will be given two more days before the absence will be qualified as being illegal, regardless of the reason for absence.

State law requires that following the third illegal absence, a first notice will be sent to the parent or guardian from the secretary of the School Board. The first notice will inform the parent or guardian that the student has been illegally absent for three days and that each subsequent illegal absence will result in a fine. These subsequent offenses will be given to the district magistrate who will inform the parent of the degree of the fine.

Students in grades 7-12 will receive no credit for any course in which they have accumulated 25 days or more absences and have not properly turned in make-up work. Students who are 17 (past compulsory age of attendance) will be dropped from the rolls and will be allowed to re-enroll the following semester.

In order for a student to gain credit for 1/2 of the day, they must be in attendance for a minimum of two hours during each session. If a student enters school on a given day after 9:32 a.m., they will not be able to be in school for the minimum two hours and will not be given credit for being in attendance during the morning session. Often students are concerned because they are not granted perfect attendance certificates at the end of the school year. Students and parents must realize that if they are marked absent for 1/2 day or more, perfect attendance will not be recognized. In order for an absence to be excused for vacations, students must have the request for Excused Absence Form filled out prior to the trip.

## **2. STUDENT ABSENCE, RELATED TO PUBLIC PERFORMANCES AND PRACTICES**

Students absent during either session of a school day (unless they have administrative approval) cannot participate in public programs, or practices during the evening of that day. They cannot participate or practice on Saturday if they have missed Friday's afternoon session. Students must be in school.

## **3. EARLY EXCUSAL**

If it becomes necessary for you to be excused before the regular dismissal time, you must bring a written request signed by your father, mother or legal guardian. Such requests should be made only for urgent reasons. **Your requests should be made to the Attendance Office or Principal's Office before the enrolling period for approval.** If approved, your name will appear on the absentee report informing teachers of your time of excusal. If your name does not appear on the absentee report, you must secure an excusal form from the attendance secretary and you are responsible to inform all of your teachers that are involved.

No student will leave school before final dismissal unless properly excused.

**If you become sick during the day, you should ask to be excused to see the nurse who will give you necessary aid. If the nurse believes that you should leave school, she will call your home and ask your parents to come to school and get you. Failure to follow this procedure and leaving without permission will result in a half day illegal absence.**

If you find no nurse in the office, report to the Principal's Office for assistance.

## **4. LEAVING ROOMS DURING CLASSES OR STUDY HALLS**

To leave a room during a class or study hall, you must secure permission from your teacher. You must complete a travel permit, which the teacher will give you.

## **5. TARDINESS**

Abiding by the time schedule is important. Sign out on the teacher's sign out sheet. You must be in your homeroom and in your assigned seat by 8:15 a.m. Enough time is allotted between classes to permit you to be on time every class.

Students are expected to be in their homeroom each day at the designated time. If a student is tardy more than five times during the school year, their parent or guardian will be notified by a letter from the principal.

## **6. ENTERING AND LEAVING THE BUILDING**

Students who do not ride busses should not report to school until 8:00 a.m. unless they have appointments with teachers. In the morning and following dismissal, students should use the designated entry doors of the building. The back door by the cafeteria is a service entrance and is not to be used by students. All student drivers should park in the front parking lot. Students are not permitted to leave the school building once they arrive until dismissal at 3:10 p.m. unless they

receive permission from the Principal. Leaving the school building without permission for the purpose of skipping will be considered an illegal absence in a student's attendance record.

## **7. BUS STUDENTS, BUSES AND ON STREETS**

Students must act courteously on the way to school and on the way home from school. Students who walk should respect private property, use the sidewalks not the streets, and respect the rights of others who are using the sidewalks.

Students should not drive to school unless their driving is absolutely necessary. Those who drive should come directly to school and park their cars in the student lot. To insure the safety of others, students must drive very slowly in the parking lot and yield the right-of-way to school busses. At the conclusion of the school day, no cars should leave the parking lot until all busses have gone.

Students who attend the vocational-technical school are not permitted to drive their cars to that facility unless they have received permission to drive from the Principal or Vo-tech Director.

Students who ride busses should behave on the busses as they do in the classroom. They must do nothing to distract the driver from his/her primary responsibility of driving safely. Students who do distract the driver may be refused admittance, and transportation will become the responsibility of parents. Behavior on a bus that creates a safety issue endangers others. A student may be cited for "disorderly conduct" by local law enforcement officials for dangerous behavior.

Students who ride a bus are not to leave school property once they arrive on the bus unless they secure permission from the Principal.

Students should follow these bus rules:

- a. Fighting, pushing, and aggressive behavior are not permitted on the bus.
- b. Be courteous; use no profane language.
- c. Eating or drinking is not permitted on the bus.
- d. Help keep the bus clean by not littering.
- e. Cooperate with the driver.
- f. Cigarettes, alcohol, or drugs are not permitted on the bus.
- g. Respect the rights and property of others.
- h. Stay in your seat while the bus is moving.
- i. Keep hands, head, and feet inside the bus.
- j. Bus driver is authorized to assign seats.
- k. Ride only your assigned bus unless you have permission from your Principal.
- l. Be at your bus stop five (5) minutes before pick-up.
- m. Do not bring pets or animals on the bus.

## **8. RIDING BUSES TO SCHOOL ACTIVITIES**

In order for a child to ride home with their parent/guardian from away games or activities, the student must submit a note requesting permission to ride home with the parent/guardian. Notes must be submitted in advance to the Principal's Office for approval. A copy of the note must be picked up by the student and given to the coach.

## **9. BEHAVIOR IN CAFETERIA**

The quiet, orderly atmosphere in the cafeteria permits you to enjoy your lunch and to talk with your friends.

Act courteously at all times and follow the prescribed routine. Do not cut into lines, walk from your classroom to the cafeteria.

You belong in the cafeteria during your assigned lunch period whether you eat lunch or whether you do not. The only way a student can be excused is with written permission from the Principal. Students may bring their lunch but they may not have food delivered from outside commercial sources without permission from the Principal.

Parties in the cafeteria must be arranged at least one day before the party through the Principal's Office. Parties will be granted only for special occasions. Students must come prepared for the party. Also, they must not use the kitchen to prepare food for their party.

## **10. BEHAVIOR IN THE HALLS**

In halls, walk quietly but quickly and act courteously. Walk to your right whenever possible. Any display of affection in school conflicts with the common standards of appropriate school behavior. **This would include holding of hands.**

## **11. ASSEMBLY CONDUCT**

Assemblies are planned for your enjoyment and education. Your conduct in assemblies should parallel your conduct in the classroom. Students should enter the auditorium quietly and sit in their assigned section. Your reputation as a student body is largely determined by your behavior in large groups. Every performer, whether a student, a local person, or a paid professional, deserves the attention, respect and courtesy of every student.

During a musical performance, students should not talk following the introduction of a selection of music. Musicians need time and silence to obtain the proper pitch for the selection, which they will play or sing.

## **12. ASSIGNED LOCKERS**

After you have entered school in the morning, go to your locker and get all books which you will need for the morning session. Then go directly to your homeroom.

Do not share the combination of your lock with any other student.

When using gym lockers you also have the responsibility for the lock, which you may purchase from your physical education teacher. Follow the instructions

of your teacher. Except in extreme circumstances, you will not lose your lock nor any of your possessions if you follow your teacher's instructions. You should keep your lock until you are ready to graduate. You may then return it to your physical education teacher and get your money back.

### **13. DEFACING OR DESTROYING SCHOOL PROPERTY IS A CRIME**

The school building, furniture, books and materials are worth several million dollars. Each student must help to keep the building and educational materials in good condition. Defacing or damaging school property will not be tolerated. Student who deface or destroy school property risk suspension and expulsion. They pay for the damage, which they have caused. Students who lose or destroy books or materials will be responsible for paying for them.

The basis for the preceding rule is the following school policy adopted by the Board of Education June 13, 1966:

#### **Destruction of Public or Private Property**

Those responsible for the operation of the schools of the district have a responsibility to the general public to guard against the destruction of school property. Vigorous action will be taken against those who willfully destroy school property.

Students are not to deface or destroy school property. Students who lose or destroy books or materials will be responsible for paying for them.

If students commit acts of destruction which are sufficiently serious to be classified as vandalism, the students will be suspended from school until they pay for damage; and a detailed report of their acts shall be given to local and county law enforcement officers. (The probation officer will be asked to petition the Court.)

