

# **SAEGERTOWN JR. - SR. HIGH SCHOOL**

18079 Mook Rd. Saegertown, PA 16433  
814-763-2615

<https://sites.google.com/a/penncrest.org/shs/>



*"S.H.S.—A community of Achievement, Dedication, Hard Work & Ethics"*

## **STUDENT HANDBOOK 2019-2020**

## **CENTRAL OFFICE ADMINISTRATION**

18741 State Hwy. 198 Suite 101  
P.O. Box 808  
Saegertown, PA 16433  
(814) 763-2323 Fax (814) 763-5129  
Dr. Timothy Glasspool – Superintendent  
Ken Newman- Assistant Superintendent  
Patti Fiely – Director of Student Services  
Tony Iapalucci – School Psychologist  
Bryan Hobson– Business Manager  
David Dickson – Plant/Transportation Supervisor

## **SHS OFFICE STAFF**

Thomas Baker, Principal  
Kylene Koper, Assistant Principal  
Rose Watt, School Counselor  
Dana Mason, Athletic Director  
Shannon Brancato, School Nurse  
Debbie Chaney, Secretary  
Sondra Hunter, Secretary  
Donna Kimmel, Building Aide  
Chris Brocious, Head Custodian  
Jake Smith, Maintenance Supervisor  
Pam Holcomb, Cafeteria Manager

## **PENNCREST VISION**

THE PENNCREST SCHOOL DISTRICT  
ENVISIONS AN EDUCATIONAL  
COMMUNITY WHERE ALL STUDENTS  
ACQUIRE A FOUNDATION FOR  
SUCCESSFUL LIFE LONG LEARNING.

## **PENNCREST MISSION**

PENNCREST SCHOOL DISTRICT'S  
MISSION IS TO PROVIDE RESOURCES  
THAT CHALLENGE AND EMPOWER  
ALL STUDENTS TO BECOME  
CONFIDENT, CREATIVE AND  
PRODUCTIVE LIFE LONG LEARNERS.

## **PENNCREST'S BELIEFS**

- Each student has the right to equally access an education that provides opportunities to develop his/her fullest potential.
- All students are entitled to a safe, healthy, positive learning environment.
- Students are capable of self-discipline and responsible for their actions and their learning.
- All students need to be technologically literate in preparation for an ever changing world.
- All students must develop the skills necessary to be lifelong learners.
- Learners should understand and respect cultural and ethnic differences in each other.
- Extra-curricular activities and athletics are an integral part of the educational experience.
- Parents should have input in major decisions related to their children's education.
- Effective teachers are the most critical element in the educational process.
- Each staff member should be a positive role model for students with their learning.
- The operation of the school district must be a shared responsibility of the community, the board of education, the learners and the staff of the district.
- The school board and administration should be knowledgeable about child growth and development and promote the best educational practices.
- The process of education should be operated as a business that recognizes and responds to the parents and students as its clientele.
- Parents must take an active interest in their children's education.
- Parents must establish education as a high priority.

## **SCHOOL BOARD**

Mark Gerow: **President**  
Luigi DeFrancesco: **Vice President**

Tim Brown Jason Bakus Jeff Brooks Gerry Deane  
Bob Johnston Brian Gisewhite Robert Gulick

**Board Secretary:** Dinah Estes **Solicitor:** Theodore Watts

## **PENNCREST VALUES**

The PENNCREST educational community shares the following values and will create an environment in which students will flourish. Students will:

1. Have the right and equal access to an appropriate education.
2. Learn and achieve success at different rates.
3. Develop skills, knowledge, and attitudes from research-based instruction based on measurable PA Academic Standards.
4. Develop 21st Century technology and communication skills.
5. Be self-directed and demonstrate both organizational and higher order thinking skills.
6. Develop self-discipline to become responsible for their own learning and behavior.
7. Respect cultural and ethnic differences.
8. Develop a positive work ethic and desire to achieve their potential.
9. Develop self-esteem and experience success in learning.
10. Demonstrate respect for themselves and their community.
11. Be provided the opportunity to participate in co-curricular activities.
12. Learn the value of service to others.

# HONOR CODE

Saegertown High School fosters an environment in which a high priority is placed upon personal integrity and intellectual honesty. These values are a sacred trust embodied by all within the school community. This trust is the very nature by which the institution of public education was founded and is demonstrated.

Therefore, students attending Saegertown High School are expected through implied consent to conduct themselves honorably in pursuit of their education. Special adherence to the values of honesty, integrity, respect, and responsibility are the guiding principles to which all should strive.

Honesty is a value that holds a person to the guiding concept of truth, both in the telling and the defending of it. Honesty requires fairness for all members of our community. Integrity is firm adherence to our values both in and out of the presence of others. Respect is treating others as we prefer to be treated, honoring the rights and privileges of the individual and the group. Responsibility is the quality of being accountable for our actions and accepting the consequences of those actions.

This Honor Code is a physical representation of the values that Saegertown High School encompasses. As an educational institution, a code of conduct must be established so that members, both student and teacher alike, know the proper way to behave. The behaviors demonstrated by students after graduation is, perhaps, the greatest gift any educational institution can confer on its graduates. Success lies in the desire to do good and be good simply for its own sake. This Honor Code is not meant as an imposition, but rather as a standard to which all students and faculty should be held.

Certain principles must be mentioned specifically to ensure the understanding of the idea of academic integrity. No student should engage in the following unacceptable behaviors: cheating, plagiarism, dishonesty through gaining an unfair advantage or through deception, aiding and abetting dishonesty, or falsifying records. Further elaboration concerning academic integrity is included in the Students Rights and Responsibilities Handbook.

We, as students of Saegertown High School, through the auspices of this social contract, do hereby pledge to adhere to the guidelines established forthwith.

--Composed by Advanced Placement Literature and Composition class 2014-2015.

Lexie Erdos  
Olivia Burger  
Kayla Sibeto  
Rachel Smith  
Sarah Allen  
Ryan Kirdahy  
*Douglas Wilson – Principal*

Zachary Coon  
Annie Young  
Erin Sherry  
Eric Kisner  
Matthew Peters  
Kristi Stoyer  
*William Hetrick - Teacher*



*"Please be advised that parents and students are responsible for the information printed in this handbook. The school can be contacted for clarification on any of this periodical's contents."*

# STAFF

## OFFICE

Mr. Baker—Principal  
Mrs. Koper—Asst. Principal  
Mrs. Chaney—Secretary  
Mrs. Hunter—Secretary  
Mrs. Kimmel—Building Aide  
Mrs. Watt—School Counselor—Guidance Aide  
Mrs. Brancato—Nurse  
Mr. Mason —Athletic Director  
Mr. Brocious—Head Custodian  
Mr. Smith—Maintenance Supervisor  
Mrs. Holcomb—Café Supervisor



## SOCIAL STUDIES

Mrs. Bridger —110  
Mr. Horne—133  
Mr. Hayes—220  
Mr. Rutkowski—233  
Mrs. Schaffner—218  
Mr. Lipps—234



## MATHEMATICS

Mr. Bidwell—211  
Mrs. Houck—210  
Mrs. Motter—112  
Mr. Simcheck—212  
Mrs. Woods—216

## HEALTH/ P.E.

Mrs. Heckman—Gym  
Mr. Lloyd—203/Gym  
Mr. Bradshaw—203/Gym



## LANGUAGE ARTS

Mrs. S. Hetrick—215  
Mr. W. Hetrick—226  
Mr. Molnar—224  
Mr. Wise—134



## SCIENCE

Mrs. Lobins— 108  
Mr. Greco—202—205  
Mrs. Peters—205—206  
Mr. Young—207

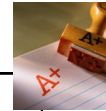
## SPECIALS

Ms. Dinsmore—209 Spanish  
Mr. Houck—122 Business  
Mrs. James —230 Chorus/Band  
Mr. Brenneman—217 Library  
Mrs. Papinchak—105 Art  
Mr. Nahay—102 Ind. Arts  
Mrs. Patton—115 FCS



## AIDES

Mrs. Martin—L.S.  
Mrs. Dietrich—L.S.  
Mrs. Adams—L.S.  
Mrs. Beightol—M.D.S.  
Mrs. Johnston—M.D.S.



## LEARNING SUPPORT

Mr. Nicolazzo—Gifted  
Mr. Jenkins—222  
Mrs. Scott—208  
Mrs. Mook—116  
Ms. Pollifronw—114  
Mrs. Breisinger—117 M.D.S.  
Mrs. Reagle—220  
Mrs. Wehrle—206a



# BELL SCHEDULES

## 7 period schedule

Time (7 per)	Monday	Tuesday	Time (block)	Wednesday	Thursday	Friday	
7:40-8:05	PLC	PLC	7:40-8:05	All Plan	All Plan	PLC	AM Vo-tech s
8:10-9:02	1	1	8:10-9:35	1	2	1	vt,vt,vt,lunch (B),5,6,7
9:05-9:57	2	2				2	
10:00-10:52	3	3	9:38-11:03	3	4	3	PM Vo-tech
10:55-11:25	A Lunch	A Lunch				A Lunch	1,2,3,lunch(A), 4, vt, vt, vt
10:55-11:47	4A	4A	11:06-11:36	A Lunch +	A Lunch +	4A	PM Vo-tech leave SHS 11:45
11:28-12:19	4B	4B	11:39-12:09	B Lunch +	B Lunch +	4B	
11:49-12:19	B Lunch	B Lunch	12:12-1:37	5	6	B Lunch	
12:22-1:14	5	5				5	
1:17-2:09	6	6	1:40-3:05	7	WINN	6	
2:12-3:05	7	7				7	

2hr Delay	No Lunch +	
1st	10:10-10:35	25 Minutes
2nd	10:38-11:03	25 Minutes
1st Lunch	11:06-11:36	30 Minutes
4B Class	11:39-12:17	38 Minutes
	or	
4A Class	11:06-11:44	38 minutes
2nd Lunch	11:47-12:17	30 minutes
3rd	12:20-12:58	38 Minutes
5th	1:01-1:39	38 Minutes
6th	1:42-2:20	38 Minutes
7th	2:23-3:05	42 Minutes

# DISTRICT CALENDAR

Board Approved: March 14, 2019

## PENNCREST School District 2019-2020 Tentative School Calendar

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 16 – Student Schedules Available  
Aug. 26 – Teacher Workday and Open House  
Aug. 27 – Professional Development  
Aug. 28 – First Student Day

Student Days 3 Total 3  
Teacher Days 5 Total 5

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2 – Labor Day – No School

Student Days 20 Total 23  
Teacher Days 20 Total 25

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 14 – Professional Development  
Oct. 25 – Parent/Teacher Conferences

Student Days 21 Total 44  
Teacher Days 23 Total 48

NOVEMBER 2019						
S	M	T	W	Th	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 27-29 – Thanksgiving Break

Student Days 18 Total 62  
Teacher Days 18 Total 66

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 2 – Thanksgiving Break  
Dec. 23-31 – Christmas Break

Student Days 14 Total 76  
Teacher Days 14 Total 80

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 1 – Christmas Break  
Jan. 20 – Martin Luther King, Jr. Day  
Jan. 23 – End of First Semester  
Jan. 24 – Teacher Workday  
Jan. 27 – Second Semester Begins

Student Days 20 Total 96  
Teacher Days 21 Total 101

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 14-17 – Presidents' Day Break

Student Days 18 Total 114  
Teacher Days 18 Total 119

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 13 – Professional Development

Student Days 21 Total 135  
Teacher Days 22 Total 141

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 9-13 – Easter Break

Student Days 19 Total 154  
Teacher Days 19 Total 160

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 22-25 – Memorial Day Break

Student Days 19 Total 173  
Teacher Days 19 Total 179

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 5 – Graduation  
June 9 – Students' Last Day (1/2 day)

Student Days 7 Total 180  
Teacher Days 7 Total 186

### SNOW MAKE-UP DAYS:

Day #1 – February 14, 2020  
Day #2 – February 17, 2020  
Day #3 – May 22, 2020  
Day #4 – April 9, 2020  
Day #5 – April 13, 2020  
Day #6 – June 10, 2020  
Day #7 – June 11, 2020  
Day #8 – June 12, 2020

- **Thanksgiving Holiday** begins at the close of the school day on November 26, 2019; school resumes December 3, 2019.
- **Christmas Holiday** begins at the close of the school day on December 20, 2019; school resumes January 2, 2020.
- Pending use of snow days, **Easter Holiday** begins at the close of the school day on April 8, 2020; school resumes April 14, 2020.

