

Pennridge High School

Student

Handbook

Pennridge School District

2024-2025





Welcome to Pennridge High School

Purpose of Student Handbook & Mission Statement

Founded in 1952, Pennridge High School has a rich tradition of academic excellence, extracurricular achievement, and community involvement. With each graduating class, we build upon these traditions, constantly striving to improve as a school. Pennridge High School is a community where students and staff support each other through the teaching and learning process. We are dedicated to the success of our students and are proud of our supportive and safe environment.

The purpose of the Student Handbook is to provide Pennridge High School Students and their parents/guardians with an understanding of the general rules and guidelines for attending and receiving an education in our school. It includes information about our academic programming, block scheduling, student services, rules and regulations, and general procedures. In the case of a conflict between a board policy and a provision of this handbook, the most recently adopted board policy will prevail.

Pennridge School District strives to offer all students a well-rounded educational experience where they acquire the 21-century skills necessary for a successful future. Our graduates are talented, passionate, lifelong learners prepared to make positive contributions to society.

We are excited to enter the 2024-2025 school year and look forward to supporting your academic and personal goals!

Pennridge High School Administration

Timothy W. Keddie, Principal
Abram C. Hughes, House Principal – Class of 2025
Hilary Czaplicki, House Principal – Class of 2026
Ray Ott, House Principal – Class of 2027
Cara Gurysh, House Principal – Class of 2028
Scott Hegen, Assistant Principal of Athletics and Pupil Services

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ALMA MATER

Raise a song of pride & friendship
 To our Pennridge High
 Rally 'round her; pledge allegiance
 Raise her standard high.
 May she e'er be standing ready
 To supply our needs;
 And her name be never tarnished by
 Our words or deeds.
 'Tho our homes are widely scattered
 Past acquaintance slight,
 Here we stand as one, united,
 'Neath the Green & White.
 Here we toiled through all our classes,
 Thronged the halls and cheered;
 Here we made the friendships strong
 That Time will leave endeared.

Ellen Jane Bossard, '55

General Information

Telephone/Email Directory

Name	Title	Extension	Email
Main Office			
Mr. Timothy Keddle	Principal	x114021	tkeddle@pennridge.org
Mrs. Linda Snyder	Administrative Asst.	x114021	lsnyder@pennridge.org
Class of 2025			
Mr. Abram Hughes	House Principal	x114119	ahughes@pennridge.org
Mrs. Priscilla Martin	Administrative Asst.	x114119	pmartin@pennridge.org
Mr. Erik Henrysen	Counselor A-L	x114028	ehenrysen@pennridge.org
Mrs. Mary Ann Moffett	Counselor M-Z	x114633	mmoffett@pennridge.org
Class of 2026			
Mr. Hilary Czaplicki	House Principal	x114022	hczaplicki@pennridge.org
Mrs. Robin Landis	Administrative Asst.	x114022	rlandis@pennridge.org
Mrs. Ashley Plawa	Counselor A-L	x114234	aplawa@pennridge.org
Mrs. Jennifer Pennebacker	Counselor M-Z	x114029	jpennebacker@pennridge.org
Class of 2027			
Mr. Ray Ott	House Principal	x112010	rott@pennridge.org
Mrs. Judy Dominic	Administrative Asst.	x112010	jdominic@pennridge.org
Mrs. Lori D'Angelo	Counselor A-K	x114365	ldangelo@pennridge.org
Ms. Sydney Hall (For Shannon O' Sullivan)	Counselor L-Z	x114030	shall@pennridge.org
Class of 2028			
Mrs. Cara Gurysh	House Principal	x111010	cgurysh@pennridge.org
Mrs. Janice Skilton	Administrative Asst.	x111010	jskilton@pennridge.org
Mrs. Yesenia Cuthbert	Counselor A-Li	x114027	ycuthbert@pennridge.org
Mr. Dean Behrens	Counselor Lo-Z	x113003	dbehrens@pennridge.org
Athletics and Pupil Services			
Mr. Scott Hegen	Assistant Principal	x114060	shegen@pennridge.org
Mrs. Allyson Rola	Administrative Asst.	x114060	arola@pennridge.org

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Pennridge High School Bell Schedule 2024-25