If acts of destruction of school property or acts of vandalism are committed by people who are not students in our schools, those people shall be referred to the appropriate law enforcement officials with a request that proper civil action be taken against them.

If school officials learn the identity of people who have committed acts of destruction against private property or public non-school property, they shall refer these people to legal authorities.

### **14. CARE OF SCHOOL GROUNDS**

Students and adults are encouraged to use the school facilities freely but with proper regard to their maintenance and security. Permission must be secured from the Principal, allowing ample time for arrangements. Activities, dances, meetings which involve students must be properly supervised by a faculty member and/or administrator.

### **15. TOBACCO**

Smoking or use of tobacco in any form by students will not be tolerated on or near the school grounds at any time. At any time means during the school day,

after school has been dismissed, during weekends and evenings, and when you are on the school grounds for any reason. Students are not permitted to carry tobacco products with them during the school day or at a school sponsored functions. Teachers have been instructed to remove such material from all students. Violations of this rule will result in a referral to the local law enforcement.

Violations of this rule will result in the student being assigned to detention, a referral to the local law enforcement, and all athletic policies will be applied if the student is involved in a sports program.

## **16. CHEWING GUM**

Individual classroom teachers may impose any restrictions on gum chewing which they consider necessary and appropriate for their classes.

Students must not place gum into the drinking fountains, on classroom desks, or on the cafeteria tables.

## **17. EATING IN BUILDING**

Students are permitted to eat only during their lunch period in the cafeteria. Students who bring their lunches may purchase milk and snacks in the cafeteria. Food is not to be delivered from outside vendors without approval from the Principal.

## **18. WEAPONS-School Board Policy 218.1**

No weapons of any type are to be carried on school property. Weapons shall include, but not limited to, any knife, cutting instrument, chains, cutting tool, nunchaku, firearm, shotgun, rifle or any tool, instrument or implement capable of inflicting serious bodily injury. The weapon shall include objects which have the appearance or characteristics of weapons. Weapons shall include look-alike or replica weapons which are not necessarily operable. Students found in violation may be turned over to local authorities for prosecution under section 912 of Title 18 of Pennsylvania Code which states that a misdemeanor in the first degree shall apply. Board Policy 218.1 will be used to administer violations. Policy requires an expulsion hearing for any student who violates the Weapons Policy.

## **19. FIGHTING/TERRORISTIC THREATS-School Board Policy 218.2**

Students fighting or intentionally causing bodily harm to another person **MAY BE TURNED OVER TO THE POLICE AND LOCAL AUTHORITIES**. Students should be aware that section 2702 of Title 18 of the Pennsylvania Code states that aggravated assault charges may be entered against the offender. Students who fight may also face charges of disorderly conduct. Students should also be aware that the school's authority in this matter includes going to and from school and at school related activities. Terroristic threats will be dealt with by school district policy 218.2. Students who make a terroristic threat to any member of the school community will face legal charges and an expulsion hearing by the Board of Education. Making a bomb threat is a terroristic threat punishable under School District Policy 218.2. Students caught making bomb threats will be expelled from school for a period of time determined by the School Board. A bomb threat is also a federal offense punishable under United States Code 18-844E.

## 20. SEXUAL HARASSMENT

It is a violation of school district policy for any student to harass another through conduct or communications of a sexual nature. Sexual harassment consists of unwelcomed sexual advances and other inappropriate verbal or physical conduct of a sexual nature. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

## 21. DISTRACTIONS

Water pistols and other distracting devices do not belong in the school. Students who bring such devices to school will be appropriately disciplined. Students are not to bring personal items such as collector cards to school. If they are lost or stolen, they are the student's responsibility.

## 22. STUDENT VISITORS

A student planning to bring a visitor to school must receive permission from the Principal at least three days before the planned visit. The student should bring the visitor to the Principal's Office in the morning and secure a pass. The pass should be presented to each of the student's teachers during the day. **Student visitors are only allowed if they are providing educational opportunities.**

## 23. STUDENT DRESS AND APPEARANCE

Language, dress, and general behavior of people are social things and change according to the social situation. What is proper and in good taste in one social situation is often improper and in poor taste in another. For example, clothing which is suitable for sports events would be out of place at a formal dance; work clothes, which are practical on the job, would be considered to be in bad taste at a dinner party.

Outfits worn to school also must be appropriate for the situation - a co-educational community of young people who should value not only the knowledge of subject matter, but also the importance of decency, good taste, modesty and regard for others. Any form of dress which is detrimental to the health, safety, or welfare of students or which is disruptive to the educational process will not be permitted. Such dress includes fishnet tops, tank tops, strap blouses or shirts, muscle shirts, bare-back or bare midriff styles, T-shirts with offensive advertising, extremely short shorts, and cut-offs. Tops must be long enough to cover the belt line or be tucked into pants, skirts, or shorts. Strapped sandals are permissible. Also, clothing that has suggestive or implied vulgarity is prohibited. Clothing that advertises alcohol or drugs is considered unacceptable. The intent of the guidelines is to give students, teachers, and parents a general idea of what is acceptable dress and appearance. A genuine concern for what is proper should provide a social situation that is conducive to learning. If a questionable situation should arise, it should be called to the attention of the Principal or Nurse. They will make a decision on the acceptability of the dress in question.

These guidelines are designed to be as flexible as possible. However, the completely casual permissive styles will not be acceptable.

Standards of student dress and appearance are cleanliness, modesty, and good taste in an environment for learning and neatness. Dress and appearance cannot violate necessary safety standards in certain classrooms. Students may be asked to wear headbands or hair nets in a classroom situation where long hair could create a hazard, otherwise, hats and other types of head coverings are not allowed. Individual dress should not distract and thus infringe on other's rights.

## **24. SCHOOL DANCES, PARTIES**

All school social events must have a faculty sponsor and must be cleared through the Principal's Office. School functions will terminate no later than 10:30 p.m. Any changes in time must be approved by the Principal.

To assure order in the school area and to protect our students, the following rules govern student dances in the high school gymnasium:

- a. Dances are available for students in grades 7-12.
- b. Students (grades 7-12) from other schools may attend as a guest of our students. All rules apply to these guests.
- c. Young adults who are no longer in school may attend as a guest of one of our students. All rules that apply to students will also apply to these guests. Students bringing an out of district guest must complete the *Port Allegany High School Out-of-District Permission Form to Attend Dance/Activity*. Forms are to be submitted to the Principal 48 hours in advance. Forms will not be faxed. It is the child's responsibility to deliver the forms.
- d. Chaperones may refuse admission to any guest. Students bringing a guest to a dance must complete and return the out of district dance form to the Principal's office prior to the dance.
- e. All school rules pertaining to tobacco, alcohol and drugs pertain to school dances.
- f. Students will not be allowed to go and come as they please. Once students enter the gymnasium and pay the admission price, they will be expected to stay in the gym or foyer for the remainder of the dance. If they choose to leave early, they will not be allowed to re-enter even if they wish to pay a second time. The only exception would be if they secure permission from one of the chaperones. Chaperones will grant this permission only if they are convinced that a real need is evident. If a student leaves the dance, he/she is expected to leave the school grounds, which includes the parking lot.
- g. The class or activity president is responsible to the chaperone for the proper clean-up after the dance.
- h. No loitering will be allowed outside the building.
- i. Lighting for the dance will be controlled by the chaperones.

## **25. PROM/HOMECOMING**

The Prom is an annual formal event for juniors and seniors. Sophomores may attend only if invited by a junior or senior. Students in grades nine or lower cannot attend as a date of an older student.



**Students must be in school by 9:32 a.m. the day before the Prom or Homecoming.**

Homecoming is a semi-formal event for students in grades 9-12. No persons twenty-one years of age, or older, are permitted to attend the Prom or Homecoming dances as participants. There is a separate Jr. High dance for grades seven, eight and nine. Ninth grade students may attend Sr. High Homecoming if asked by a 10-12 grade student.

## **26. SCHOOL FUNDS**

All organizations have their own treasurers. They deposit their funds in one common bank account under the administration of the Business Secretary. In order to deposit money, a proper form is required. The money and a completed form should be given to the Business Secretary. A completed form with the correct amount deposited will be returned to the organization. In order to get a check written, a draft form will be used. A completed form requesting a check should be left with the Business Secretary. The check will be drawn and signed by the Principal. The check will then be returned to the organization.