### Color Codes

	No School for Teachers & Students
	No School – Teacher Workday
	No School – Professional Development
	No School – Parent/Teacher Conferences

# GRADUATION/NCAA ELIGIBILITY REQUIREMENTS

In order to graduate from high school, a student shall demonstrate achievement of the Pennsylvania Academic Standards as outlined in the district strategic plan and in accordance with Policy 102 - Educational Goals. Students shall demonstrate proficiency in reading, writing and mathematics on either the state assessments administered in grade 11 or 12 or locally designed assessments aligned with the academic standards and state assessments at a district defined proficient level or better (under §4.52 relating to local assessment system) in order to graduate. Regular review of state proficiency level scores will determine whether state assessment tests or local assessments will be used to determine proficiency.

Completion of a culminating graduation project in accordance with the guidelines established by the administration is also a graduation requirement. The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

Information regarding the Graduation Project is available on the school website:

<https://sites.google.com/a/penncrest.org/shs/>

under Quick Links: Senior Project Information. **NOTE: Any student requiring Graduation Project Remediation in any category MAY NOT be permitted to walk with his/her Senior class at Graduation.**

Students must pass all courses required for graduation. No student may participate in graduation ceremony unless they have completed all the requirements for graduation. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but they may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

## NCAA Eligibility Requirements

Students wishing to pursue post high school athletics the following criteria must be met: as listed on the NCAA eligibility center <http://www.eligibilitycenter.org/>

- Graduate from high school:
- Complete these 16 core courses:
  - 4 years of English
  - 3 years of math (Algebra 1 or higher)
  - 2 years of natural or physical science (including one year of lab science if offered by your high school)
  - 1 extra year of English, math, or natural or physical science
  - 2 years of social science
  - 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy);
- Earn a minimum required grade-point average in your core courses; and
- Earn a combined SAT or ACT sum score that matches your core-course grade-point average and test score sliding scale.

In addition to these requirements, any individual wishing to pursue post high school athletics must ensure that they contact the Guidance Counselor about their intention prior to the start of their senior year in High School. The student athlete must also make contact with the Guidance Counselor a minimum of two times per semester to verify that the above requirements will be met. The prospective athlete must also register with the NCAA Eligibility Center ( <http://www.eligibilitycenter.org/> ).

# GRADUATION REQUIREMENTS

## Grades 9 -12

### REQUIREMENTS FOR GRADUATION

Graduation is based on the successful completion of the required number of credits and PA state assessments (Keystones).

Below you will find the credit requirements set by the PENNCREST School District Board of Education.

The Board requires that each candidate for graduation shall have earned credits in accordance with the following chart:

Subject Area	Students Graduating in 2019-2020 and Beyond
Arts and Humanities	2 credits
English Language Arts	4 credits
Health	.5 credit
Mathematics	3 credits
Physical Education	1 credit
Science	3 credits
Social Studies	3 credits
Electives *	9 credits
CCCTC	AM-4 credits PM-3 credits
Total credits required for graduation	25.5 credits



# ACADEMIC INFORMATION

## **Grading Scale**

Grades will be recorded in percentages to clearly indicate a student's progress. These percentages may be related to letter grades as follows:

### **Saegertown Jr. Sr. High School Scale**

90 to 100% .....	A
80 to 89% .....	B
70 to 79% .....	C
60 to 69% .....	D
Below 59% .....	F

Teachers can give a grade lower than 45% during the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> nine weeks with approval from the principal, or if incomplete work has not been made up.

The incomplete grade "I" will indicate a major, specifically identified requirement (test, paper, report or project) has not been completed. The work must be completed within two (2) weeks after report cards have been issued or the "I" will be changed to a zero (0) for the work not completed. All grades will be averaged to arrive at a percentage grade for the grading period.

Incompletes will not be given for the last grading period of the year. Instead, a zero (0) will be given for major requirements not completed. The two week time limit may be extended under extreme circumstances such as extended illness or death in the family. Exception: If a student blatantly refuses to do assignments, s/he may be assigned a zero% for the work not completed. All grades earned during the final grading period, including the work not made up, will be averaged to arrive at the percentage for that grading period. In this situation, the grade may be less than the minimum 45%.

## **PENNCREST Class Rank**

Weight Multiplier set as:

- 1.1 for level 2 or 6
- 1.15 for Level 3
- 1 for all others.

Course Grade calculated as:

Final grade if the course is complete

Term 3 grade if the course terms is "34" and the current term is "3"

Average of term 1 and 2 grades if current term is "2" and class not complete

Average of term 1, 2 and 3 grades if current term is "3" and class not complete

Empty grades hurt student

Percentage Points calculated as:

Non-weighted PP = Grade \* Credits

Weighted PP = Grade \* Credits \* Weight Multiplier

Attempted Credits:

Attempted Credits = Course Credits if Weighted PP is greater than 0

Percentage Point Average calculated as:

Non-weighted PPA = Non-weighted PP / Attempted Credits

Weighted PPA = Weighted PP / Attempted Credits

## **Honor Roll**

- The Honor Roll will include all grade levels.
- To be eligible for the High Honor Roll, a student must have no grade less than 90% in all courses.
- To be eligible for the Honor Roll, a student must have no grade less than 80% in all courses.
- Senior graduation project grades have no effect on the Honor Roll.

## **Exceptional Needs Students - Special Education**

Any student with learning deficiencies will receive instructional support services through the Learning Support personnel. Any student can be referred for instructional support services. Contact the PENNCREST Special Education Office (763-2323) if you would like further information.

The district's school psychologist and special education staff evaluate all referred students. A Multi-Disciplinary Team (MDT) meeting is convened, made up of the school psychologist, special education personnel, guidance counselor, other teachers as needed, an administrator and parents. This team makes a determination as to the best educational approach with the student and an Individual Education Plan (IEP) may be developed. Parental involvement in the IEP development is essential.

Students with exceptionalities will receive services appropriate to their needs. When enrolled in a non-learning support class, modifications to the curriculum and methods will be implemented to ensure the student's success. This may include the oral reading of tests, worksheets and quizzes; tutorial help; modified materials or assignments, and other modifications. Modifications will be based on individual student needs.

## **Students Have Rights**

1. *They have the right to learn from qualified teachers.*
2. *They have the right to come to a clean and well kept school.*
3. *They have the right to sit in classrooms free from disturbances.*
4. *They have the right to modern and appropriate textbooks.*
5. *They have the right to select courses suited to their needs.*
6. *They have the right to participate in extra-curricular activities.*
7. *They have the right to receive help when requested.*
8. *They have the right to be free from harassment.*
9. *They have the right to listen to announcements.*
10. *They have the right to use restrooms free from smoke and clutter.*

**Yes, students do have rights and also responsibilities. It is our hope and desire that all students accept the responsibility for good behavior, to do the best they can and to treat others like they would like to be treated.**

## **Grading Periods/7th & 8th Grade 9 Week Rotations-**

- 1<sup>st</sup> Rotation -
- 2<sup>nd</sup> Rotation -
- 3<sup>rd</sup> Rotation -
- 4<sup>th</sup> Rotation -

# SENIOR PRIVELEGE



SHS will be conducting an early release program, *Senior Privilege*, this school year. Juniors and Seniors who meet the criteria will be released from their tutorial obligations and permitted to either leave school early (2:54 p.m.) or attend a “Senior Lounge” room. This program is intended to promote and reward academic success, positive behavior and good attendance. Early release privileges will begin for Seniors who meet all criteria at the half-way point of the first 9 weeks for the 2014-2015 school year. Juniors can earn Senior Privilege for the final grading period of their Junior year by meeting all criteria throughout the first 3 grading periods.

## Criteria:

1. Student maintains grades of C or better in all classes with no incompletes.
2. Student has good attendance with no illegal absences.
3. Student has no discipline referrals, including dress code infractions.
4. Student has not earned detention due to 3 or more lates to school and/or class.
5. Student obligations are all met, no restitution owed to the school.
6. Student has a positive school driving record with no driving/parking violations.

## Student must provide:

1. Signed permission from parent or guardian permitting early release from school.
2. Paid parking permit and/or signed permission to ride with a student who has one. If riding with another student, permission must be provided by both parents of the driver and parents of the rider.

## Important Notes:

Under NO circumstance will younger siblings/students be released early to ride with someone who has earned Senior Privilege.

Failure to meet criteria at any time will result in the loss of Senior Privilege for a period of time to be determined by SHS administration. Students who have not earned/have lost Senior Privilege will report to their regularly scheduled Tutorial classes.

Students who are late to school on any given day without a medical excuse must attend Tutorial.

# ACADEMIC INFORMATION

## **National Honor Society**

Students and parents may obtain a Candidate Information Packet regarding NHS from the school office. Information is available on the NHS website at [http://www.nhs.us/s\\_nhs/index.asp](http://www.nhs.us/s_nhs/index.asp). An overview of NHS will be presented to eighth grade students as part of their high school scheduling process.

### **Principal**

At the building level, the Principal annually appoints and works closely with the Faculty Adviser and the Faculty Council of the local chapter. The Principal cannot serve as chapter adviser and is not a member of the voting Faculty Council.

The Principal has the right to approve all activities and decisions of the chapter. This authority extends to the selection and dismissal of members. The Principal receives appeals in cases of non-selection of candidates and the discipline or dismissal of members.

### **Faculty Adviser**

The Chapter Adviser shall be a member of the faculty of the school where the chapter is located. The Adviser promotes chapter activities, stimulates positive actions by members and provides information on local and national policies regulating chapter activities. The Faculty Adviser is a non-voting member of the Faculty Council.

### **Faculty Council**

The Faculty Council consists of five (5) voting faculty members, appointed annually by the principal. If the Principal delegates the power to make this appointment to the Assistant Principal or Adviser, the Principal shall approve the list prior to the first meeting of the Faculty Council. No Principal or Assistant Principal may be on the Faculty Council. Faculty Council members shall be from the professional staff on campus and not from among the support staff on campus. Parents and students cannot serve as members of the Faculty Council for the chapter. The names of Faculty Council members are kept confidential except in the case where a member of the NHS is entitled to a pre-dismissal hearing.

The Adviser and Faculty Council cooperate in developing and periodically reviewing all local selection and dismissal procedures and guidelines.

### **Membership**

Students do not have a right to apply for membership in the NHS. Rather, it is a distinct privilege to be selected as a candidate for membership. Membership is granted only to those students selected by the Faculty Council on the condition of their having met the standards for selection established at the local level.

### **Standards for Selection**

\_\_\_\_ Candidacy for selection and membership in NHS is based upon *the student demonstrating outstanding performance in all four criteria of the National Honor Society*:

- **Scholarship**—Scholarship is based on a student's cumulative Grade Point Average (GPA). Cumulative GPA refers to the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the NHS chapter is formed. Grades from the ninth grade on will be used to compute the GPA. At SHS, the minimum GPA is 90%.
- **Service**—Service is generally considered to be those actions, undertaken by the student, which are done on behalf of others without any direct financial or material compensation.
- **Leadership**—Leadership includes verifiable elected positions of responsibility such as the number of elected offices a student has held in school or community organizations or elective participation in positions of responsibility in other activities offered on campus such as athletic team captains, section leaders in band and chorus and committee chair positions in student groups.
- **Character**—Character is defined as possessing the following qualities: trustworthiness, respect, responsibility, fairness, caring and citizenship.

# ACADEMIC INFORMATION

## **Selection Procedures**

1. In the Spring of each year, the Faculty Council will identify sophomores, juniors, and seniors whose cumulative Grade Point Average (GPA) is 90% or higher. Furthermore, only students who have attended the school the equivalent of one semester may be considered for membership. The Faculty Adviser may waive the semester regulations for extenuating circumstances after consultation with the Principal. Only those students who have a cumulative GPA as set by the Faculty Council are then eligible for consideration for membership in the NHS on the basis of service, leadership, and character.

2. The Faculty Council will send a letter to each student who has attained the prerequisite GPA and attendance requirements. These students will be invited to attend an informational meeting to determine the student's interest in membership. The selection process and guidelines of the organization will be distributed and discussed at the informational meeting. Students then can discuss the information with their parents and decide if they would like to be considered for the National Honor Society.