Regular Day

Block	Time	Minutes
RAMS Time	7:15 a.m. – 7:40 a.m.	25 minutes
Block 1	7:45 a.m. – 9:13 a.m.	88 minutes
Block 2	9:18 a.m. – 10:42 a.m.	84 minutes
Block 3	10:47 a.m. – 12:46 p.m.	119 minutes
A Lunch: 10:47 a.m. – 11:17 a.m. (11:22 a.m. – 12:46 p.m.) B Lunch: 11:29 a.m. – 11:59 a.m. (10:47 a.m. – 11:29 a.m./12:04 p.m. – 12:46 p.m.) C Lunch: 12:16 p.m. – 12:46 p.m. (10:47 a.m. – 12:11 p.m.)		
Block 4	12:51 p.m. – 2:15 p.m.	84 minutes

Lunch Schedule

A Lunch – Art, Business, Math, Study Hall, Tech. Ed., PM UBCTS

B Lunch – Child Development I/II, English, Social Studies, Special Ed.

C Lunch – ELD, FCS, Health & Phys. Ed., Music, Science, World Language

Upper Bucks County Technical School

AM UBCTS students depart PHS at 7:45 a.m. and arrive back at 10:42 a.m. AM UBCTS students eat lunch according to their Block 3 class (listed above).

PM UBCTS student depart PHS at 11:22 a.m. and arrive back at 2:15 p.m. All PM UBCTS students eat A lunch.

Pennridge High School Bell Schedule 2024-25

Two-Hour Delay

Block	Time	Minutes
RAMS Time	9:15 a.m. – 9:40 a.m.	25 minutes
Block 1	9:45 a.m. – 10:43 a.m.	58 minutes
Block 2	10:48 a.m. – 11:42 a.m.	54 minutes
Block 3	11:47 a.m. – 1:16 p.m.	89 minutes
A Lunch: 11:47 a.m. – 12:12 p.m. (12:17 p.m. – 1:16 p.m.) B Lunch: 12:19 p.m. – 12:44 p.m. (11:47 a.m. – 12:19 p.m./12:49 p.m. – 1:16 p.m.) C Lunch: 12:51 p.m. – 1:16 p.m. (11:47 a.m. – 12:46 p.m.)		
Block 4	1:21 p.m. – 2:15 p.m.	54 minutes

Lunch Schedule

A Lunch – Art, Business, Math, Study Hall, Tech. Ed., PM UBCTS

B Lunch – Child Development I/II, English, Social Studies, Special Ed.

C Lunch – ELD, FCS, Health & Phys. Ed., Music, Science, World Language

Upper Bucks County Technical School

Block	Time	Minutes
UBCTS	9:15 a.m. – 11:42 a.m. (9:30 a.m. – 11:30 a.m.)	120 minutes
Block 3	11:47 a.m. – 1:16 p.m.	89 minutes
A Lunch: 11:47 a.m. – 12:12 p.m. (12:17 p.m. – 1:16 p.m.) B Lunch: 12:19 p.m. – 12:44 p.m. (11:47 a.m. – 12:19 p.m./12:49 p.m. – 1:16 p.m.) C Lunch: 12:51 p.m. – 1:16 p.m. (11:47 a.m. – 12:46 p.m.)		
Block 4	1:21 p.m. – 2:15 p.m.	54 minutes

Block	Time	Minutes
RAMS Time	9:15 a.m. – 9:40 a.m.	25 minutes
Block 1	9:45 a.m. – 10:43 a.m.	58 minutes
Block 2	10:48 a.m. – 11:42 a.m.	54 minutes
A Lunch	11:47 a.m. – 12:12 p.m.	25 minutes
UBCTS	12:17 p.m. – 2:15 p.m. (12:30 p.m. – 2:05 p.m.)	95 minutes

Pennridge High School Bell Schedule 2024-25

Early Dismissal

Block	Time	Minutes
RAMS Time	7:15 a.m. – 7:40 a.m.	25 minutes
Block 1	7:45 a.m. – 8:33 a.m.	48 minutes
Block 2	8:38 a.m. – 9:22 a.m.	44 minutes
Block 3	9:27 a.m. – 10:11 a.m.	44 minutes
Block 4	10:16 a.m. – 11:00 a.m.	44 minutes

Lunches are not served to students on these days. The schedule for Upper Bucks County Technical School will be shared with students before any early dismissal dates.