## **27. HEALTH SERVICES**

A nurse is available for emergencies or first aid treatment. Should you become ill during the day or receive an injury, ask your teacher to permit you to see the nurse. If your condition is such that you should not stay in school, the nurse will see that you are taken home.

The nurse will also advise you on general matters concerning your health. If you have health problems, ask the nurse to help you.

Medication, prescription or non-prescription drugs can only be administered by the school nurse. The principal can distribute medication in the absence of the nurse. The nurse must be given permission from a student's parent to administer medications. All medication should be kept in the Nurse's Office.

## **28. LOST AND FOUND**

A lost and found department is maintained in the Principal's Office. All articles which students find should be turned in to that office. Students who have lost articles should check in the office periodically.

## **29. DISCIPLINE**

By promoting a clear understanding of our rules, and the validity of those rules, we hope that you will become more responsible and help to bring about a school spirit of voluntary self-discipline.

All rules are important. We expect you to meet all your obligations to the best of your ability. You will have to organize your time and discipline yourself. If everyone cooperates, we should have very little need to concern ourselves with disciplinary procedures. In the event that you do ignore our standards, you should know how the disciplinary process will operate.

The rules exist to enable the school district to provide young people with a model of socially acceptable behavior in the adult world. Secondly to enable approximately six hundred people to work and learn, for seven and one half hours a day, in a fairly confined space. Finally, the rules exist to secure the safety of students and staff, to protect the communities' investment in its schools, and to meet parent's expectations for their children's growth and learning.

### 30. STUDENT CONDUCT CODE

A. Primarily, a student attends school to learn. To create an attitude and atmosphere conducive to learning, each student shall:

- become aware of the rules and regulations in effect;
- comply with school rules and regulations and with local, state, and national laws;
- meet all school obligations punctually and regularly;
- report to each class with completed assignments and **necessary materials, assume the responsibility of contacting teachers about makeup work;**
- become aware of and pursue grade advancement and graduation requirements;
- devote energies to learning, make sincere effort to do their best work;
- develop standards of personal conduct which produce acceptable behavior, act in an orderly manner;
- accept responsibility for his/her actions;
- recognize and respond positively to authority of school personnel, assist staff in conducting an orderly school;
- respect and consider the personal property rights of others;
- respect and consider the communities property rights and help to keep school property free from damage and defacement;
- volunteer information concerning the health and safety of the school community.

B. Correcting and/or disciplining of students will result from actions of misconduct categorized below.

- NO head coverings will be worn in the building;
- NO walkmans or MP3 players will be allowed during the day except for headphone sets used in the cafeteria during a student's lunch period;
- NO writing on surfaces not made for writing, including lockers;
- NO glass bottles/containers in the building;
- students **must report to assigned class or study hall** in order to receive a pass to go to the Health Office, Guidance Office, or High School Office or to see a teacher. Only exception would be an extreme emergency to go to the Health Office;

- students **must have written parental permission** in order to leave the building at any time. Permission **will not** be granted without this.

Note: The Principal may allow students to leave the building in an emergency with parent permission;

- Cell phones, smart devices and personal computers may be used throughout the day for educational purposes. Teachers may require students to turn phones off, place phones on the desktops, in lockers, or in pockets or purses. Cell phones may be used for texting during the school day (non instructional time) but actual phone calls are discouraged in between class, lunch and or study halls.
- Cell phone use is a privilege and may be revoked if phones are not used properly.
- The Port Allegany School District is not responsible for lost, stolen or damaged cell phones, smart devices, or computers.

◆ Attendance

- a. Violation of compulsory school laws.
- b. Failure to attend school regularly if above compulsory school age (17 years).
- c. Repeated tardiness or absence without cause.
- d. Tardiness to or skipping of classes.

◆ Citizenship

- a. Violation of state laws, local ordinances, approved fire safety school rules and regulations.
- b. Disobedience, including insubordination and defiance.
- c. Gross misbehavior, including deliberate, malicious, or willful conduct.
- d. Use of profanity, obscenities, or degrading language.
- e. Immoral conduct and/or indecency.
- f. Display, distribution, or sale of pornographic materials.
- g. Possession, use, sale or distribution of intoxicants, illegal or unauthorized medicine, drugs, look-alike drugs, or narcotics.
- h. Possession or use of tobacco products.
- i. Dress and appearance which present health or safety problems or cause disruption and/or distraction of the educational process.
- j. Distribution on school property of unapproved printed materials.
- k. Fraudulently using the name of another person or falsifying times, dates, grades, residence or other data used by the school.
- l. Unlawful interference with or intimidation of students or school employees.
- m. Cheating-to get something from another dishonestly (ex. texting/ copying answers.) Violators are subject to disciplinary action and may receive no credit on the assignment/test/activity.
- n. Plagiarism-is defined as claiming or using another’s work as your own without proper attribution. This act includes the copying of

information word-for-word from any source, changing a few or some of the words by inserting synonyms, and/or representing an idea as your own without citing the source. Plagiarism is presenting some one else's writing, ideas, music or photography as one's own without crediting sources. Refer to the website at [pahs.net](http://pahs.net) for information. Violators are subject to disciplinary action and may receive no credit on the assignment/paper.

◆ Safety

- a. Disruptive behavior on school busses.
- b. Bodily conditions: The condition under which a student is suspected of having a communicable disease or of neglecting personal hygiene to the point of disrupting the educational process.
- c. Threats or physical attacks to students or school employees.
- d. Violence or threat of violence.
- e. The act of possessing, using or threatening to use any weapons or instruments capable of inflicting bodily harm.

◆ Property

- a. Unauthorized possession of property not one's own.
- b. Being present in an unauthorized place or refusing to leave when ordered.
- c. Willful destruction or defacement of property.
- d. Purposefully setting fire to school property.

Additions to the misconduct listing may be made by the Board of Education or school administrators to insure an orderly and safe system.

School rules are considered in effect until waived. Students have the responsibility to familiarize themselves with the Student Rights and Responsibilities Policy, the Student Conduct Code, and the rules, regulations, and guidelines contained in the student handbook.

School officials are responsible for students' behavior in school buildings, on school property, and at school-sponsored events, on or off school property. School officials are also responsible for the conduct of students on school busses.

C. In addition to conforming to the Student Conduct Code, students involved with extracurricular activities must conform to the eligibility standards established by the district. Student eligibility may be affected by attendance, scholastic achievement and approved training/membership rules.

D. Discipline Code - Special Notes

1. Suspended Students
  - a. Any student on suspension will be responsible for any assigned classroom work and tests. Such a student will not be eligible to attend or participate in school activities.
2. Detention Days
  - a. Detentions will be from 3:15 to 4:15 p.m. on Tuesday, Wednesday, and Thursday.

- b. Students who commit minor violations or who do not do their homework may be placed on the “no-sign-out” list. This means they will not be allowed to sign out from a study hall unless they have a pre-signed pass. They may also be kept by their teacher for make-up and instruction from 3:00-4:00 p.m.
3. Social Probation (restriction)
    - a. Students on the social probation list are not allowed to sign out of study hall or to participate in any school activities.
    - b. Students who break rules of conduct not explicitly covered by this code, may be placed on social probation.
  4. Major or Repeated Offenses
    - a. If a student repeatedly violates the discipline policy, the administration has the right to determine the penalty and/or move for student expulsion.
    - b. The Superintendent of schools or his delegate may refer particular conduct or activity to law enforcement agencies when deemed appropriate.
    - c. All cases of misconduct not specifically covered by this discipline code will be handled at the discretion of the administration.

### **31. RESTRICTION (No Sign-Out/Social Probation)**

Restriction means removal of privileges, including participation in or attendance at school activities, early dismissal, library usage. Students on restriction are not permitted to leave class, study hall, or the cafeteria for any reason.

Names of students on restriction will be published by a separate bulletin indicating the length of the restriction.

Violation of the restricted movement policy will lead to other forms of punishment.

### **32. PAGERS AND LASER POINTERS**

Electronic pagers and laser pointers are not permitted in school. They are distracting and are not a necessity in the school setting.