3. If the student wishes to be considered as a candidate for membership, he/she must complete an Activity Information Form to document service and leadership activities that would support the student's candidacy for membership. The student must also write a short essay and secure official school transcripts. The essay provides a student the opportunity to express the meaning of character and the value of the four criteria of the NHS in a manner that cannot be accomplished through a simple information sheet format alone. Students are strongly encouraged to type the Activity Information Form and essay. The file for the Activity Information Form is available on the school's server. A deadline of two to three weeks is given. Students who need help in completing the necessary forms should contact the Faculty Adviser. Such information gathering documents are not "applications for membership" and the review of information gathered does not guarantee selection.

4. If for some reason a student chooses not to participate in the NHS, he/she will be asked to complete an Opt Out Form in which the student and parent acknowledge that the student was a viable candidate for this round of selection but respectfully declines the invitation to be considered. The signed and dated form, containing both student and parent signatures, will be kept for future reference. Returning the Opt Out Form does not preclude the student from being considered in the next round of selection as long as he or she still meets the prerequisite qualifications established by the local chapter of the NHS.

5. Once all Activity Information Forms and essays are returned by students who are interested in being considered for candidates for membership, the SHS Faculty is given a Faculty Evaluation Form for each candidate. The Faculty Evaluation Form requests the faculty member's professional opinion of how each of the candidates exhibits the characteristics of service, leadership and character. These forms are returned to the Faculty Council.

6. The Faculty Council meets with the Adviser (a non-voting member of the committee) to further discuss the candidates. After the meeting, each of the Faculty Council members votes for selection or non-selection of each candidate. The votes are tabulated by the Adviser. Candidates that receive a majority of votes are invited to join the NHS. The Principal reviews and approves the final list of selected students.

7. Students are then informed by an official letter of selection or non-selection into the NHS. In addition, non-selected students will be offered a meeting with both the Adviser and Principal, at which time the student will be informed of the areas that need improvement.

8. Appeals of non-selection are to be submitted in writing to the building Principal or Adviser within 10 days of the non-selection notification letter date. The chapter Adviser and the Principal are the individuals chiefly responsible for responding to student and parental concerns.

9. The selected students are invited to attend the annual banquet and induction ceremony.

10. Students who are inducted into the NHS are expected to maintain their minimum 90% GPA, to not receive any quarter grades below 72%, to be a positive, active participant in the school community, complete 50 hours of community service each school year and adhere to the four criteria of the NHS.

11. Disciplinary action, including dismissal from the society, may be taken if a member of NHS does not fulfill the responsibilities listed in item 10 above. Discipline issues are handled on a case-by-case basis and in accordance with the NHS national standards. Any student being considered for dismissal has a right to a pre-dismissal due process hearing with the Faculty Council to present his/her case to the council prior to its decision.

# ATTENDANCE & STUDENT RESPONSIBILITY

## Student Vacations

Parents wishing to remove students from the school for trips must make applications with the Principal on the form provided by the school district prior to the trip. These must be filled out and turned in to the office at least one week prior to the student being absent from school. The student must make arrangements to make up work with his/her teachers prior to leaving and touch base again with the teacher upon return. If the district application procedure is not followed, absences for trips will be considered unexcused or unlawful and no provision will be made for make up work. All student visitations of Post Secondary schooling will be approved by the building Principal based on recommendations made by the guidance counselor. **In addition, Principal's approval of student vacations as "excused absences" will be based upon academic standing, attendance record, and length of proposed vacation. They will count as part of the 10 parental excuses.**

## Hall Passes

All students in the hallways must have hall passes during class time from 8:10 to 3:05. **No student should ever be in the hallway for any reason without a hall pass.** Students must sign out and in if issued a pass from any classroom teacher.

Each student should plan locker stops according to his or her schedule and needs. **Locker stops which cause tardiness to class must be rescheduled.** Locker passes should not be necessary during class time, but are permissible from study halls with teacher approval. Teachers' classroom policies regarding use of hall pass will be clearly communicated to each new group of students, and will be supported and enforced. **No more than one person is permitted on any pass.**

Passes from lunch or study hall to music, art, computer lab, shops and classrooms are required. These passes must be obtained **prior** to the period during which they are needed. Specific names, times and destinations must be indicated or the pass will not be honored. Forged or altered passes are subject to serious disciplinary action.

When a student presents a signed pass to another area, teachers will initial the pass and indicate the time the student left. The student should carry the pass, and proceed directly to the destination, unless permission to stop at the restroom or locker is noted on the pass.

## Student Dismissal Due To Illness or Injury

Students who may need to go home for illness or injury **must first see the nurse in order to be assessed.** Parents or persons listed on the student's emergency card will be contacted through the nurse's office to arrange transportation if it is determined that a student needs to go home. **Students not following the proper procedure will incur an illegal absence and will have to deal with the building principal. In no way are students permitted to contact parents or guardians with the express purpose of being picked up without first following these procedures.**



## Student Insurance:

Low cost student insurance is available for parents/guardian purchase, to cover student illness and injury. Information and applications may be obtained through the front office.



## Work Permits

Students under the age of 18 may not be employed, either part time or full time, without a work permit. Work permits are issued through the school office. Parents must come to the school with a birth certificate or other verification of the student's age and obtain an application for a work permit.

The student then obtains the signature of a physician, as well as the employer that has agreed to hire the student. Upon returning the completed application to the school office, a work permit will be issued. The employer must keep a copy of the work permit on file, and the student keeps the original.

The Labor Department may assess fines of \$1000.00 per day against employers who hire students without work

## School and Work

Attendance records at school are known to reflect later attendance records as adults on the job. Priority is placed on student attendance at school, and work responsibilities should never interfere with school attendance.

Students are not permitted to work during the school day unless they are part of the CCCTC's Cooperative Education Program (Co-op). Excessive after school work hours that effect school performance will be addressed by the Principal with the parents or employer.

## Cooperative Education Program

The CCCTC School operates an on-the-job training program, often called "Co-op", for eligible students. Students attend their regular academic classes for a half-day at Saegertown High School and go to work at a training site the other half-day.

The program is normally limited to seniors only. Students earn credit toward graduation as though they were enrolled in a CCCTC course. The Principal will determine if it is in the best interest of the student to participate in this program.

# SERVICES TO STUDENTS

## **Student Assistance Program (S.A.P.)**

A trained group of school staff members, known as the Student Assistance Team, provides services to students experiencing emotional and self-management difficulties, including drug or alcohol problems, family crises and other matters. Teachers, parents or other students can make referrals to the team. All information is kept confidential and the student's family is closely involved after an initial assessment is done on the referred student.

Services that can be provided include: personal counseling, family-related counseling, drug/alcohol counseling, topical group sessions and referral for more intensive services. School co-facilitators work with service providers from outside agencies to provide these services.

**The following staff members are part of the 2019-2020 Student Assistance Core Team and can be contacted for help if so desired:**

Mrs. Shannon Brancato   Mrs. Kylene Koper   Mr. Steve Simcheck   Mrs. Rose Watt   Mr. Michael Brenneman  
Mrs. Deana Wehrle   Mr. Thomas Baker   Mrs. Schaffner   Mr. George Nahay   Mr. Tony Iapalucci

## **Food Service/Cafeteria**

All students eat in the cafeteria. No student is permitted to leave the building during the lunch period. Students may purchase their lunch in the school cafeteria or they may carry a lunch from home. Free and reduced price lunches are available at \$.40 to students who qualify. Applications may be obtained in the office. As of this printing, prices for student lunches are \$2.60 and adult lunches are \$3.20. In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food and waste paper on the tray.
2. Empty all debris from trays into wastepaper containers.
3. Keep tables, chairs and floors clean.
4. Talk at a normal volume.
5. Keep the cafeteria lines orderly.
6. Pick up and clean up any food you drop or spill.
7. No food may be taken from the cafeteria.
8. Respect the authority of the teachers on cafeteria duty and all of the cafeteria workers.
9. Restitution will be charged for broken dishes or damaged cafeteria equipment.
10. Students are not permitted to order food and have it delivered to the school at lunch time.

**There are no charges permitted for lunch purchases. All lunch items must be paid for at the time of purchase.**

## **Library**

The library contains books and many valuable reference sources for circulation, magazines and newspapers, a computer network of indexes and articles for information retrieval, word processing, and a career program. In addition, students can access databases at Edinboro University of Pennsylvania through ACCESS PENNSYLVANIA.

Students who have research to do in the library should get a subject pass from the teacher making the assignment. The student should report directly to the study hall teacher with their pass. Students without passes may sign the library list in their study hall as room permits. Once the student goes to the library, he/she must have sufficient work for the entire period.

Students may sign out books or magazines for a period of two weeks. There is a fine of five cents per day for overdue books. Reference and reserve materials circulate overnight with twenty cents per day.

Students are expected to return books or renew them within the sign-out period. No book bags or backpacks will be permitted in the library at any time.

Check out what's happening and available in the SHS library at:  
<http://www.edline.net/pages/Saegertownjshs>, click on the Library tab.

# SERVICES TO STUDENTS

## Guidance

The guidance department services are designed to help each student in the development of his/her personal, social, vocational and educational process. In the counselor's office, one can access catalogs, books, and other resources listing information concerning colleges and trade schools, as well as other guidance materials. Students may request a conference with the counselor at any time concerning school problems or outside events that may effect achievement in the school. Course selections for the next year will be completed on the appropriate sheets, signed by the parent and returned to the counselor.

## Transcripts

Contact the school guidance counselor for the appropriate procedure in securing a transcript for a college, trade, technical, business or nursing school, or other agency. Parent authorization is required for release of transcript unless a student is over 18 years of age. **The Guidance Office is open on a limited basis during the summer months. Please plan well in advance for your transcript needs.**

## Drop & Add Course Policy

A student may drop a course only when the subject's teacher, student, parent, counselor and principal reach a majority opinion that it would be in the best interest of the student. A signed permission slip by the parent agreeing to the change must be presented. All schedule changes must be made by the end of the first week at the start of each semester.

A minimum of 35 periods of classes per week should be scheduled. Students may schedule no more than seven study halls per week unless approved by the principal.

## Lost and Found

Students are fully responsible for their personal possessions. However, all losses should be reported promptly to the office and every effort will be made to find the lost items. All articles that are found should be taken to the office. To reduce the number of losses, students should not leave money or jewelry in lockers and are never to leave personal possessions or school materials in an unsecured location (unlocked/set lockers, locker room, classrooms, etc.) Locks for the locker room can be rented for \$6 and students will receive a \$5 refund when the lock is returned at the end of the year.  
(See Restitution).



## Transfers/Withdrawals

A student entering Saegertown Jr. - Sr. High School from another school should bring a schedule of courses to the office. The guidance counselor will prepare the new schedule and permanent records from the school last attended will be requested. This transfer will be accomplished after written authorization is received from the parents or from the student if he/she is over 18 years of age.

A student withdrawing from Saegertown Jr. - Sr. High School must secure a withdrawal form from the office and have it signed by each of his/her teachers, as well as the librarian and cafeteria supervisor. All obligations must be reconciled.

## Affidavit of Custody

An Affidavit of Custody must be completed for any student who is residing with someone other than his/her parent or legal guardian while attending SHS. This is the responsibility of the legal parent/guardian. Please contact Mrs. Denise Gable, PENNCREST Central office, at 763-2323 for more information.

## Restitution

Students owing money to the school for lost/broken/stolen/damaged items (or for any other school debt) must satisfy this debt before they will be permitted to attend school sponsored dances and activities, (such as Prom), receive their schedules prior to the 1st day of school, receive their diplomas, or earn/maintain Senior Privilege.



# ACTIVITIES & ORGANIZATIONS



## PIAA and League Regulations

Saegertown Jr.- Sr. High School is a member of the Pennsylvania Interscholastic Athletic Association, and must therefore abide by the constitution and by-laws of that organization in all applicable sports of this school. Failure to do so can be reason for expulsion from sporting events at the discretion of the PIAA committee. Our school is also a member of the PIAA District 10. This organization's rules and by-laws are also applicable to our athletic contests. These rules were adopted in the best interest of the athletes and the schools.

1. Observe the playing of the National Anthem
2. Do not enter locker rooms
3. Be courteous to other spectators
4. No kicking of the bleachers
5. No booing officials or players
6. Courtesy be extended to the free throw situation.
7. Spectators should not bring confetti to be scattered about the player area.
8. Visiting teams should not bring signs or noisemakers (exception – team run through signs by cheerleaders are acceptable).
9. Crowd to remain seated during games, except halftime and between games.
10. Cheerleaders are to abide by recommendations of the PIAA to remain seated except for time out situations.
11. Food and drink items are not to be taken into the gym.