Lockers

Each student is assigned a locker with a lock where personal items and books may be stored. Student locker assignments and combinations can be found in the Student Portal of PowerSchool. It is a student's responsibility to maintain a neat and sanitary locker. Students are responsible for the upkeep of their lockers. Students will be billed for all damages. Students should report any difficulty with their locks or lockers to their House Principal. **Locks and lockers are school property and are subject to inspection.** Any illegal material seized may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

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Student ID Cards

All students will be issued a student ID card. If a student loses their student ID card, they should visit their House Office to get a new picture taken and pay the \$10 replacement fee.

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Hall Passes

Any student in the hallway during class time must have permission from their teacher and a valid pass in the 5-Star e-pass system. Students using the bathroom must also have a lanyard pass with them. Students are responsible for following appropriate sign-out/in procedures for leaving from and returning to a classroom. Failure to follow procedures may result in a discipline referral and restricted privileges.

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Senior and Junior Privileges

Students must follow all rules and guidelines to be eligible for privileges. Failure to adhere to the rules and guidelines will result in loss of privileges.

Senior and Junior Privileges include:

- A free block if they are scheduled for study hall any block period. This includes their lunch period if it occurs immediately before or after their free block, or if their study hall occurs during third block. Students are not permitted to modify class schedules to gain this privilege. Parent permission is necessary to obtain this privilege. Once parent permission is obtained, students should not be in the building until their next scheduled block.
- Access to the tables outside the café during lunch periods. Only seniors and juniors are permitted at these tables.

The following behaviors or circumstances will result in loss of privileges:

- Repeatedly being late to school or class, especially following a free block
- Poor school attendance
- Low or failing grades (D or F)—eligibility will be reviewed regularly
- Disciplinary issues

Students who have an abbreviated school day may not leave school and return to school grounds or to the building unless they have the permission of their House Principal. These students also must gain permission from their House Office if they wish to stay in the building past their scheduled end of the day.

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Counseling

School counselors are available to help students and their parents with academic and personal needs. Referrals to outside agencies and professionals will be made as needed. Counselors will work with students to develop career and educational plans by discussing the student's abilities, interests, and skills. Counselors provide students with opportunities to meet with post-secondary representatives. Students wishing to schedule an appointment with a counselor must complete a request pass in the House Office. If a student has an urgent need to speak with a counselor, a staff member can issue a pass to the appropriate House Office.

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Student Assistance Program (SAP)

Every school in Pennsylvania has a SAP team, which is a group of specially trained staff members who work to help students. Students can be referred to the team for reasons like behavior concerns, drug and alcohol concerns, or mental health concerns. SAP is not disciplinary. Anyone can refer a student to the SAP team by filling out an [online referral form](#) or by contacting a SAP team member or a school counselor. All information is confidential and is kept separate from regular student academic records.

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Health Services

A school nurse is available from 6:45 a.m. to 2:35 p.m. **The nurse is the only person able to excuse a student from class or detention for health reasons during the school day.** If the school nurse is not available, students must report to the main office. Reporting anywhere else will be considered a class cut.

If a student becomes ill during the school day, they must inform their teacher who will then issue a pass to the nurse's office. If it is necessary to go home, the nurse will inform the parent or guardian and the student will be released from school with parental permission. **If this procedure is not followed, and the student leaves without properly checking out, the student will be subject to disciplinary action.** Parents who are picking up their child must report to the main office.

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Prescribed Drugs and Medication

When it is necessary for medications to be dispensed to students during the school day, the medication must be brought to the nurse by an adult. The physician and the parent/guardian must give written permission for the student to receive any type of medication (prescription or non-prescription). No medication will be administered to any student without proper completion of the medication dispensing form (available on Pennridge High School health website). This form needs to be used for both prescription and non-prescription medications (ex. Advil, Motrin, and all other over the counter medications). This form needs to be on file for any student to receive medication during the school day.