### **33. STUDENT DRIVERS**

Students who drive to school must park in the student parking lot. Parking and driving in the student parking lot must be done with respect to the danger a vehicle represents when handled carelessly. Vehicles must be parked in the designated slots. Driving recklessly in the parking lot or when leaving it will not be tolerated. Students who do not park or drive appropriately will not be allowed to park in the student parking lot. Unauthorized parking will result in the vehicle being towed at the owner’s expense. The vehicle’s owner will also incur any related legal charges or expenses. Driving to school and parking on school property is a privilege not a right.

### 34. DETENTION

There will be a detention program designed for students who are in need of some form of punishment. The detention program will be on Tuesdays, Wednesdays and Thursdays of each week and will run from 3:15 to 4:15 p.m. each day. Students will be assigned detention time by the Principal working jointly with the teaching staff. Time will be assigned in 60 minute blocks. A record will be kept in the Principal's Office. Students and parents will be given at least a one-day advanced notice. A detention notification form will be used. Students who repeatedly refuse to attend after-school detention, or have accumulated ten or more detentions, will be required to attend a morning detention or a Saturday detention. Refusal to attend any detentions will be reported to the Superintendent for the purpose of arranging a hearing with the Board of School Directors.

While in detention, the following rules will be strictly enforced:

- Students must report on time. If they are late, they will be required to stay but will be assigned an additional day for being late. A second late time will be punishable by adding two hours of detention time. Each late time thereafter will be punishable by adding two hours of detention each time.

### 35. IN-SCHOOL SUSPENSIONS - RULES

A letter will be sent to the student's home informing parents/guardians of the student's placement in In-School Suspension. The students placed in I.S.S. will adhere to the following rules that will be strictly enforced by the monitoring teachers and administrators.

Assigned work must be handed into the monitor at the end of each class period.

Students must sit in their assigned seats and sit up straight at all times. Students will not be permitted to eat food.

One restroom break will be given in the morning and one in the afternoon, unless emergencies occur.

There will be **no visitors** in the "in-school suspension" room.

There will be **no talking** in the "in-school suspension" room. Students are not permitted to carry on conversations. Talking to the monitor should be for emergencies only.

No students will be excused from the "in-school suspension" area except for an emergency. In case of an emergency, the student will be escorted to the Nurse's Office.

The in-school suspension monitor will receive absolute respect at all times.

No personal letters are to be written in the "in-school suspension" room.

Students are not permitted to sleep during "in-school suspension."

Dismissal will be at the normal time unless the monitor specifies otherwise.

Any violation of these rules may result in an "out of school suspension," a parental conference, and completion of the in-school suspension upon the student's return to school.

### **36. SUSPENSION AND EXPULSION - BOARD POLICY NO. 233**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this district and one that cannot be imposed without due process. The Board may, after a proper hearing, suspend a child for such time as it deems necessary or may permanently expel him/her.

When any of the following actions of a pupil are brought to the attention of the building principal, the principal shall have the authority to initiate action which may lead to suspension and possible expulsion of the pupil. These prohibited acts apply equally to sponsored school activities both off and on school property.

1. Bringing onto school property or having in the pupil's possession dangerous or illegal weapons.
2. Selling, using, possessing, or aiding in the procurement of alcoholic beverages, narcotics, or restricted drugs or any material purported to be such.
3. Engaging in violent actions threatening to the safety of pupils and school personnel.
4. Committing immoral acts or gestures.
5. Making salacious statements either orally or in writing.
6. Overt insubordination to the clear directions of a School District employee.
7. Other offenses as may be determined by the school official.

#### **Exclusion from School--Suspension**

A suspension shall be defined as "exclusion from school for a period of from one (1) to ten (10) consecutive days."

The Board grants suspension authority to the building Principal who shall:

1. Inform the student of the reasons for the suspension and provide him/her the opportunity to respond.
2. As soon as possible, provide the parent or guardian and Superintendent written notification of the suspension.
3. Upon request, furnish the Superintendent a full and complete record of the suspended pupil.

When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student to meet with the building Principal to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that there is a case of mistaken identity or to show that there is some compelling reason why the student should not be suspended. At the informal hearing the student's parent or guardian is to meet with the suspending Principal to discuss ways by which future offenses can be avoided.

### **37. STUDENT COMPLAINT PROCESS - BOARD POLICY NO. 219**

The Board recognizes that students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful pro

cedures in an important part of the educational process. Accordingly, individual and group complaints should be recognized and appropriate appeal procedures provided.

For purposes of this policy, a student “complaint” shall be any such that arises out of actions that directly affect the student’s participation in an approved educational program.

The Board or its employees will recognize the complaints of the student of this district provided that such complaints are made according to procedures established by Board policy.

The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, his/her Guidance Counselor and both shall attempt to resolve the issue informally and directly.

For complaints which must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth the specific in nature of the complaint and a brief statement of the facts giving rise to it; the manner in which and extent to which the student believes s/he has been adversely affected; the relief sought by the student; and the reasons why the student feels s/he is entitled to the relief sought.

The complaint may then be submitted, in turn, to the building Principal, the Superintendent and the Board and at each level, the student shall be afforded the opportunity to be heard personally by the school authority.

### **DRUG AND ALCOHOL ABUSE**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As the educational institution of the community, the school should strive to prevent drug abuse. Drug education programs are included in the curriculum at all levels.

The Board recognizes that chemical dependency is a disease which often interferes with learning and normal human development. The district will work through the schools and with guidance services, the Student Assistance Program, and with the appropriate community agencies to intervene in the dependency behavior and to assist the student to overcome the dependency so that she/he can function more effectively in the school setting. The school’s role is to work with the student and the family to get them “treatment ready.”

The primary purpose and justification for any action on the part of the school personnel should be the protection of the health, safety, and welfare of the students, the faculty and school property, as well as the educational process. Schools must act carefully, out of concern for the school population, under the doctrine of in loco parentis, and not as a law enforcement agent.



## IMMUNITY

Generally, school personnel who report drug or alcohol abuse involving a student to another staff member, a parent or school authorities are not liable for civil damages for acts undertaken in good faith. Designated school authorities who report student drug or alcohol abuse to law enforcement agencies are also immune from civil damages, so long as they act within policy.

### **Definitions**

Confiscation - seizure of chemicals or substances and paraphernalia will be made when a student is observed possessing, using or distributing drugs or mood altering chemicals.

The Core Team - a core group of school personnel who are especially trained to have a common knowledge about student assistance programs, adolescent chemical dependency, and the treatment-recovery after care processes. The responsibilities of the Student Assistance Team are to identify students who are having problems in school because of drug or alcohol use, to intervene with their families, and to refer students for help.

A Student Assistance Team is active at the Port Allegany Junior-Senior High School. The Student Assistance Team is comprised of at least a school administrator, a guidance counselor, a school nurse, and two teachers. Also identified as

Student Assistance Team.

Distributing - disseminating of drugs or mood altering chemicals.

Drugs and Mood Altering Chemicals - terms which may be used interchangeably to refer to any alcohol or malt beverage, controlled substance, or illegal and abused substance as prohibited by the "Controlled Substance Drug Device and Cosmetic Act" (35 PLS. 780101 et sig.) and the Look Alike Drug Law.

Suspension and Expulsion - a suspension and/or expulsion within the meaning of Section 1318 of the Pennsylvania School Code as amended and which is supervised by school personnel on the school site.

School Personnel - any person employed or contracted for services by the Port Allegany School District.

School Property - buildings, facilities, and grounds on the school campus, but shall also include busses, school bus stops, school parking areas, and any facility being used for a school function.

School Sponsored - applies to any activity sanctioned by the Port Allegany School District that involves student participation.

### **General Guidelines**

The Principal or his designee is instructed to take immediate steps to prevent





any student from attending school who is in the possession of or is under the influence of drugs or who is attempting to sell or use drugs on school property at anytime. The Principal is instructed to take the same action toward a student at any school sponsored activity at any site.

### **Specific Guidelines**

Any student who is involved with the possession of drugs, under the influence of drugs, or is found to be distributing drugs on school property shall be disciplined according to the following sequences of discipline offenses and sequence of dispositions listed below:

#### **A. Disciplinary Procedure**

1. Immediate Action
  - a. Confiscate the drug and/or mood altering chemical, escort student to Principal's Office or summon the Principal or his designee.
  - b. Principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drugs and/or mood altering chemicals. The student's locker, desk, and all personal property will be searched according to policy. The student shall not be left unsupervised.
2. Notifications (by Principal or designee)
  - a. Health services personnel should be notified if support is necessary.
  - b. Student personnel services should be notified if support is necessary.
  - c. Notification of parent or guardian is required.
  - d. Notification of police is required.