## Cardiac Arrest

Act 59 of 2010 requires any student athlete who exhibits signs or symptoms of sudden cardiac arrest to obtain clearance by a licensed physician, certified registered nurse practitioner or cardiologist before being allowed to resume playing sports. All coaches must undergo annual training on sudden cardiac arrest.

## Rules of Participation

- A. All of the regulations of the PIAA or other authorized governing bodies must be satisfied.
- B. All participants must purchase school insurance or show proof that they are fully covered by some other policy.
- C. The transfer student must meet the mandates of the PIAA.
- D. Students wishing to participate in any other sport must become members of the team within three (3) school days from the day the coach calls the first practice.
- E. Any student who becomes a member of a particular sport must remain a member of the sport for the duration of that sport schedule.
  1. Any student who quits an athletic team or is released because of disciplinary reasons from that team may not train, try out, nor become a member of any other team until that sport schedule has been completed.
  2. All students who become members of a particular athletic team must abide by the rules established by the coach for that specific sport with respect to training and behavior. The coach will assume the responsibility for carrying out the necessary disciplinary actions if/when a student fails to abide by the accepted rules.
- F. After-school weight or practice programs will be supervised by the coach or his assistants responsible for that sport, subject to the approval of the building principal.
- G. When two or more sports run concurrently it will not be permissible for a student to change from one sport to another without proper consent of the Athletic Director and the administration.
- H. Any prospective player who, while participating, is injured to the extent that he/she cannot continue the sport activity will be awarded a letter for that sport. Any other exceptional cases dealing with this matter will be dealt with by the Athletic Committee.

## Impact Evaluation

All participants in PENNCREST athletics must participate in the Impact Program and follow all procedures of said program.



## Concussions and traumatic brain injuries:

**Removal from play**— A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the student's school entity, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

**Return to play**— The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional.

## Injuries and Insurance

It is the athlete's responsibility to immediately report any injury to the coach. It is the responsibility of the coach to file the appropriate accident form with the high school office. (For a full explanation of this procedure, consult the student athletic handbook). **Low cost student insurance is available for purchase to cover student illness and injury. Information and applications may be obtained through the front office.**

## Attendance & Tardiness & Discipline

Students who are absent from or tardy to school will not be able to participate in any sport or practice for that day. A medical excuse from a certified doctor may be accepted but the principal will make the final decision as to a student athlete's eligibility for a particular day when the student is tardy or absent. A student who is absent or tardy to school and still participates that day will forfeit participation for future practices or games. Students suspended due to disciplinary reasons will not be eligible for participation for the duration of the suspension. Students who are habitually truant can lose athletic participation rights.





# ACTIVITIES & ORGANIZATIONS

## Co-curricular Activities Eligibility

Students who participate in extracurricular activities other than sports are also subject to the "no F Rule" on a weekly basis. If a student earns one (1) F for a week, the student is ineligible to participate in the activity when the activity requires early dismissal from classes or participation in a field trip during the school day. Students with one (1) F can regain eligibility by participating in a 42-minute qualified tutorial session prior to the activity. If a student receives two (2) or more Fs for the prior week, participation in the activity is automatically forfeited and students must participate in at least one (1) 42-minute qualified tutorial session.

***Students must utilize their Tutorial time or make individual arrangements with teachers to fulfill this requirement. No afterschool tutoring will be provided by the school. Arranging and attending the required tutoring sessions is the responsibility of the student.***

***In the event of an unacceptable nine-week report card, the student will be ineligible for ten school days, beginning the day the report card is issued.***

Students arriving late to school are not to participate in after school activities without a written excuse from a doctor on the day of the activity. All participation is subject to review by the principals.



## School Dances & Prom

All rules followed during the school day at SHS still apply to dances held after school hours and dances held in other locations. Student behavior is expected to be maintained at all times. Furthermore, the principal reserves the right to forbid a student from entering a dance and asking a student to leave prior to the conclusion of the dance.

Students must sign in any visitors to a school dance before the end of the school day on which the dance is held. They must also provide the name and phone number for the school at which the guest is currently attending. Any guest older than 18 years of age must be verbally approved by a principal. Failure to follow these procedures will result in the visitor being turned away at the doors. There will be no exceptions made for guests. SHS students signing in guests will be held responsible for all behavior of that guest while on school property.

All school dances held at SHS will conclude promptly at 10:30 pm. Students who have not made proper arrangements for transportation from a dance may forfeit the right to attend any future dances. Students are no longer permitted to come to a dance and then leave before 10:30pm without a parent physically present at the building. ***THERE WILL BE NO EXCEPTIONS!!!*** Students caught leaving the building prior to 10:30 will not be allowed to attend any future dances.

No person over the age of twenty will be permitted to attend any dance (no exceptions). For the Prom, students from outside of SHS will be required to have a completed form from their school detailing their good standing. Graduated students will be required to meet personally, upon appointment, with one of the building administrators. ***No 9th grade student will be permitted to attend the Prom.***

***Students owing financial obligations to the school will not be permitted to attend the Prom.***



## SHS Officers/Organizational Captains Ethics Agreement

In an effort to uphold the strong academic, artistic, and athletic standards for which Saegertown High School is known, any student holding an office or title of captain will be made aware of this clause for behavioral expectations. By agreeing to hold a leadership position, these students must understand that they are representing Saegertown High School in school, in the community, and through media social networking during both the school day and the hours spent outside the building. The conducts of behavior set forth by the Board of Education for the PENNCREST School District must be strictly adhered to in all instances. Any student found in violation of any article from section 46 of the PENNCREST Rights & Responsibilities handbook will be summarily removed from the leadership position upon review by the building principals and the faculty advisor(s) or head coach.

## Philosophy of Activities

Academic performance improves with participation in school activities. We believe every student should seek involvement in activities beyond the classroom requirements. This develops interests and maturity on a more individual basis and makes the high school experience more meaningful to all.

There are many clubs and activities that students may participate in during school as well as after school. Students should listen to announcements and check activity schedules for more information. ***There are many clubs and activities that students may participate in during school as well as after school. Some of them are:***

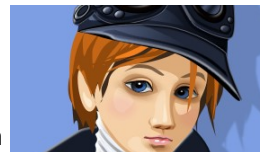
Spanish Club	(9-12)	open to Spanish students, plans events, educational and cultural
Hi-Q	(9-12)	prepare for annual inter-school academic quiz competition
Key Club	(9-12)	affiliated with Kiwanis Club for community & school service
National Honor Society	(11-12)	by invitation based on academics, leadership & service
Yearbook	(9-12)	yearbook assembly, involving photography, design & publication

# POLICIES & PRACTICES

## Dress Code

While student and teacher dress is to a degree a matter of personal expression and choice, Saegertown Jr. - Sr. High School strives to promote a businesslike atmosphere and encourages all to "dress for success." Commonly accepted workplace standards will be the guideline for dress and appearance. The following are **NOT** appropriate attire for wear during the school day:

- Shorts and skirts shorter than 2" above the top of the knee (even w/leggings or tights underneath)
- Clothing, piercings, or tattoos that are distracting, offensive, or interfere with the educational process
- Spaghetti straps or strapless tops, "wife-beater" (A-style undershirts) (a minimum of a 2" strap on sleeveless fashion clothing is permitted, if the apparel is not otherwise revealing)
- Clothing with excessive holes or holes that expose flesh higher than 2" above the top of the knee
- Halter tops or halter top dresses
- Wide mesh shirts (unless over a solid shirt)
- Excessively torn, frayed, or unlaundered clothing
- Clothing with graphics of drug, alcohol, gang related, or tobacco subject matter (including racing/NASCAR or other clothing which includes such graphics or saying with double meanings)
- Clothing with vulgar or inappropriate language, or sexual references - ex. "Coed naked", "Big Johnson" shirts
- Hats, headbands, bandanas
- Wristbands with inappropriate words or sayings
- "Hip Hugger" pants that are below the navel
- Sunglasses
- Slippers
- Chains
- Pajama pants (with or without pockets)
- Otherwise revealing or skin tight clothing



Face makeup, hair coloring, and general appearance should be in accordance with cultural and community standards, and must not attract undue attention, cause a disruption in the classroom, or be considered to be potentially harmful to younger impressionable students.

Students who are not in compliance with the dress code will be asked to remedy the situation. This may result in a phone call to parents, or the student may be provided clothing from the nurse, gym, or office. Students may also be required to tie loose fitting pants.

**Blatant or repeated violations may result in disciplinary actions.**

## **SHS CELLPHONE POLICY**

**PHOTOS, VIDEOS, AND PHONE CALLS ARE PROHIBITED**



### **NO PHONES IN USE**

- LOCKER ROOMS
- RESTROOMS
- OFFICES
- FIRE DRILLS
- LOCKDOWN
- ISS/REFOCUS ROOM
- CLASSROOMS

**USE ONLY UNDER TEACHER  
DIRECTION IN DESIGNATED  
CLASSROOMS OR PRESENTATION  
VENUES**

### **MAY USE YOUR PHONE**

- CAFETERIA
- ARRIVAL UNTIL 8:25
- DISMISSAL

## Cell Phones

Students are permitted to have cell phones in school if they have a school related reason for possessing the cell phone. Teachers will direct the student to the office to surrender their cell phone if they are using it inappropriately. Failure to surrender the cell phone to an administrator will result in disciplinary action for insubordination. Any student found violating the cell phone usage policy will have the cell phone confiscated and returned to the student at the end of the school day on the first offense; to a parent or guardian on the second and subsequent offenses; receive detention on the third and subsequent offenses. Repeat offenders will not be permitted to bring cell phones to school

## POLICIES & PRACTICES

# SHS CELLPHONE POLICY

PHOTOS, VIDEOS, AND PHONE CALLS ARE **PROHIBITED**



### **NO PHONES IN USE**

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**USE ONLY UNDER TEACHER  
DIRECTION IN DESIGNATED  
CLASSROOMS OR PRESENTATION  
VENUES**

### **MAY USE YOUR PHONE**

- CAFETERIA
- ARRIVAL UNTIL 8:25
- DISMISSAL

# Transportation



**PENNCREST**  
EMPOWERING LIFE-LONG LEARNERS

## Transportation Guidelines for Safe Student Travel (updated August 1, 2019)

The District recognizes the need to maintain proper standards of conduct for the safety of students who ride the bus and the drivers who drive them. The following document contains important information pertaining to safe and orderly student transportation to and from school, as well as, extracurricular activities, athletic trips, and field trips.

### Bus Loading

- Be ready and waiting for the bus 5 minutes prior to scheduled pick-up time.
- Use caution when going to bus stops and while waiting for bus arrival.
- Be considerate of private property.
- Wait for bus to come to a complete stop and red lights are flashing before attempting to board the bus in an orderly fashion. If crossing the road, look both ways for traffic and wait for bus driver to motion for you to cross.
- Upon boarding go directly to your assigned seat or the next available seat and remain seated entire time on bus.

**Seating Assignments** may be established by school administration or the bus driver.

General seating must occur in the following manner:

PreK – 4 <sup>th</sup> grade	front of the bus
5 <sup>th</sup> – 8 <sup>th</sup> grade	mid-section of the bus
9 <sup>th</sup> – 12 <sup>th</sup> grade	rear of the bus

### While on the Bus

- Keep head, hands and arms inside bus.
- Keep aisle clear.
- Loud talking and boisterous conduct is not permitted. Ordinary conversation is permitted.
- Destruction of property will result in payment for all damages.
- Do not eat or drink on the bus.
- Do not throw anything out of the bus windows.
- Do not tamper with the bus or any of the bus equipment.
- Scuffling, fighting, horseplay, smoking, and profane/indecent language are prohibited.

### When Exiting the Bus

- Students may not exit the bus at any stop other than their assigned stop.
- The driver will not discharge riders at places other than the regular bus stops, unless authorized by school officials.
- Be alert to directions from the driver at all times. If there is a need to cross the road, look both ways for traffic and wait for bus driver to motion for you to cross.
- **Students are not permitted wear headphones when getting on or off the bus. This will result in a bus write up.**



# Transportation

## Evacuation Drills & Emergencies

The purpose of evacuation drills is to have each student riding on a bus know exactly what to do in case of an emergency. All bus riders must cooperate fully with the bus driver and the assigned helpers during evacuation drills.