All medications must be delivered in the original and properly labeled container to the school nurse by the parent or designated adult, at which time the medication will be counted and documented. **No student is permitted to carry (or store in their locker) prescription or over the counter medicines, including cough drops and throat lozenges, in school or to self-administer any of these drugs. Exception: Properly labeled inhalers and EpiPens.** Failure to comply with these guidelines is a violation of our district's drug and alcohol policy.

Please go to the PHS Health Services site to read the policy for field trip medications. The field trip form is on the website under permission for school sponsored trips. A nurse is not available on field trips to give medications.

Medication permission forms are available from the nurse's office, and from our Health Services District Website. Parents must give yearly permission for their child to receive Tylenol/Antacid. Parents must update PowerSchool with any medical issues. If you have any questions, please contact the nurse at extension 114041.

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Student Insurance

Students can purchase voluntary student accident insurance. For more information, go to: <http://www.bollingerschools.com/myschool/?schoolname=pennridge>.

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Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in academic work, and conformance to school rules and regulations. Students, faculty, and the administration share a responsibility to develop and maintain a climate within the school that is conducive to learning and good citizenship. It is with this goal in mind that the following guidelines for student conduct have been established. Please click [here](#) to see those guidelines.

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Bus Transportation Regulations

Maintaining order on school buses requires the cooperation of students, parents, teachers, principals, and bus drivers. Transportation of students is provided by the Pennridge School District in accordance with State Regulations and District Policies. Transportation of students is a privilege, not a right. A student whose behavior causes disruption to the safe operation of the bus or poses a danger to themselves or to others may be disciplined in accordance with the student discipline policy and may be removed permanently from bus transportation.

All PHS buses are equipped with a audio/video surveillance. The Pennridge School District Board of Directors has authorized the use of audio/video recording devices on school buses for reasons of safety and to monitor student misconduct for possible disciplinary consequences ([School Board Policy 810.2](#)) Appropriate behavior on the buses is important because inappropriate behavior can result in safety hazards. As always, an important goal of the Pennridge School District is to provide a safe and secure environment for all students and staff.

Pennridge High School does not issue bus passes. Bus passes are only issued in emergency situations. Please contact the transportation department at 215-453-2725 or transport@pennridge.org.

Late Bus

Students participating in athletics and extracurricular activities are provided with a late bus at 4:45 p.m. each day. Students must sign-up in the main office if they wish to take the late bus. Students taking the late bus must report to the high school lobby area near the main office following their after-school detention or activity. They must remain there until the bus arrives.

Student Driving

Driving to school is a privilege, not a right. Failure to comply with traffic regulations will result in suspension of this privilege, police action may also be used to enforce our safety rules.

School officials are authorized to search a student's motor vehicle parked on school property when there is reasonable suspicion that the student is violating a law, board policy, school rules, or poses a threat to the health, safety, or welfare of the school population.

All students are expected to abide by the following rules:

- **Student Discipline:** Chronic lateness, attendance, academic or behavior problems may result in the suspension or loss of parking privileges. (Fees WILL NOT BE REFUNDED if parking privileges are suspended/revoked).
- **Parking Sticker/Tag:** All vehicles parking in the school parking lots must have an up-to-date parking sticker/tag visibly displayed on the back of the rear-view mirror. Individuals not complying will have driving privileges suspended and their car towed at the student's/owner's expense.
- **Lost or Stolen Sticker/Tag:** Tags that are lost or stolen must be repurchased at the cost of \$10.00.
- **Vehicle Update:** If you get a new vehicle, you MUST bring the registration information to the athletic office or security immediately in order to update the parking list.
- **Speed Limit:** The speed limit in the parking lot is 10 miles per hour. On 5th Street and Blooming Glen Road it is 15 miles per hour. If a vehicle exceeds the speed limits the police will be called to issue a citation.
- **Buses:** Buses have the right-of-way at all times in the parking lot, driveways, etc. Certain areas of the traffic lanes are for buses ONLY and are RESTRICTED to students.
- **Parking Improperly:** Improper parking anywhere on school grounds may result in students permanently losing their privilege to drive and/or being towed at the student's/owner's expense.
- **Restricted areas:** Visitors, Fire Zones, Handicapped, and Reserved.
- **Careless Driving:** Any student who drives a vehicle in careless disregard for the safety of persons or property is guilty of careless driving, a summary offense.