#### **B. Procedures for carrying out further related activities for individual student cases:**

1. Disposition of Substance  
If a substance is discovered it will be sealed, documented, and submitted to the police for analysis.
2. Refer student case to Core Team.

#### **C. Discipline Offense(s)**

1. Offense(s)
  - a. 5 days suspension up to expulsion

#### **D. Confidentiality**

Information will be limited to those with the need to know and as the situation warrants.

## **E. Legal Action**

The Board of Education desires that the local and county legal authorities be urged to take those steps necessary to establish an awareness on the part of all that the violation of drug and alcohol laws is a serious violation of the law that will not be tolerated.

## **F. Employees**

No employee of the Port Allegany School District shall either prescribe or administer unauthorized medication, drug(s), or alcohol to any pupil. All employees shall report any known or suspected instance(s) concerning the improper taking of medication, drugs, or alcohol by students or other employees.

Legal Reference: Pa. Code Title 22, Sections 8337, 12.3 and 12.12; Pennsylvania School Code Section 510, 1319, 1317; Civil Immunity Bill; Section 2 of Title 42 as amended; Act 64 of 1972; and Controlled Substance Drug Device and Cosmetic Act.

## **007.64 PROHIBITION OF STUDENT USE OF TOBACCO PRODUCTS**

The Port Allegany School District health education program is predicated upon developing a sound education and productive living standard. The curriculum will include instruction in the composition, effects, and use of drugs, including alcohol and tobacco.

To carry out this policy, to promote further health and safety of all students and staff, and to promote the cleanliness of all facilities, the Board bans the use of all tobacco products in all school buildings and grounds in the district and on all school vehicles by all persons at all times.

This ban extends to all employees, students, and patrons attending any activities, events, programs, and meetings conducted in the buildings or on the grounds. The ban extends to school owned or contracted vehicles. The Board issues this ban in a sincere appeal to all employees, students, and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned. It is the intention of the Port Allegany District to be tobacco free.

## **SPORTS**

### **Scholastic Requirements (Athletics)**

In accordance with Board Policy 123, athletic eligibility is calculated on a weekly basis for all athletes. In order for an athlete to be academically eligible to participate in sporting events, the athlete is only permitted to be failing one class per week. Upon failing the second class, the athlete will not be permitted to participate in the following week's competitions. Ineligible athletes will be permitted to practice at the coach's discretion. Teachers will complete the Athletic Eligibility list on Friday. Coaches will be notified of any student who is deemed ineligible. Ineligible athletes will not be permitted to compete from Monday to the following Saturday's competitions.

The Constitution of the Pennsylvania Interscholastic Athletic Association defines an eligible athlete as one who is passing at least four of his major subjects. This will be used to determine eligibility at the end of the marking period.

In order for a child to ride home with their parents/guardians from away games or activities, the student must submit a note requesting permission to ride home with the parents/guardians. Notes must be submitted in advance to the Principal's Office for approval. A copy of the note must be picked up by the student and given to the coach.

**Students are not permitted to resign from one sport and then play another.**

Dual Sports Enrollment:

Port Allegany School District will permit athletes to participate in two sports during the Fall, Winter and Spring Athletic Seasons. Athletes will be permitted to participate in two sports during the same sport season. Athletes will be required to declare a major sport. By declaring a major sport, they are agreeing to participate in that sport when conflicts exist during days of competition. Athletes must secure permission from their coaches one week in advance in order to miss one practice to attend another.

Athletes involved with the Fall sports season will have three weeks from the PIAA official start date to withdraw from one sport. If an athlete needs to resign from one sport after the three week time period, said athlete will have to resign from both sports.

Athletes involved with the Winter and Spring sports season will have two weeks from the PIAA official start date to withdraw from one sport. If an athlete needs to resign from one sport after the two week time period, said athlete will have to resign from both sports.

Prior to the start of the sporting season, a meeting will be scheduled with the parent, athlete, coaches and the administration. The purpose of the meeting is to discuss commitment and review the criteria for dual sports enrollment with the athlete and parents.

Athletes are not permitted to resign from one sport after the PIAA official start date and then start participating in a different sport during the same sport season.

## **Football**

Football is a body-contact sport which helps students to test themselves. To play football effectively, students learn to overcome a natural fear with courage, to replace a self-interest with an interest in others (the Team), develop a vigorous will to achieve a goal (to win), and to overcome loose habits with a strict discipline. Football is a hard, competitive sport which requires work and a cultivation of the best physical habits. But perhaps most important of all, football shows students their abilities and teaches them to respect the abilities of others.

Students in grades 7, 8, 9, 10, 11 and 12 in the Port Allegany School District may play football. The sport is organized for students of varying ability. There are three separate teams and three separate interscholastic schedules. The three teams are the varsity, the junior varsity, and the junior high teams. The benefit of participating in the football program goes beyond just playing the game. It is the give and take of the daily practice which provides a rigorous but healthful, mental and physical atmosphere for all players.

## **Basketball (Boys' and Girls')**

To become a good basketball player, one must possess excellent coordination, a strong and enduring body, and a quick thinking mind. One must practice sportsmanship and understand teamwork. One must be tough, for there is no equipment to protect from the hard knocks received in a well fought game.

Three teams, junior high, a junior varsity and a varsity squad comprise the interscholastic basketball program at Port High.

The varsity and junior varsity squads will be comprised of students in grades 9, 10, 11, and 12. The junior high squad will be chosen from students in grades 7 and 8.

Basketball practice starts during the third week of November and ends during the last part of February for the varsity and junior varsity teams. Practice starts in the middle of February and ends in early April for students on the junior high teams.

## **Track (Boys' and Girls')**

Track is a sport which stresses individual accomplishments. Students from the 9-12 grades are eligible for the teams and all are encouraged to attend practice sessions which begin in early March. Often a student does not realize that he or she may have an ability useful for track until he or she discovers it on the field.

Track stresses development of the body. Endurance and coordination are necessary building blocks toward reaching this goal. As with other athletic groups, the essentials of leadership, character and good sportsmanship are emphasized.

Port Allegany is fortunate in having a track of its own. This gives candidates for the team the year-round opportunity to practice and to keep in good condition.

## **Volleyball**

Volleyball will be offered as an interscholastic sport during the fall months. There will be a league consisting of primarily the same schools against whom our teams compete in other sports. There will be varsity, junior varsity and junior high teams. The sport will be open to students in grades 7 through 12.

The sport will provide students an opportunity to perform on a competitive level during the fall months. It also provides an opportunity for students to develop skills in a sport which they may play later in life.

## **Golf**

Golf is offered as an interscholastic sport in the fall. There will be a girl's and boy's team. The teams will be participating in a league with area schools. The sport is open to students in grades 9 through 12. Golf is a lifetime sport which will give students an opportunity to learn the game and develop skills that will be useful throughout their lifetime.

## **Wrestling**

Wrestling is a demanding sport requiring flexibility, agility, strength, endurance, quickness, and toughness. The ability to adjust to the uncertain and to over

come obstacles is one of the most important outcomes derived from the participation in a wrestling program. Wrestling, an individual sport as contrasted to a team sport, demands considerable self-reliance and initiative.

Wrestling practice will start in November in accordance with times prescribed by the P.I.A.A.

### **Baseball**

Baseball is offered as an interscholastic sport in the spring. The sport is available to boys in grades 9-12. Baseball begins in March.

### **Softball**

Softball is offered as an interscholastic sport in the spring. The sport is available to girls in grades 9-12. Softball begins in March.

### **Soccer**

Soccer is a sport that is offered as an interscholastic fall sport for both male and female students in grades 9-12. The season runs from August to October. Soccer is a sport that is based on agility, speed, coordination and teamwork.

### **Cross Country**

Cross country running is open to all male and female students from seventh grade to twelfth grade. The season runs from August to October. Meets are during the week and Invitationals are on weekends and are open to all athletes.