## Bus Driver Rights and Responsibilities

- Students transported in a school bus shall be under authority of, and responsible to, the driver of the bus. Continued disorderly conduct, or persistent refusal to follow driver requests and directives shall be sufficient reason for a student to be denied transportation. The driver of the bus shall exercise proper supervision of students under their care and agree to abide by all rules and regulations established by the School District regarding the transportation of students.
- No bus driver shall require any student to leave the bus before such student has reached his/her designated stop.
- No bus driver shall refuse to transport a student until informed by a building principal, the Transportation Office or PM Garage that official action has been taken denying transportation.

## Disciplinary actions for violating school bus regulations will be handled in the following manner:

### Elementary Students (PreK-6)

1 <sup>st</sup> Offense	Bus driver will immediately submit a written report to the building principal. <u>Verbal warning</u> - The building principal will discuss the write-up with the student, and reinforce bus rules, safety procedures and expectations.
2 <sup>nd</sup> Offense	Bus driver will immediately submit a written report to the building principal. The building principal will implement appropriate disciplinary action and send written parent notification. Building principal discretion depends on student age and infraction.
3 <sup>rd</sup> Offense	Bus driver will immediately submit a written report to the building principal. The building principal will implement appropriate disciplinary action and send written parent notification. Building principal discretion depends on student age and infraction.
4 <sup>th</sup> Offense	Bus driver will immediately submit a written report to the building principal. The building principal will implement appropriate disciplinary action and send written parent notification. Building principal discretion depends on student age and infraction.
5 <sup>th</sup> Offense	The building principal will send written parent notification. Students will receive a suspension of bus privileges for three (3) days.
6 <sup>th</sup> Offense	The building principal will send written parent notification. Students will receive a suspension of bus privileges for five (5) days.
7 <sup>th</sup> Offense	Loss of bus privileges for the remainder of school year.

### Secondary (Grades 7-12)

1 <sup>st</sup> Offense	Bus driver will immediately submit a written report to the building principal. <u>Verbal warning</u> - The building principal will discuss the write-up with the student, and reinforce bus rules, safety procedures and expectations.
2 <sup>nd</sup> Offense	The building principal will implement appropriate disciplinary action and send written parent notification.
3 <sup>rd</sup> Offense	Same procedure as 2 <sup>nd</sup> Offense. Suspension of bus privileges for one (1) day.
4 <sup>th</sup> Offense	Same procedure as 2 <sup>nd</sup> Offense. Suspension of bus privileges for three (3) days.
5 <sup>th</sup> Offense	Same procedure as 2 <sup>nd</sup> Offense. Suspension of bus privileges for five (5) days.
6 <sup>th</sup> Offense	Same procedure as 2 <sup>nd</sup> Offense. Suspension of bus privileges for ten (10) days.
7 <sup>th</sup> Offense	Loss of bus privileges for remainder of school year.

# Transportation

Illegal substances, tobacco, e-cigarettes, weapons, and alcohol are strictly prohibited on a school bus or at a bus stop. Possession of illegal substances, tobacco, e-cigarettes, weapons, and alcohol may result in automatic suspension of bus privileges.

Suspension of school bus privileges does not relieve the parent(s)/guardian(s) of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason is considered as an unexcused/unlawful absence.

## Transportation Efficiency

In order to keep maximum route efficiency and minimize transportation time, routes may be consolidated, group bus stops will be utilized, and bus stops may be located up to .5 miles from a rider's residence.

## Bus Passes

Bus passes will not be issued as a matter of convenience or for visiting with classmates. Bus passes will be issued to a student for child care purposes, only if they bring a note to school. Bus passes should include the following information: **Name of child (first and last name), bus #, where the child is going with first and last name and full address of destination and if the pass is for the day, week or year.**

Your child will need a bus pass if he/she is picked up in the morning or dropped off after school at a different destination than their regular stop. If there is no note, your child will be sent to their usual destination on their regular bus. Occasionally, emergencies arise during the day. **In those rare situations, the office will accept a phone call prior to 2:00 PM; otherwise, a written note is required.** No changes will be made in a child's bus routine without a bus pass.

## Traffic Maps



### AM traffic pattern

SHS buses

SES buses

Car rider/parent drop  
off pattern

Student entrances



SHS dropped off  
first and picked up  
last to maximize  
learning time



# Traffic Maps



## PM traffic pattern

SHS buses

SES buses

Car rider/parent pick up pattern





Student pick up location

SHS dropped off first and picked up last to maximize learning time



## Traffic Maps



Visitor Parking	
Student Parking	
Staff Parking	
Central Office Parking	



**PENNCREST**  
EMPOWERING LIFE-LONG LEARNERS

## **Student Rights and Responsibilities**

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### **Parent/Student Annual Notices & Student Code of Conduct 2019-2020**

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and life-long learning.

PENNCREST School District's Mission is to provide resources and opportunities that challenge students, assess their educational progress, provide a system of support, and empower all to become confident life-long learners.

#### **AUTHORITY OF SCHOOL DISTRICT (Last updated July 17, 2019)**

The Board of School Directors has the authority and may delegate authority to the administration to make reasonable and necessary rules governing the conduct of students. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers that are enumerated in the statutes of this Commonwealth or which may reasonably be implied or necessary for orderly operation of the school.

The Board of School Directors may not make rules that are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The Board of School Directors shall adopt a code of student conduct that shall include policies governing student discipline and a listing of student rights and responsibilities. This conduct code shall be published for students and parents/guardians and available on the PENNCREST School District Website at [www.PENNCREST.org](http://www.PENNCREST.org).

The Board of School Directors authorizes the Superintendent and the appropriately assigned school administrators to develop procedures to enforce school rules and regulations that effectively implement the policy as stated herein.

All policies, school rules and regulations pertaining to student conduct, rights and responsibilities, and discipline apply at all times during which the school district is considered “responsible” for the well-being of the student. This includes; but, not limited to school buses, walking to and from school and extracurricular activities.

#### **CENTRAL ADMINISTRATION OFFICE**

18741 State Hwy 198, Suite 101, PO Box 808, Saegertown PA 16433-0808  
814-337-1600

#### **ELEMENTARY SCHOOLS**

**Cambridge Springs Elementary School** 814-398-4636

130 Steele Street  
Cambridge Springs, PA 16403

**Maplewood Elementary School** 814-967-2675

32695 State Hwy 408  
Townville, PA 16360

**Saegertown Elementary School** 814-763-2314

18741 State Hwy 198, Suite 102  
Saegertown, PA 16433

#### **SECONDARY SCHOOLS**

**Cambridge Springs Junior Senior High School** 814-398-4631

641 Venango Avenue  
Cambridge Springs, PA 16403

**Maplewood Junior Senior High School** 814-789-3666

30383 Guys Mills Road  
Guys Mills, PA 16327

**Saegertown Junior Senior High School** 814-763-2615

18079 Mook Road  
Saegertown, PA 16433

# 2019-2020 Annual Notices

1.

**Section 504 Informational Notice** - Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one of or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such impairment. In order to fulfill its obligation under Section 504, the PENNCREST School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. For questions, please contact Patti Fiely, Section 504 Compliance Coordinator at (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website [www.penncrest.org](http://www.penncrest.org) under the Student Services section.

2.

**State Board Regulations, Title 22, Chapter 15 Protected Handicapped Students** - In compliance with state and federal law, the PENNCREST School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation or access to an aspect of the school program. These services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the provision of services to protected handicapped students, contact Patti Fiely, Director of Student Services, at PENNCREST Administration Office, 18741 State Hwy 198 Suite 101, PO Box 808, Saegertown, PA 16433. Phone – (814) 337-1600.

3.

3.

**Child Find Identification Activities** - The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from special education. A continuum of special education services and programs is available within the district to meet the needs of exceptional students. Programs are also available outside of the district through a contract with the Intermediate Unit or with Approved Private Schools. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal, parents, teachers, school counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the Confidentiality of Records Policy of the PENNCREST School District. For further information on the evaluation procedures contact Patti Fiely, Director of Student Services, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website [www.penncrest.org](http://www.penncrest.org) under the Student Services section.

**1. Identification of Gifted Students** - The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from gifted education services. Gifted education services and programs are available within the district to meet the needs of gifted students. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal. Parents, teachers, school counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the Confidentiality of records Policy of the PENNCREST School District. For further information on the identification activities of children with gifted abilities contact Patti Fiely, Supervisor of Special Education, at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website [www.penncrest.org](http://www.penncrest.org) under the Student Services section.

**2.**

**Right-to-Know, Professional Qualifications** - As a parent of a student attending a Title I-funded school in PENNCREST School District and a school that is included under the regulations of the Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. You have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers: Whether the Pennsylvania Department of Education has licensed or highly qualified the teacher for the grades and subject he or she teaches. Whether the Pennsylvania Department of Education has decided that the teacher can teach under emergency or other provisional status through which Pennsylvania licensing criteria has been waived. The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees. Whether the child is provided services by paraprofessionals and if so, their qualifications. If you would like to receive any of this information, please contact the Dr. Glasspool, Superintendent of Schools at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

**3.**

**3.**

**Transportation Video/Audio Recording (policy 810.2)** - Parents/guardians and students are hereby notified that any student or parent/guardian utilizing PENNCREST School District transportation is subject to being videotaped and audio recorded.

**4.**

**4.**

**Unauthorized Boarding of a School Bus** - Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or refuse to leave a school bus after being ordered to do so by the driver. Under no circumstances may a parent or any other person board a PENNCREST school bus without the permission of the driver or the school principal. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.

**5.**

**Transportation Guidelines for Safe Student Travel** and **Standard Operating Procedure for School Arrival and Dismissal** - Parents are encouraged to review these procedures with their children.



# 2019-2020 Code of Conduct

**The Student Code of Conduct is intended to summarize noteworthy parts of the PENNCREST School Board policy manual and the Pennsylvania School Code related to the smooth operation of the normal school routine. It is not intended to supersede the previous referenced documents or impede the rights of any student as outlined in any Federal or Commonwealth Law or Statute. Parents and students are encouraged to read school policies in their entirety. <https://www.boarddocs.com/pa/pncr/Board.nsf/Public?open&id=policies>**

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[Dating Violence \(Policy 252\)](#)

Defiant Trespassing

[Discrimination \(Policy 103\)](#)

[Drugs, Alcohol and Controlled Substances/Paraphernalia \(Policy 227\)](#)

[Electronic Devices \(Policy 237\)](#)

Exclusion from School

[Family Education Rights and Privacy Act \(FERPA\) \(Policy 216, Student Records\)](#)

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[Unlawful Harassment \(Policy 103\)](#)

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### **Acceptable Use of the Internet, Computers, Network Resources (Policy 815)**

PENNCREST School District offers Internet access, an email account and equipment for student use. The District Internet system has been established for a limited educational purpose that includes classroom activities, career development, and limited high-quality self-discovery activities. It is not a public access service or a public forum and cannot be used for commercial or political lobbying; therefore, the district has the right to place reasonable restrictions on the natural a student accesses or posts through the system. All students will have access to the Internet World Wide Web information resources through their classroom, library, or school computer lab; however, elementary students K-6 will have email and Internet access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual email accounts under special circumstances, at the request of their teacher and with the approval of their parent. Secondary students, grades 7-12, may obtain an individual email account with the approval of their parent. A signed Student Account Agreement will be required.

Unacceptable Uses: Posting personal information about yourself or other students. Agreeing to meet with someone that you meet online without parent approval. Attempting to gain unauthorized access to the district Internet system or any other district computer system including accessing another person's files, deliberate attempts to disrupt the computer system by introducing a virus or other means. Arranging for drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, and the like. Sharing your password with another person. Deliberately failing to follow district-operating procedures such as virus protection. Using disrespectful language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, prejudicial or discriminatory language. Knowingly posting false or defamatory information about a person or organization. Reposting a private message without the permission of the person who originally sent the message. Posting chain letters and/or engaging in "spamming" – (the sending of unnecessary messages to a large number of people). Not check email regularly and deleting unwanted messages promptly. Subscribing to non-relevant discussion group mail lists or subscribing to relevant mail lists without approval of the teacher. Plagiarizing and/or ingrain upon rights of copyright owners. Engaging in cyber bullying activities.

Disciplinary Procedures: Students who use the district computer/network inappropriately will be disciplined

### **Bullying/Cyberbullying Prevention (policy 249)**

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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
- 2.
3. Creating a threatening environment
- 4.
5. Substantially disrupting the orderly operation of the school
- 6.