Varsity courses are 3.1 miles and junior high courses are 1.5 miles. Courses are usually dirt or grass trails. Scoring is done both as a team and individually. All varsity team members will go to the District meet.

Practice starts in mid August. Most practices will be directly after school starting at 3:45.

### **Cheerleaders**

#### **A. Purpose**

The purposes of cheerleading is to control the crowd's involvement (to prevent booing, name calling and suggestive yells or undesirable yells which are initiated by small groups in the audience), to harness the crowd's energy and to unite the crowd's yelling to promote good sportsmanship between schools, to build favorable attitudes toward players and referees and to develop moral support for our team.

#### **B. Selection of Squads**

The cheerleading squads for the football season will be selected during the spring. The beginning time for practice will coincide with the starting time for the football and volleyball teams. The varsity squad will be selected from students who will be in grades 9, 10, 11, and 12 the following year. The junior varsity squad will be selected from students who will be in grades 9 and 10 the following year. The junior high squad will be selected from students in grades 7 and 8.

There will be three separate varsity and junior varsity squads for the winter sports: a girls' basketball squad, a boys' basketball squad and a wrestling squad. The varsity squads will be selected from students in grades 9, 10, 11, and 12, and



the junior varsity squads from students in grades 9 and 10.

The process of selecting squads will be under the direction of the advisors.

### **ATHLETIC AWARDS**

Any athlete who participates at the junior high or junior varsity level will receive a Certificate of Participation at the close of the year. If an athlete participates at the varsity level but does not letter, he/she will receive a Certificate of Participation at the close of the year.

If an athlete earns a varsity letter, he/she will receive a letter for the first one that is earned. A bar and an emblem designating the sport in which the letter is earned will also be awarded with the letter. An athlete will receive a bar for all varsity letters earned thereafter.

The method of lettering for each sport is as follows:

- (a) Football - a player must play in at least one-half of the quarters.
- (b) Basketball (girls' and boys') - a player must play in at least one-half of the quarters of games played.
- (c) Track (girls' and boys') - a player must earn the number of points equivalent to 1 1/2 times the number of scheduled meets in a season.
- (d) Wrestling - a wrestler must have participated in at least one-half of the scheduled matches or he must have earned at least 20 team points for the season.
- (e) Girls' Volleyball - a girl must participate in at least one-half of the matches scheduled for a season.

Athletes may earn a letter of participation during their senior year providing they have been in the program three of the four years from grades 9-12 and they must have participated during the senior year.

### **SUMMER CAMPS**

Summer camps for specific skills have become increasingly popular. School personnel often receive brochures on such camps. They pass these brochures on to their students. However, whether a student attends a summer camp is a student-parent decision.

### **PUBLICATIONS**

#### Tiger Lily

The Tiger Lily, Port Allegany High School's yearbook, is a pictorial and written record of the students in the junior-senior high school and of their teachers, administrators, classes and varied activities.

Students who wish to become Tiger Lily staff members volunteer in the spring of their 8th grade year.

### **AWARDS**

At an annual student assembly in May, awards are given to students who have done excellent work in school subjects and activities. A second purpose for the assembly is to provide incentive for students to do their best work.

Awards are given to athletes who have met the specific requirements in a sport, and to band and chorus members who have qualified.

Academic awards are given to underclassmen who have the highest averages in geography and biology. Certificates of Excellence are awarded to all students who were on the Honor Roll during each grading period of the school year. Certificates of Superior Achievement are awarded to all students who were on the High Honor Roll during each grading period of the school year. Certificates and seals are awarded to juniors and seniors who were elected to the National Honor Society.

Special senior awards and sponsors are listed below. If the sponsor is not listed, the school sponsors the award:

Awards given to seniors enrolled in Vocational courses:

Technology Education Award - \$100 Check - Citizens and Northern Bank

Awards given to seniors enrolled in the Commercial course:

Business Award - \$50 Check- JVB

English Award - \$200 Check - Ardaugh Group

French Award - \$100 Check

Mathematics Award - \$200 Check - Port Allegany Rotary Club

Science Awards - \$200 Check - Port Allegany Rotary Club

Social Studies Award - \$200 Check - Port Allegany Rotary Club

Spanish Award - \$200 Check - Ardaugh Group

### Special Senior Awards

Art Award - Plaque

Athlete of the Year Award - Plaques (boy and girl)

Award to qualifying senior who plans to continue his/her education - \$300 Check - PAEA Scholarship Award

Band Front Award

Bernard Freeman and Kathleen Sallade Scholarship (boy and girl) - \$250

Chorus Award

David Lacher Memorial Award

Drama Award

Drama Service Award

Gerald Stayer Memorial Scholarship - \$500

Gib and Billie Allen Award - \$500

John Phillip Sousa Band Award

John Thrash Memorial Award - \$300 per year/4 years

June Dunn Performing Arts Award - \$200 - Port Allegany Women's Club

Louis Armstrong Jazz Award

Lt. William E. Daisley, Jr. Mathematics Award - \$200

National Honor Society - Certificate & Diploma Seal

National School/Choral Award

Patricia Lloyd Community Service Award - \$200

Raymond Charles Varney Award  
Richard K. Taylor Scholarship - \$500  
Robert J. Edgreen Scholarship  
Senior from Roulette or Roulette Township with highest G.P.A. - Interest  
check from Mrs. Coleman's estate.  
Senior Band Award  
Thomas Taylor Memorial Award

### **SECTION III**

#### **GUIDANCE SERVICES**

Guidance services are provided to assist students in the following areas:

1. to assist students to develop decision-making competence.
2. to assist students to develop self-acceptance and understanding.
3. to assist students to develop interpersonal relationships.
4. to assist students in becoming aware of the values.
5. to assist students to progress toward productive and rewarding careers.
6. to assist students to select and pursue educational opportunities beyond high school
7. to assist students, parents and teachers in the development of a successful educational strategy for each student.
8. to assist students toward a successful and enjoyable school experience

#### **Specific Guidance Services**

##### **A. COUNSELING**

Personal, academic and career counseling is provided to every student in an individual and group counseling setting, and also through group guidance classes. Students who wish to discuss personal or scholastic problems should contact the school counseling office for appointments.

##### **B. GROUP GUIDANCE COURSES**

The group guidance programs are designed to provide students guidance and information on effective communicating, career planning and decision-making.

Grade 7 - personal effectiveness

Grade 8 - career awareness

Grade 9 - career exploration

Grade 10 - career exploration and decision-making.

Grade 11 - post-high school educational planning and jobseeking skills.

Grade 12 - career decisions, information gathering, and interviews.

### C. GROUP COUNSELING PROGRAMS

Group counseling programs are available to provide students a group experience in four areas: self-esteem, personal effectiveness, family/drug/alcohol and study skills.

### DIPLOMA REQUIREMENTS

The minimum requirements for a high school diploma are:

- 1) 21 credits in grades 9 through 12
- 2) 24 credits in grades 9 through 12 beginning with Class 2011
- 3) Courses required:

English	4 credits
Social Studies	3 credits
Math	3 credits
Science	3 credits
Arts or Humanities	2 credits
Exploring Technology 2	.50 credit
Health	.50 credit
Safety Education	.50 credit
Physical Education	2 credits (.50 credit each grade)
Electives	3 credits
Electives - beginning with Class of 2011	6 credits

#### NOTE:

Students will need a minimum of 24 credits in grades 9 through 12 to meet graduation requirements.

### COLLEGE PREPARATORY

Complete 4 credits each of college prep English, college prep math, college prep science, three years of foreign language, and three years of college prep social studies. Grades 10 through 12 must be college prep courses.

### COLLEGE PREPARATORY BUSINESS

Complete a college prep program in grades 9 and 10 plus Word Processing I; complete a business program in grades 11 and 12. The three years of math and science must be college prep.

### COLLEGE PREPARATORY VOCATIONAL

Complete one 3 credit sequence and one 4 credit sequence of college prep math and college prep science. Complete at least 3 years of Technology Education, or at least 2 years of a program at the Vo-Tech school. A vocational subject must be included in the senior year. If a student attends the Vo-Tech for 3 years, complete at least 3 credits each in college prep math and college prep science.

## **BUSINESS**

Complete a minimum of 6 business credits: word processing I, word processing II; record keeping, office procedures, and business law. Students attending Advanced Office Practice can substitute 6 credits of AOP for word processing II, record keeping, and office procedures.