Bullying includes cyber bullying and the use of other forms often technological media, bystander support or encouragement of an act of bullying and more subtle indirect forms of bullying behavior such as exclusion and shunning by other students. 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. The district has implemented a Bully Prevention program and Positive Behavior Intervention and Supports (PBIS) program to educate students, staff and parents about bullying. Consequences for engaging in bullying behavior may include a combination of positive behavioral interventions and disciplinary interventions as deemed appropriate by the building principal.

### **Care of School Property (policy 224)**

#### Unintentional Damage

The Board acknowledges that under normal use or inadvertently, school items or property may be damaged. The inadvertent damage of equipment by students or staff will not require district reimbursement.

#### Repeated Unintentional Damage, Lost or Stolen

Students or staff that demonstrate a pattern of inadvertent damage to school equipment or property shall be required to reimburse the district the pro-rated cost and labor.

#### Vandalism

Principals shall report incidents of vandalism to the Superintendent and include the number and kind of incident, cost to the district, and related information.

### **Dating Violence (Policy 252)**

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy. Definition: Dating Violence shall mean behavior where a person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

Complaint Procedures: When a student believes that he/she has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor,



classroom teacher or school nurse. The principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

### **Defiant Trespassing**

In accordance with Act 116 of 2002, a person(s) commit(s) an offense if, knowing that he/she is not licensed or privileged to do so, he/she enters or remains in any place as to which notice against trespass is given by:

Actual communication to the actor(s); or Posting in a manner prescribed by law or reasonably likely to come to the attention of the intruder(s); or Fencing or other enclosure manifestly designed to exclude the intruder(s); or Notice's posted in a manner prescribed by law or reasonably likely to come to the person(s) attention at each entrance of school grounds that visitor(s) are prohibited without authorization from a designated school, center or program official; or An actual communication to the actor(s) to leave school grounds as communicated by a school, center or program official, employee or agent or law enforcement officer.

The term "school grounds" means any building or grounds of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, any elementary or secondary parochial school, any certified day-care center or any licensed preschool program.

An offense under this subsection constitutes a misdemeanor of the third (3rd) if the offender defies an order to leave personally communicated to him/her by the owner of the premises or other authorized person(s). Otherwise, it is a summary offense.

### **Discrimination (policy 103)**

Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education as a result of race, religion, sex national origin or handicap. (Refer to Policy 103, Nondiscrimination in School and Classroom Procedures)

**Non-Discrimination:** The PENNCREST School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and with Federal Law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Complaint/Grievance Procedures for reporting incidents of discrimination are specified in the following policies:

103 – Non-Discrimination in School & Classroom Practices

104 – Non-Discrimination in Employment/Contract Practices

248 – Unlawful Harassment – Pupils

348 – Unlawful Harassment –Employees

Complaints must be referred to:

Kenneth Newman, Assistant Superintendent  
PENNCREST School District, 18741 State HWY 198  
P.O. Box 808, Saegertown, PA 16433-0808  
Telephone: (814) 337-1600

**Drugs, Alcohol and Controlled Substances/Paraphernalia (policy 227)**

**Situational Category 1** – A student is using or demonstrates symptoms of possible alcohol or other drug (AOD) use.

Immediate Action – All standard health and first aid procedures will be followed. Student will not be left alone.

Investigation – The principal or designee will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police – Police notification required for any illegal substance.

Disposition of Substance – If substance is discovered, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those with a need to know as determined by the principal.

**Situational Category 2** – The student is in possession of AOD including look alike drugs and alcohol.

Immediate Action – All standard health and first aid procedures will be followed. School personnel will confiscate any substances, escort the student to the principal's office or summon principal. The principal will write an anecdotal report of the incident. Student will not be left alone.

Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents -- Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police -- Police notification required for any illegal substance. Otherwise to be determined by the principal.

Disposition of Substance – If substance is discovered, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality -- Confined to those with a need to know as determined by the principal.

**Situational Category 3** – The student is found using, in possession of, or suspected to be under the influence of AOD when attending as a participant or spectator, any school sponsored function on or off school property, including any athletic or activity event in another school district, school or public/private location.

Immediate Action – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. Student will not be left alone.

Investigation – Notify police or security personnel for assistance if deemed necessary. The sponsor or administrator will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student will not be left alone.

Notification of Parents – A parent/guardian will be contacted immediately and the situation described. (The parent/guardian will be requested to transport the student home. If parent/guardian is unable or unwilling to transport student, school personnel in charge will assume this responsibility.)

Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.

Disposition of Substance – Group sponsor will submit any substance to principal in charge for appropriate disposition. If the principal determines that the substance should be submitted to police for analysis, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those who need to know as determined by the principal.

**Situational Category 4** -- A student distributes or sells AOD including look alike drugs or alcohol to anyone on school property.

Immediate Action – School personnel will confiscate the substance/s, escort the student to the principal's office or summon the principal. Principal will write an anecdotal report of the incident. Student will not be left alone.

Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.

Disposition of Substance – If substance is discovered, it must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action -- Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST/ESAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those with a need to know as determined by the principal.

**Situational Category 5** – Student possesses drug related paraphernalia.

Immediate Action -- School personnel will confiscate the paraphernalia, escort the student to the principal's office or summon the principal. Student will not be left alone.

Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.

Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.

Notification of Police – Police notification required for any paraphernalia. Otherwise, to be determined by the principal.

Disposition of Substance – Paraphernalia must be sealed with student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.

Remedial Action -- Minimum: Immediate out of school suspension of up to ten days and student referral to SAP/IST/ESAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to SAP/IST/ESAP.

Confidentiality – Confined to those with a need to know as determined by the principal.

**Situational Category 6** – A student volunteers information about personal AOD usage and asks for help.

Immediate Action – Student is referred to SAP/IST/ESAP and informed of services available and encouraged to seek assistance.

Investigation – Follows established procedures for SAP/IST/ESAP

Notification of Parents – Parents will be notified by SAP/IST/ESAP only with student consent, unless the student's health is in imminent danger.

Notification of Police – Not applicable

Disposition of Substance – Not applicable

Remedial Action – Not applicable

Confidentiality – Confined to those with a need to know as determined by SAP/IST/ESAP.

### **Acceptable Use of Personally Owned Electronic Devices (policy 237)**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smartphones such as the iPhone, Droid, or any device with similar capabilities.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high-quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another

person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations with designated times only. The district shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

## **Exclusion from School**

Suspension (one (1) to ten (10) days): Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days. Suspension from school includes suspension from all school related activities whether co-curricular or extracurricular. The length of suspension shall be decided by the principal or his/her appointee in accordance with the specifications set-forth herein. Suspensions may be given by the principal or person in charge of the public school. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. *The parent(s)/guardian(s) shall be notified immediately in writing when the student is suspended. The Pennsylvania School Code requires that when a suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity for an informal hearing. This informal hearing will be held before the fourth (4<sup>th</sup>) of the suspension to determine the guilt of the accused student or mitigating circumstances surrounding his/her violation of the Code of Student Conduct.*

Suspensions may not run consecutively beyond ten (10) school days.

Suspended students will not be permitted to be on school grounds and/or participate in school sanctioned athletics, extra-curricular activities, events, dances or field trips during their time of suspension.

Suspended students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the building regulations. A student suspended during examinations or near the end of the school year or at any other period of time critical to his/her educational future may request an immediate hearing even though the suspension is for a short term.

In the event of three (3) suspensions of any individual student in a signal school year, the building administrator, at his/her discretion, may recommend to the superintendent expulsion of said student. However, this shall not deter the principal from recommending the expulsion of a student on a first offense. The judgment of the principal in weighing the gravity of the offense shall accompany the recommendation for either suspension or expulsion. It shall be the responsibility of the building administrator to evaluate the nature and gravity of the offense of the student and if, in his/her opinion, expulsion shall be in the best interest of the school, he/she shall make said recommendation in writing to the superintendent who in turn, shall determine if a formal School Board Expulsion Hearing is required.

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent. Expulsion from school includes expulsion from all school related

activities whether co-curricular or extracurricular. All expulsions require a prior formal hearing. While expulsions may be permanent, the behavior and progress of the expelled student should be reviewed periodically, and a decision made by the Board of School Directors at the time on whether the exclusion is to be continued or whether the student is to be readmitted. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance laws, even though expelled, and they must be provided an education. The initial responsibility for providing the required education rests with the student's parent(s)/guardian(s), through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's superintendent. If the parent(s)/guardian(s) is unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education.

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing that is a fundamental element of due process.

Informal Hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parent(s)/guardian(s) to *meet with the principal to discuss ways by which future offenses can be avoided*.

Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be *held before the Board of School Directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student*.

Criminal Action: Suspension of a student by school authorities in no way prohibits possible criminal action or civil suit brought by law enforcement authorities or other parties. Following an investigation of the conditions and circumstances surrounding any discipline case, the school district reserves the right to file criminal charges against the accused student. Students may also be turned over to local or state law enforcement authorities for criminal prosecution.

Alternative Education: The purpose of this program is to remove disruptive students from regular school programs in order to provide them with a sound educational course of study and counseling designed to modify disruptive behavior and return them to the regular school curriculum. Students who exhibit to a marked degree any or all of the following conditions: disregard for school authority, including persistent violation of school policy and rules; display of or use of controlled substances on school property or during school-affiliated activities; violent or threatening behavior on school property or during school-related activities; possession of a weapon on school property, as defined under 19pa. C.S. Section 912 (relating to possession of a weapon on school property); commission of a criminal act on school property; misconduct that would merit suspension or expulsion under school policy; and, habitual truancy may be assigned to the district alternative education program. Unless there are extenuating circumstances, students assigned to the alternative education program will remain there for a minimum of forty-five (45) days.

Combination of the above Disciplines: Following an investigation of all the conditions and circumstances surrounding any discipline case, the school district representatives reserve the right to use a combination of the previously mentioned disciplines. As an example: A one (1) to three (3) day

suspension may be extended into a four (4) to ten (10) day suspension after an appropriate hearing is held and then followed with criminal prosecution.

### **Family Education Rights and Privacy Act (FERPA) (policy 217, Student Records)**

FERPA affords parent(s)/guardian(s) and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. The right to inspect and review the student’s education records within forty-five (45) days of the day the District received a request for access. Parent(s)/guardian(s) or eligible student should submit to the building 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(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask PENNCREST School District to amend a record that they believe is inaccurate or misleading. They should write the building 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(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) 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(s)/guardian(s) or eligible student when notified of the right to a hearing. 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 interest. 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/guardian 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. In addition, the District will disclose the contents of student records including grades to the parent(s)/guardian(s) of an eighteen (18) year old student who is listed as a dependent on the parent’s/guardian’s federal income tax return. The District will presume that a student is a dependent unless provided evidence to the contrary.

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 office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education,

600 Independence Avenue SW

Washington, DC 20202-4605

## **Food Service/Cafeteria**

Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the PENNCREST School District operates a school meal program for all students who wish to engage in a computerized point-of-sale debit food system for the purchase of meals. Each student is assigned an individual Student Meal Account with a unique number that remains with him/her throughout his/her tenure in PENNCREST schools. A student is expected to learn this number and use for all purchases in the cafeteria. The Student Meal Account is a debit account. A student deposits money in his/her account in advance of purchasing meals. This can be done by cash, check or [www.schoolcafe.com](http://www.schoolcafe.com). Checks should be made out to PENNCREST School District Cafeteria Account.

Cafeteria Balances - Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases. Cafeteria balances will not roll over from school year to school year.

Collection of Monies Owed - As to not burden the district's taxpayers, the collection of all monies owed shall be reconciled prior to the beginning of each school year. School administration will notify students and parents of monies owed as it becomes known. Principals must provide the Business Office the contact information of parents/guardians of students who owe more than \$50 at any time during the school year. The Business Office will select the manner in which collection occurs. This may include parent communications, engaging the services of the school solicitor, offer payment plan options, contracting with a collection agency and/or filing a complaint with the local magistrate.

## **Hazing (policy 247)**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The Board does not condone any form of initiation or harassment, known as hazing as part of any school sponsored activity. No student, coach, sponsor, volunteer or district employee shall be alert to incidents of hazing and report such conduct to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the Physical Health shall include, but be limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any: food, alcoholic beverage, drug or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the Mental Health shall include, any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.



Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

#### Complaint Procedures:

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused and other directly involved as appropriate. If the investigation results in a substantial finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored any form he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

#### **Homeless Students (policy 251)**

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

- Sharing housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Abandoned in hospital.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in the previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parent(s)/guardian(s) or caretakers.
- Living as a school aged unwed mother in houses for unwed mothers if they have no other living accommodations.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational service for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, gifted and talented students.