## **VOCATIONAL**

Technology Education, or at least 2 years at the Vo-Tech. A vocational subject must be included in the senior year.

## **SCHEDULING**

All students will be required to schedule a minimum of 35 periods per week in some course area. Any exceptions to this practice will require the approval of the high school Principal.

## **CHANGING A SUBJECT OR COURSE**

Considerable time has been spent by teachers, the guidance counselors and your parents to help you select your high school course. You should have made your selection thoughtfully; therefore, you should not change course subjects frequently. Once you have been scheduled to classes, you generally are expected to complete the year without change.

If you wish to change courses or subjects the next year, discuss those changes with your teachers, your parents and your counselor. If after these discussions it seems best that you change, the necessary action may be taken with the approval of your parents, counselor and the Principal.

## **PLACEMENT**

Seventh and eighth grade students are placed on the basis of scholastic achievement and teacher recommendation into the sections in which they will be able to do their best work.

During the second semester of the eighth grade, each student chooses a high school course from the six courses listed on the following pages. The combined guidance of parents and counselors helps the student to make a realistic choice.

A student who completes the requirements for a particular course will receive a high school diploma which lists his/her course or which does not indicate any course. Seniors are given this option before the diplomas are ordered. Students who do not meet the requirements for any other course, but who have completed all required courses and at least 24 credits will be issued a high school diploma.

## **TITLE I PARENT INVOLVEMENT - BOARD POLICY NO. 908.1**

It is the desire of the Port Allegany School District to provide to parents of educationally disadvantaged children (those eligible for ECIA Chapter 1 programs) adequate opportunity to be informed, and to advise and comment on the design and implementation of ECIA Title I programs.

To ensure that this opportunity is afforded, the administration shall implement the following activities:

1. Annually, parents of eligible ECIA Title I students in both public and nonpublic schools will be invited to a public meeting in which the programs and activities provided with ECIA funds will be explained.
2. Parents will be notified in a timely manner when their children have been selected to participate in Title I programs. This notification shall include the reasons for the selection.
3. Parents will be sent reports on the child's progress and conferences between parents and teachers will be scheduled as deemed necessary by the teacher or at the request of the parents.
4. Parents will be surveyed annually as part of the required annual needs assessment for ECIA Title I.

### **SENIOR HIGH ENGLISH**

English offerings for students in grades 9-12 are arranged into two categories. Students enrolled in the College Prep programs must follow a prescribed sequence of courses in language, composition and literature. Students in business or vocational programs follow a prescribed pattern of courses intended to provide the language skills of reading, writing, listening and speaking as they apply to various forms of communication in the business and work world.

### **ELEVENTH & TWELFTH GRADE SOCIAL STUDIES**

Students in grades 11 and 12 are offered seven different semester courses from which to choose. They need to receive credit for a minimum of four of these courses in order to meet graduation requirements. Two of the four must be American Government and Economics. The other five courses are: Anthropology, Introduction to Psychology, Physical and Cultural Geography, Principles of Sociology, Contemporary American History, and Psychology II.

### **SENIOR HIGH ELECTIVE SCIENCE**

There are six different science electives available for students in grades 10, 11 and 12. The elective courses are: Basic Electronics, Field Biology, Science Research, Wildlife Ecology, Forensic Science, Astronomy, and Forestry

### **SENIOR HIGH ART PROGRAM**

The senior high art program has been phased into three separate courses: Art II, Art III, and Art IV. The students are expected to select these courses in sequence. Each course gives the student one-half credit toward graduation.

## HONORS COURSES

An honors course option is available to students in grades 10-12 who are taking college preparatory courses in Math, Science and English. Honors courses are designed to be academically rigorous and challenging to the highest achieving students in these areas. Students should expect a college-level experience in an honors course selection. A student can take any number of honors courses for which he or she qualifies.

To qualify for an honors course a student must have obtained a minimum of a 93% average for **four consecutive semesters** in the respective course area in which he or she wishes to qualify.

Twelfth grade honors eligibility will be derived from the students' tenth and eleventh grade course average in that respective study. Eleventh grade honors eligibility will be derived from the students' ninth and tenth grade course average in that respective study. Tenth grade honors eligibility will be derived from the students' eighth and ninth grade course average in that respective study.

Student eligibility for Honors Courses will be determined twice throughout the year. First, during the pre-scheduling process when a pool of eligible candidates will be determined according to their grades in English, Science, and/or Math. Second, after the final fourth marking period grades are submitted, students will be scheduled in the respective course if they have met the criteria and are interested in participating in the honors class(es) for which they have qualified. A student will not be scheduled for an honors course for which he or she may have previously qualified if a student achieved at least a 93% average during the pre-scheduling process, but then failed to maintain at least a 93% average when the fourth marking period is averaged into the equation for the four consecutive semesters.

Honors courses are weighted if the student achieves at least a C+. A C+ becomes a B- (2.67), a B- becomes a B (3.00), a B becomes a B+ (3.33), a B+ becomes A- (3.67), A- becomes A (4.0), and A becomes A+ (4.33). (Please note: There are a few scholarships, such as the Robert C. Byrd Honors Scholarship Program, that require if a student's grades are weighted, they must become unweighted).

## AVAILABLE HONORS COURSES

Honors English 10	Honors Pre-Calculus
Honors English 11	Honors Calculus
Honors English 12	Honors Chemistry
Honors Integrated Math III	Honors Physics
	Honors Advanced Biology

Honors Review Committee:

If student who has not met the qualification for honors courses may request in writing to the High School Principal that he/she would like to enroll in a specific honors course. Notification should be sent to the High School Principal. At that time, a committee made up of the Superintendent,

High School Principal, Guidance Counselor, and Department Heads will convene to review the student's academics as related to enrollment into the Honors course/courses.

### **DUAL ACADEMIC ENROLLMENT COURSES**

Dual enrollment courses refer to courses that students can take at our high school and earn college credit. Our high school has entered into an agreement with University of Pittsburgh at Bradford and Pennsylvania Highlands Community College. It is imperative for students to realize that just because he/she completes the enrollment form (available in the Principal's Office) for a dual enrollment course and receives "credit" from University of Pittsburgh at Bradford or Pennsylvania Highlands Community College, it does not mean that he/she will definitely receive credit from colleges.

Students must check with each college he/she is considering applying to in order to find out what the transfer policy is. Each college has requirements of what it will and will not accept. These requirements may be based on the course you took, the major you plan to take, the grades you achieved, the college giving dual enrollment credit, course requirements for the college, where you took the dual enrollment course, and limits on the number of courses that can be transferred. Students and parents should contact the Guidance Office for a list of course listings.

### **COURSE REQUIREMENTS**

For all course and program requirements you should refer to the Course Description Book.



## MARKING

**At the end of each nine-weeks period, a report card showing percentage marks will be sent to parents of students.**

**The percentage and mark point equivalents for the letter marks are listed below.**

LETTER	PERCENTAGE EQUIVALENTS	MARK POINT EQUIVALENTS
A	95-100	4.00
A-	92-94	3.67
B+	89-91	3.33
B	86-88	3.00
B-	83-85	2.67
C+	80-82	2.33
C	77-79	2.00
C-	74-76	1.67
D+	71-73	1.33
D	68-70	1.00
D-	65-67	.67
F	Below 65	.00
S	Passed	.00

## PROGRESS REPORTS

Parents should access their on-line student accounts through the PowerSchool Parent Portal at: <https://pasd.powerschool.com/public>.

Once parents are at the login page, they can enter their child's username and password. From this main page, parents will have access to attendance, grades (individual assignments) and the school bulletin. Parents/Guardians who need their child's username and password may obtain them through the Guidance Office.

Progress reports will only be printed off and sent home with a written parental request. Written requests should be sent to the Port Allegany High School Guidance Office.

## HONOR ROLL

At the close of each marking period, students who earn a mark point average of 3.25 or above are listed on the honor roll. The average, which is computer calculated, reflects the point values of the marks and credit values of the subject.

A student must be scheduled for a minimum of 25 periods of classroom time during a week in order to be eligible for the honor roll in that particular marking period.

## **HIGH HONOR ROLL**

The high honor roll has been instituted to further recognize those students who have done outstanding academic work during a particular marking period. A student must attain a mark point average of 3.75 or higher to be listed on the high honor roll. They also must be scheduled for a minimum of 25 periods of classroom time during a week in order to be eligible.