The PENNCREST School District has procedures in place to assist families experiencing homelessness. For further information on the McKinney-Vento Homeless Act programs and resources, contact Patti Fiely, Director of Student Services/Homeless liaison, PENNCREST

Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

## **Immunization Requirements**

For attendance in any grade, Pennsylvania requires the following vaccinations:

- 4 doses of tetanus, diphtheria, and acellular pertussis (DTP DTaP) - one dose after 4th birthday
- 4 doses of polio - one dose after 4th birthday
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

On the first day of school attendance, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

For attendance in seventh (7th) grade, Pennsylvania requires the following vaccinations:

- 1 dose of Tdap (Tetanus, diphtheria, acellular pertussis) if 5 years has elapsed since the last tetanus immunization
- 
- 1 dose of MCV (meningococcal conjugate vaccine)
- 

For attendance in twelfth (12th) grade, Pennsylvania requires the following vaccinations:

- second dose of MCV (MCV #2 – meningococcal conjugate vaccine)
- 

On the first day of 7th or 12th grade and unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion. The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These Pennsylvania requirements allow for the following exemptions: medical reason, religious belief, or a strong philosophical/moral/ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23. Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

## **iPad Acceptable Use**

The Board supports the use of the computers, the Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. Students in the PENNCREST School District will be issued iPads for instructional purposes. The use of iPads shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The iPad use is a privilege, not a right. The iPads are the property of the district. *Users shall have no expectation of privacy in anything they create, store, send, receive or display on the iPads, including personal files.* The district reserves the right to monitor, track, and log network access and use or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. Intentional or repetitive unintentional damage will result in cost to replace iPad and protective case. The iPad is school property and can be reviewed by the school at any time. Students will not "jailbreak" the device.

## **School Medical and Dental Examination Procedures**

Article XIV, School Health Services of the Public School Code and concomitant regulations, 28 Pa. Code 23.1-23.87, Health Services requires physical exams for children entering school (kindergarten or upon entry), and for those in 6th and 11th grades to ensure a periodic assessment of each student's health. Ideally, these examinations are to be provided by the student's personal physician. In this way, the child's coordination and continuity of medical care is enhanced. In those cases, in which this is not possible, the child's school district will arrange to have these examinations performed by the school's physician. As well, each child shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade. In those cases, in which it is not possible to obtain a private exam, the school district will arrange to have these examinations performed by the school dentist.

Parents/guardians are initially notified of the need for these physicals and dental exams at the time of the child's school enrollment and annually through the PENNCREST Rights and Responsibilities agreement.

In subsequent school years, students' families are notified through a letter sent home with the student in May prior to the year in which exams are required. This letter also includes a private physical examination report form and encourages families to obtain this physical for their child from their family physician. Ideally, this physical will take place prior to the beginning of the school year in which it is required with the report submitted to the school nurse in a timely fashion.

All physical examinations must be completed/dated within one calendar year of the first day of school. Athletic physicals performed by either the school physician or a private physician will also be accepted towards meeting this requirement.

The report of medical and dental examinations will be maintained in the student's individual school health record. All health records are confidential.

### Medical Examination

#### *Parent portion to include:*

- Past medical, developmental, family, and social history
- Review of immunization records

#### *Medical Doctor portion and assessment to include:*

- Head, eyes, ears, nose, mouth, throat
- Neck, chest, lungs
- Abdomen
- Spine
- Musculoskeletal system
- Cardiovascular system, blood pressure, pulse rate
- Skin

Physicals conducted at the school by the PENNCREST School Physician that recommend further medical care or evaluation shall be sent to the parent/guardian by the school nurse.

### Dental Examinations

A dental exam shall be conducted with sufficient care and detail to command dental respect and to provide an educational experience for the child and his parents and is to include charting all teeth on the dental health record H514.025.

The District will accept dental examinations that are completed by a private dentist and dated within four (4) months of the first day of school.

Dental exams conducted at the school by the PENNCREST School Dentist that recommend further dental care or evaluation shall be sent to the parent/guardian by the school nurse.

### Religious Exemption

In accordance with 24 P.S. (14-1402 and 28 PA Code 23.1-23.2), a student is exempt from the mandated physical examination only if the student or his/her parent(s) or legal guardian(s) object to the procedure based on religious grounds. This religious objection must be recognized unless the student constitutes a “substantial menace to the health of others”.

### **Medication (policy 210)**

Medication (prescribed and/or over the counter) used during school hours is strongly discouraged due to the numerous problems created. It is suggested that every attempt be made to schedule any medications around school hours. You may wish to consult your physician regarding alternatives that will allow medication to be given at home only. If, however, medication use is found to be absolutely necessary during school hours, school district policy requires that the following conditions must be met: A written doctor's order (prescription) must be obtained for any medications, including over-the-counter medications. Parental/guardian permission must be provided in writing (Consent and/or release). If the medication is brought to the school premises by the student, it must be sent in a sealed envelope with the number of doses clearly designated, not exceeding five (5) days (one weeks' supply) and with the signature of the parent/guardian attesting to the number of doses sent. The sealed envelope must be given to the nurse or school personnel immediately upon arrival at school. Forms to provide this information may be obtained from the district [website](#). When this

information is completed, your child will be advised to leave his/her medication with the nurse or office each day and to report to the office at the appropriate time for him/her to take the ordered medication. When the nurse is unavailable, person designated by the school administration will supervise the administration of this medication. In the case of other medications, such as enzyme therapy or bee sting kits, self-administration will be considered on an individual basis in consultation with the building principal and the above conditions must also be met.

Parents/guardians may directly administer medication to their child at any time with the nurse and/or principal's knowledge without conforming to the requirements of this policy.

Students are permitted the use of cough drops at the classroom teacher's discretion and their use is not subject to the requirements of this policy. A variety of antiseptics, ointments and other pharmaceuticals are made available to students in the Nurse's office for minor first aid needs. Parents/guardians should notify the nurse if any limits should be placed on their use for medical other reasons.

Unused medications may be picked up by the parent(s)/guardian(s) or responsible adult designated by the parent/guardian no later than the last day of school. Medication will at no time be sent home with the student, with the exception of eye/ear drops and liquid medications, which require use at home from the same bottle. Any unclaimed medication will be disposed of on the last day of school.

Emergency Medications: Students with a known hypersensitivity that may lead to a severe allergic or anaphylactic reaction should have provisions made in advance when possible in consultation with the parent(s)/guardian(s) and family physician. In case of emergency medications, the previously stated policies with the exception of numbers of dosages, apply. Students are to notify the school nurse immediately following any uses of this medication so that further emergency care can be obtained. In order to make provisions for students with an unknown hypersensitivity that may result in life-threatening symptoms of severe allergy and or impending anaphylaxis, the protocol and standing orders for the administration of epinephrine by injection are reviewed and authorized by the school physicians each school year.

In the event that students exhibit life-threatening symptoms of severe allergy/anaphylaxis, attempts will be made to notify parent(s)/guardian(s) while implementing the treatment as outlined by the protocol. Parents must notify the school in writing of any valid medical reason why their child or children should not receive medication for symptoms of severe allergy or anaphylaxis should this become necessary.

### **Pledge of Allegiance (Policy 807)**

It is the responsibility of every citizen to show proper respect for his/her country and its flag, HB 592 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents/guardians in writing of their child's refusal to recite the pledge. Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. The classroom teacher will maintain decorum during the exercise.

Parent(s)/guardian(s) of students refusing to salute the flag will be notified by the building principal in writing and the parent(s)/guardian(s) may be required to furnish the school administration with a written statement of child's conscientious objection.

### **Residency Requirements (Policy 201 & Policy 202)**

The Legal residence of the parent/guardian will be presumed to be the residence of the student. Any student whose legal residence is not within the geographical boundaries of PENNCREST School District will be considered a non-resident defined in Section 1302 of the Pennsylvania School Code.

A non-resident student as defined in Section 1302 of the Pennsylvania School Code will only be accepted as a student in PENNCREST School District when: The student is residing with a school district resident who has filed a sworn statement (affidavit) with the secretary of the school board that he/she is solely supporting the student gratis, and he/she will assume all personal and legal obligations for the student relative to school requirements, and that he/she intends to keep and support the child continuously and not merely through the school term. The Board of School Directors has agreed to permit a nonresident student to attend on a tuition-paying basis. This permission will be granted at the discretion of the school board subject to the following considerations: The superintendent shall recommend to the Board of School Directors, for its approval, the admission of qualified applicants. The Board shall not be responsible for transportation to or from school for any student residing outside the school district's boundaries. Tuition rates shall be determined in accordance with applicable statutes. Tuition shall be charged monthly in advance of attendance.

### **Search and Seizure (Policy 226)**

The Board acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. Nonetheless, the Board recognized the threat to the health and safety of its students which is created when illegal weapons or contraband substances are brought on to school property. Therefore, in order to maintain order and discipline in the schools, and to protect its students, the Board permits school officials to search a student's person, a student's locker or desk, or a student's vehicle and to seize any illegal, unauthorized or contraband materials discovered in the search.

All lockers, desks iPads, and computers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers, desks, iPads or computers . The Board reserves the right to authorize its employees to inspect a student's locker, desk, iPad, or computer at any time with or without cause for the purpose of determining whether the locker or desk is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of schools. Students are not permitted at any time to exclude authorized school district personnel from entry into a locker. There can be no personal lock or device of any from to prevent entry by school district personnel. Students are hereby placed on notice that all contents of lockers and desks are subject to search, including coats, bags, gym bags, or any containers found therein.

### **Personal Searches**

Any school official is hereby authorized to conduct a search of a student's person pursuant to the following guidelines:

- When there is reasonable suspicion that a student is carrying any illegal, unauthorized or contraband material, or any article potentially dangerous to health and welfare of the students or staff on his or her person. Under these circumstances, a student may be asked to voluntarily product the contents of his or her pockets, pocketbook, handbag, bookbag or other personal articles.
- In the event that a student under suspicion does not comply with a request to product such items, a school official may cause a pat-down search to be conducted by an adult of the same sex as the student to be performed in the presence of a second adult witness of the same sex as the student.
- In the event that a student under suspicion refuses to submit to a pat-down search, a school official may request the assistance of law enforcement officers. In that event, the student shall be held in the presence of an adult witness until the police officer arrives to conduct the search.
- Search of a student's person or personal belongings may be conducted without prior notice to the student or to the student's parent(s)/guardian(s).

### Student Vehicles

Students are allowed to park their personal vehicles on school property only with the permission of school officials. Parking on school property is a privilege not a right. The district retains the authority to conduct routine patrols of student parking lots and to conduct exterior inspections of student vehicles on school property. School officials may look into student vehicles parked on school property at any time. When the school official has reasonable suspicion that a vehicle contains materials which pose a threat to the health, welfare and safety of students in the school, student vehicles may be searched.

Where a school official has reasonable suspicion, or has made observations in plain view, that student shall be notified and given the opportunity to be present for the inspection of the interior of the vehicle. However, where there is reason to suspect that the student's vehicle contains materials which pose an immediate threat to the health, safety and welfare of the students or staff, the student's vehicle may be searched without prior warning or presence of the student.

### Drugs, Dogs and Mechanical Devices (policy 226.1)

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, bomb detection dogs, metal detection units or any device used to protect the health, safety and welfare of the school population. It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal or dangerous substances or devices, subject to the following: The administration shall authorize the search and have a designee on hand while the search is taking place. All school property such as lockers, classrooms, parking areas and storage areas may be searched. Individuals(s) shall not be subject to a search by dogs. Actual times or dates of planned searches by dogs will not be released in advance. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal or dangerous substances(s) or devices on school property.

### Illegal Items and Contraband

In the event that illegal contraband items are discovered, the school official shall notify the student's parents/guardians that a personal search of the student's possessions, locker and vehicle was conducted as soon as possible after the search has occurred. Any contraband, drugs, controlled substances, weapons, or illegal or unauthorized materials found as a result of searches of the student's person, locker and vehicle may be seized and used as evidence in disciplinary, juvenile or

criminal proceedings. Any such materials or weapons will not be returned to the student under any circumstances.

### **Smoking, Use and/or possession of Tobacco (Policy 222 & Policy 227)**

The Board of Directors recognizes that smoking presents a health hazard which can have serious consequences for both the smoker and the nonsmoker and that tobacco possession and/or use is a violation of law. The board endorses a total smoke-free environment in all buildings and grounds at all times.