## **HELP WITH SCHOOL WORK**

Students who need help with school work should not hesitate to contact teachers in order to arrange appointments for individual help. Students who are not successful in making appointments should contact the Principal. No student who is having difficulty with his/her studies should say that he/she hasn't had the opportunity to receive individual help from a teacher.

## **SECTION IV**

### **LIBRARY**

Library Hours

7:45 a.m. - 3:15 p.m.

### **Library Attendance Policy**

Students have the library available each school day from 7:45 a.m. until 3:15 p.m. The reasons for wanting to use the library during open study halls are:

1. SSR/Accelerated Reader activities
2. Research
3. Educational computer work (no games)
4. Homework
5. Reading

A student who wishes to use the library during a study hall will complete a Library Permit Slip by his/her study hall teacher or by a teacher wishing to have additional time for research, Accelerated Reader, or study time. After you complete your library work, the student is to return to study hall or class.

This is a privilege; any misbehavior may result in the loss of this privilege.

### **Library Atmosphere and Behavior**

Good citizenship in the library means respect for the rights of others. Among these is the right to study and read without being disturbed. Each student is to cooperate to insure the proper atmosphere in the library is maintained. Frequent misbehavior may result in any or all of the following: loss of library usage privilege for a specified amount of time, detention, loss of computer privileges, in-school suspension, and other punishments as deemed necessary.

Just like any classroom, the library has its rules. All students are expected to follow these rules:

1. No food or drink is allowed in the library.
2. Consideration for others is expected.
3. Recreational/social conversations are not allowed.
4. Sit two people per table, facing the circulation desk. The round tables near the windows and the tables near the white board will be used at the discretion of the librarian.

### **Library Usage and Fine Policy**

The main items signed out of the library are books. Most of the books may be signed out for two weeks at a time. Upon special request, special books, such as encyclopedias, atlases, dictionaries, and other books as determined, are signed out for overnight use only. The books in the library are there for the use of all students. To give all students the opportunity to get the books which they need, students must abide by the following:

1. Circulating material must be properly stamped and charged to the patron borrowing the material. All materials must be returned or renewed by the specific date so a fine will not occur.
2. Students allowed up to 5 (five) circulating materials out at one time and are permitted to borrow the materials for 14 days.
3. Fines are not assessed at the high school level. It is expected that ALL materials should be returned in a timely manner. If any student needs a material longer than the 14 day time period, students are to renew the material.
4. Lost or severely damaged materials will be assessed the full listed price of the book listed at the time of purchase. The student who is registered as having the material(s) signed out will need to pay in full (see damaged and lost books).
5. Overdue notices will be distributed to the student body via homeroom on a weekly basis. The notices will have the book information as well as the cost of replacing the book. Upon receiving the notice, students should return the material(s).
6. Materials unresolved at the end of each school year will result in the holding of that student's 4th marking period report card. If the materials are still unresolved by the student's senior year, the said student will incur a senior debt, which could result in a delay of receiving his/her diploma.
7. Students may request a book to be placed on hold, if it is already checked out to another student. Students will receive a notice from the library when the book is available. Once a notice is sent to the student, the student will have one week to pick up the held material. After a week, the material(s) will return to the shelf or to the next student on the hold list.

### **Computer Usage in the Library**

Computers are to be used for educational use only while a student is in the library. Students must have on file with the school district the Seneca Highlands Wide Area Network Policy and Internet Ethics Code Form. All policies as outlined on that agreement will be adhered to while using a computer in the library.

Students are to receive permission from the librarian to use the computer and to print or save any material. Students will be assigned a computer and must sign-out the computer. After using the computer, students must sign the computer back in for security purposes.

### **Damaged and Lost Books**

Since all materials are stamped with the due date, it is the student's responsibility to return materials on time. Fines for overdue books are noted. The student who is identified as the last borrower of library materials will be held responsible for fines or fees. Under no circumstances should a student allow someone else to sign out material in his/her name. Students should check their books for damages and report them to the librarian before signing them out. Students and parents should not attempt to repair a damaged book. If a book is badly damaged, the last borrower will be charged for its replacement cost.

## **SECTION V**

### **ORGANIZATIONS**

#### **Band**

The Senior High Concert Band, Junior High Concert Band, Marching Band, Junior High Jazz Band, and Senior High Jazz Band form the instrumental ensembles of the music department.

Senior High Concert Band and Junior High Concert Band meet during the school day and present two concerts each year. Students from this group may audition or choose to participate in the following extra-curricular ensembles: Marching Band, Senior High Jazz Band, or Junior High Jazz Band. Students in grades 9 through 11 are encouraged to participate in commencement band at the end of the school term. Participation in local, district, and state festivals is encouraged. One-fourth credit is awarded to each member of the band per semester.

## **Chorus**

The high school chorus is a selected group of students who possess good singing voices and a great desire to work together to maintain an excellent chorus. The chorus presents several programs each year. Musicals are presented in cooperation with the Dramatics Club. Participation in County, District and State festivals is promoted. Special small vocal groups are organized from the membership of the chorus for in-school and out-of-school programs. One fourth credit is given for two rehearsals a week in school.

In addition to the high school chorus, there is also a selected junior high chorus and a seventh grade chorus.

## **National Honor Society**

The members of the National Honor Society are students in grades 11 and 12. Students in these two grades must have attained an accumulative point average of 3.00 or better to be eligible for selection. All students who have attained this point average are then rated by a faculty committee in three areas--leadership, service, and character. If they are selected, their parents are notified by a letter from the advisors. An induction ceremony will be held to honor these inductees.

The Port Allegany Chapter of the National Honor Society, organized in 1923, is one of the oldest organizations of our school.

## **Student Council**

Student Council is a forum which considers student proposals in relations to the purposes of the school and accepts them as valuable, modifies them, or reflects them. If the council accepts the proposals, it presents them to the Principal for his/her consideration. The council is a group of students who may interpret student views to the Principal and as a result of their position, interpret new or established procedures to students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parent or eligible students may ask Port Allegany School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

## McKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act is designed to provide school stability for all students who do not have a permanent home and who are:

- Staying with friends or family because of housing loss or inability to afford new housing
- Living in shelter, including transitional programs
- Staying in motels because of an inability to get a home
- Living on the streets, in a car, van, tent or other nonpermanent structure

If you meet the above criteria or know someone who does, contact the District Assistant Principal. An eligible student has the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school and continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible  
*If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.*
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

**PORT ALLEGANY  
SCHOOL DISTRICT**

SECTION: PUPILS  
TITLE: BULLYING/  
CYBERBULLYING  
ADOPTED: January 12, 2009  
REVISED:

1. Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board 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 Board prohibits bullying by district students.

2. Definitions  
SC 1303.1-A

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

SC 1303.1-A

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.



3. Authority  
SC 1303.1-A

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

4. Delegation of  
Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

SC 1303.1-A

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

SC 1303.1-A

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

SC 1303.1-A

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

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any

bullying prevention, intervention or education programs.

5. Guidelines  
SC 1303.1-A  
Title 22  
Sec. 12.3  
Pol. 218

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

The policy shall be posted on the district web site.

### Education

- SC 1302-A,  
1303.1-A

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### Consequences For Violations

- SC 1303.1-A  
Pol. 218, 233

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Counseling/Therapy outside of school.
8. Referral to law enforcement officials.

### References:

School Code - 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations -  
22 PA Code Sec. 12.3

Board Policy - 218, 233, 248

## 2016/2017 STUDENT HANDBOOK

The handbook, which is available at [www.pasdedu.org](http://www.pasdedu.org), is designed and published to provide as much information as possible. Please take time to review the policies and procedures with your child. Give careful attention to the major areas listed below:

- Behavior and Discipline
- Cell Phone Use
- Detention

- Dress Code
- Disciplinary Actions
- Attendance

After reading the entire Handbook with your child(ren), please sign below. Your signature(s) will confirm that you and your child(ren) have read and understand the contents of the Port Allegany Jr./Sr. High School Handbook. After signing, please have your child return this form to his/her homeroom teacher by September 16, 2016.

Parent's Signature

Student's Signature

Date

Parent's Name (Please Print)

Student's Name (Please Print)

Grade/Teacher