Pupil – Person between the ages six (6) and twenty-one (21) years of age who is enrolled in school.

Offense – A situation in which a pupil who possesses or used tobacco in a school building, on a school bus or on school property owned by, leased by, or under the control of the school district. This includes, but is not limited to, student lockers and student vehicles on school property.

Tobacco – A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form including dissolvable tobacco such as Ariva, Stonewall, Camel Orbs, Sticks and Strips. This also includes items similar to Tobacco as identified in policy 227 electronic cigarettes, vaping products, or similar devices, and the e-liquid or vaporized chemicals these devices utilize.

*In accordance with Act 145 of 1996, Pupil who commits a tobacco offense shall be subject to prosecution initiated by the building principal or assist principal.*

*Violations of this policy is a summary offense, and the pupil will be issued a citation which will result in a fine in accordance with PA law plus court costs for each offense.*

Additionally, under certain circumstances at the discretion of the principal or the assistant principal, the pupil may be suspended for up to ten (10) days.

### **Student Attendance (policy 204)**

All pupils are governed by Article XII, "Pupils and Attendance," of the school laws of Pennsylvania. Parents or guardians of all children between the ages of eight (8) and seventeen (17) are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached seventeen (17) years of age if they are fulfilling their responsibilities as students.

A parental excuse will be accepted for any day's absence to a total of ten (10) days throughout the school year. A doctor's excuse will be accepted for any absence during the year and will not be counted toward the ten (10) day maximum on parental excuses.

Following the accumulation of seven (7) days parental excuses, parents will be sent a written notice advising them of the accumulation of the seven (7) days of excuses together with a copy of the district truancy plan.



Following the accumulation of ten (10) days parental excuses, parents will be notified in writing that the district may require a written doctor's excuse for each day's absence from the time of the notice until the end of the school year.

Students are not permitted to attend school activities on or off school property after school or during the evening of the day when they are not in attendance at school. Suspended students may not attend after school or evening activities at any time during the period of suspension.

A student may be excused from school for observance of bona fide religious holidays by particular groups in accordance with the policies of the district's board of school directors. A pupil's absence from school on a bona fide religious holiday will be recorded as an excused absence. There shall be no penalty attached to such an absence.

In the event that a female student becomes pregnant, the building principal in consultation with the school nurse and guidance counselor, are empowered to develop an academic program to fulfill the needs of the pregnant female. Exclusion from school or extracurricular activity will only be permitted if it becomes apparent that the pregnant female's health and/or her safety is/are in jeopardy.

The district reserves the right to charge an unlawful absence against a student when the reason given in a written excuse is either implausible or unbelievable.

If the school does not receive a written excuse within three (3) days of any absence, the absence will be recorded as unexcused or unlawful. If reasons for an absence are termed unexcused or unlawful, the student will receive a zero (0) for all work missed.

Crawford County Truancy Protocol - An unlawful absence is defined as:

An absence for which the school district has not received timely, authentic, valid written excuse; or *After ten (10) days of cumulative lawful absences, an absence for which no physician's excuse is timely received by the school. The school district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.*

*After the third (3rd) unlawful absence: The school shall send a letter and Children and Youth Services (CYS) will be notified. If the child is open to Juvenile Probation Office (JPO), the school will notify JPO. The school shall schedule as promptly as possible a school/family conference to discuss the causes of truancy and develop a Truancy Elimination Plan (TEP). A TEP meeting should occur within three (3) days of the notice by the school scheduling the meeting. The plan shall incorporate strategies to avoid further absences. The plan will be in writing.*

Three (3) outcomes can occur after the TEP meeting:

1. The child has no further unlawful absences this school year (the matter is concluded) or
- 2.
3. The school is unable to complete the TEP. If plan is not obtained, and one additional unlawful day occurs, then the school will: Send a letter; File a citation with the District Judge. Copy CYS with the letter to the parents, a copy of the citation and a copy of the TEP, or
- 4.
5. If the TEP is completed, but the child has further unlawful absences: After each absence, the school will send a notice when the child is absent to the parent/guardian and to CYS and JPO, as appropriate.

6.  
On the fourth (4th) unlawful absence or first (1st) unlawful absence following the development of the TEP, the school will file a citation for original truancy hearing with the District Judge and copy CYS, or

JPO as appropriate with the citation. The school will also if it has not therefore done so send CYS a copy of the TEP. A school representative will attend and may testify at the hearing before the District Judge. The child will fully participate as a witness in the hearing before the District Judge.

Unlawful absences occurring in subsequent year in a PENNCREST school building. *First unlawful absence – Principal sends a letter and the school shall schedule a TEP meeting.*

Act 29 of Special Session #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents for truancy to three hundred dollars (\$300) and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents/guardians would have to appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offence. If the parents are not convicted and the child continues to be truant, the child will be fined up to three hundred dollars (\$300) or be assigned to an adjudication alternative program. Other provisions allow a district justice to suspend a sentence given to the parent/guardian or child if the child is no longer habitually truant. A district justice may order the parents/guardians to perform community service for up to six (6) months. The new law also grants to state, municipal, port authority, transit authority, housing authority or school police officers the same arrest power as attendance officers and home and school visitors. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for ninety (90) days for the first (1st) offence and six (6) months for the second (2nd), while juveniles who are unlicensed are prohibited from applying for the learner's permit for ninety (90) days for their first offense and six (6) months for their second offense, commencing upon their sixteenth (16th) birthday. Finally, students and parents/guardians involved with home education programs are exempt from the provisions of the act.

### **Student Accident Insurance (policy 211)**

PENNCREST School District generally does not provide primary medical/accident insurance for students who attend district schools. Each student's parent(s)/guardian(s) are responsible for providing the primary insurance coverage they believe is appropriate to provide medical care in the event the student becomes ill or is injured while attending school.

The district does, however, provide a secondary insurance policy (called a "\$100 excess policy") for students who participate in interscholastic athletic activities. This policy is generally designed to cover out-of-pocket expenses that are not otherwise covered by the parent(s)/guardian(s) primary insurance policy. The district's policy will pay the first one hundred dollars (\$100) of covered expenses without regard to any other insurance. The parent(s)/guardian(s) primary insurance will pay expenses in excess of one hundred dollars (\$100). The parent(s)/guardian(s) may subsequently submit a claim to the district's carrier for out-of-pocket amounts such as deductibles, co-payments and co-insurance.

PENNCREST School District has also made arrangements for parents/guardians to optionally purchase inexpensive insurance coverage for students. The carrier offers one plan with 24hr coverage and another plan with school time only coverage.

### **Student Discipline (policy 218)**

Detention: For an offense, the building administrator may require a student to report prior to school or remain after school hours. The maximum time to report early or remain after school is one (1) hour per day. Detention is not to exceed five (5) school days for any single offense. In all cases of detention, the building administrator or his/her appointee shall notify the offending student's parents/guardian prior to the designated dates of detention.

In-School Suspension/Refocus: The student will not attend regular classes; but will attend school and be assigned to a designated area such as the Refocus Room for directed study. No student may receive an in-school suspension unless the student has been informed of the reasons for the in-school suspension and has been given an opportunity to respond before the in-school suspension becomes effective. Communication to the parents/guardians shall occur regarding the in-school suspension action taken by the school. The school district has the responsibility to make some provision for the student's education during the period of the in-school suspension. However, it becomes the student's responsibility to complete all assignments in a reasonable length of time established by the school officials for this purpose. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parents/guardians prior to the eleventh (11th) school day in accordance with the procedures in this handbook relating to hearings.

[PENNCREST Elementary Student Discipline Matrix](#)

[PENNCREST Secondary Student Discipline Matrix](#)

### **Student Expression (policy 220)**

The right of public school students to freedom of speech was affirmed by the United States Supreme Court in 1969. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm-bands and other means of common communications, provided that the use of public school facilities shall be in accordance with the regulations of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Identification of the individual student to at least one responsible person in a student group shall be required on any posted or distributed materials. School principals shall require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students must express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up all work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities. Report accurately and not use indecent or obscene language in student newspapers or publications.
- Students have the responsibility to check and be aware of the contents of items such as pockets, wallets, book bags, purses and gym bags prior to coming to school. From time to time a student is reported and found to be in possession of contraband such as a knife. When “caught”, the student tries to avoid disciplinary action by responding, “I used the knife for hunting yesterday and did not know that I left it in my pocket.” This is not an acceptable excuse after the fact. Once a student realizes that he/she has contraband in his/her possession, it is the student’s responsibility to immediately report the situation to school administrators who will assess the situation and take the appropriate action.

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### **Terroristic Threats/Acts (Policy 218.2)**

The Board prohibits any district student from communicating terroristic threats or committing terrorist acts directed at any student, employee, Board member, community member or school building.

Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terrorist act, the following guidelines shall be applied: Immediately suspend the student for three (3) days; conduct an informal hearing to consider a full suspension; and report the student to law enforcement officials.

### **Unlawful Harassment (Nondiscrimination in School and Classroom Practices Policy 103)**

The School Board prohibits all forms of unlawful harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board encourages students and

third parties who have been harassed to promptly report such incidents to the designated employees. Such employees include teachers, counselors, nurses and principals. All employees who receive harassment complaints from a student shall report such to the building principal. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals not retaliation shall occur as a result of good faith charges of harassment.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the right of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

## **Violations of Conduct**

The Board of School Directors hereby determines that the following types of offenses may lead to suspension or permanent expulsion from school:

- Cheating
- Commission of an immoral act
- Contributing to and encouraging disruptive behavior including, but not limited to, fighting
- Creating a disturbance
- Defiant trespassing
- Gambling
- Inattention in class, study halls, and assemblies
- Intentional or negligent defacing or damaging of school property by any means including the use of graffiti (institutional vandalism)
- Intentional disrespect, disobedience and/or insubordination to faculty, staff and other employees of the district and visitors to the district
- Intentionally giving incorrect information to faculty, staff or other employees of the district
- Leaving school property or assigned educational location prior to specified dismissal time without permission
- Persistent and willful violation of school rules and regulations
- Plagiarism
- Possession and/or use of alcohol and/or drugs (See Drug and Alcohol Policy included herein)
- Possession and/or use of tobacco in any form
- Possession and/or use of or threatened use of a weapon as defined by the weapons policy
- Tardiness
- Terroristic Threats/Acts
- The unauthorized throwing of any object including snowballs
- Theft of property and/or extortion

- Throwing food, liquids or any other article in the cafeteria
- Truancy
- Unlawful Harassment
- Using profane or vulgar language or gesture to faculty, staff, employees or other students
- Violation of School District Policies
- Violations of Federal or State Statutes
- Willful violation of the student responsibilities as established by the PENNCREST Board of Education

### **Weapons (policy 218.1)**

PENNCREST School District shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

Expulsions shall be conducted pursuant to all applicable state regulations and to all policies of PENNCREST School District. The Superintendent of PENNCREST School District may recommend discipline short of expulsion on a case-by-case basis. The superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 14 et seq.)

The provisions of this section shall not apply to the following:

- A weapon being used as part of a program approved by a school, by an individual who is participating in the program; or
- A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Nothing in this section shall be construed as limiting the PENNCREST School District to make an alternative assignment or provide alternative educational services during the period of expulsion.

PENNCREST School District will report all incidents involving possession of a weapon prohibited by this section as follows:

- Weapon – As used in this section, the term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.
- Possession – Possession of a weapon, replica of a weapon, or toy weapon on school property, at a school sponsored activity or on school transportation is prohibited. If a student is found in possession of a weapon the matter will be reported to the student’s parents/guardians and to the police. The student will be suspended and a recommendation will be made that the student be processed for expulsion. Under Pennsylvania law, any student who is determined to have brought onto or is in possession of a weapon on school property, at a school sponsored activity or on school transportation must be expelled for a period of not less than one (1) calendar year.
- A student is responsible to check and know the content of his/her pockets, wallet, purse, book bag, gym bag, backpack and car/truck before coming onto school property or

- before using school transportation. Once a student is discovered to be in possession of a weapon on school property or on school transportation, excuses such as “I used the knife for hunting yesterday and forgot to take it out of my pocket” will not be accepted.

*High Above a Valley  
Dear Old Saegertown,  
To You We Raise Our Voices,  
School of Great Renown.*

*In Your Halls and Classrooms  
New Friends We've Found.  
Praise to You Our Alma  
Mater,  
Dear Old Saegertown.*