- **Assigned Student Spots:** Only the student who is registered for the parking spot may use it. No agreements may be made with friends or family members allowing them to use your assigned spot. Parking tags may not be shared with or borrowed from other students.

If a vehicle is in your space when you arrive at school, park in the stadium parking lot and report to the Main Office staff immediately. Your parking space can be changed by administration at any time.

North Parking Lot (Parking Spots 446 to 903):

Arrival

All students should enter the parking lot at the traffic light on Fifth St. Students should not be entering the parking lot through Avenue B from either direction. (DO NOT enter at North Middle School or from Blooming Glen Rd onto Avenue B. This is for bus traffic ONLY) After crossing over Avenue B, all students will turn right into the first section of parking spaces and drive toward North Middle School. Students will then turn left and then turn left again to enter the parking section they are assigned to. If possible, try to locate your parking space before the first day of school.

Dismissal

At dismissal time all students (except those parked in the first section of parking spaces) will exit their parking spot and drive toward North Middle School. Students will then turn right, drive to the first section of the parking lot, and turn right again. All students will exit the parking lot from the first section of the parking lot.

Blooming Glen Parking Lot (Parking Spots 225 to 389)

Arrival

All students should enter the parking lot from Blooming Glen Rd at the entrance closest to 7th St. Students should not be entering the parking lot from Avenue B. The entrance to Avenue B is for bus traffic ONLY.

Dismissal

When exiting the parking lot all students must turn right. There will be no students exiting left to go to Avenue B or to go to the lower-level parking lot.

Any student observed not following the established parking flow will be subject to disciplinary action which could include loss of parking privilege. Upon entering the school property, a student is not permitted to leave the school property without permission from administration. Any violation of this rule will result in disciplinary action. Note: Students who receive an excessive number of discipline referrals will have their driving privileges revoked.

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Parking Request Form

In June of each school year, the rising seniors will be provided with a link to apply for a parking pass for the upcoming school year. In August, rising juniors will be provided with a link for the remaining spots. Spots are given as applications are received. A valid driver's license is required to complete the application. If you obtain your driver's license during the school year, please stop by the Athletic Office to apply for the waiting list.

Students must attach copies of their license and vehicle registration card(s) and be cleared of PHS obligations.

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Student Dropoff

Pennridge High School has established a specific location for parents to drop off students to ensure the safety of all people on school property. From 7:00 to 7:45 am, parents driving their children must drop their children off on the Blooming Glen side of the building by the athletic wing. Students are not permitted to be dropped off at school prior to 7:00 am.

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Attendance

Attendance Regulations and Procedures

School laws of Pennsylvania require all students of compulsory school age to attend school regularly. The Pennridge School District recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

If a student is absent from school, they are not permitted to attend/participate in any after school activities. After school activities include but are not limited to sports, concerts, dances, play practice, ski club, etc. To participate in after school activities, a student must be in school before 9:15 a.m. on the day of the event.

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Parental Notice of Absences

Absences are unlawful until the parent notifies the school of the reason for the absence, which must be done **within three (3) school days** of a student's absence. If notification is not received, then the absence is recorded as unlawful. Parents may call 215-453-6944 and press "1" to leave a voicemail or email the Attendance Office at the emails below to notify the school of their child's absence. They may also send a written note, which their student should deliver to the Attendance Office. Written communication must include **the date of the absence, the reason for the absence, and the parent's signature.**

- Gr9HSAbsence@pennridge.org
- Gr10HSAbsence@pennridge.org
- Gr11HSAbsence@pennridge.org
- Gr12HSAbsence@pennridge.org

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Cumulative Absences

A maximum of ten (10) days of cumulative lawful absences verified by a parent is permitted during a school year. Once a student accumulates ten (10) cumulative excused and/or unexcused absences, all subsequent absences require documentation from a medical provider or a licensed practitioner of the healing arts.

The following conditions or situations constitute reasonable cause for absence from school:

- Illness
- Family emergency
- Non-school-sponsored educational tours or trips, if the following conditions are met:
 - The parent/guardian submits a written request for excusal prior to the absence.
 - The student's participation has been approved by the Superintendent or designee.
- Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

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Non-Cumulative Absences

These absences do not count towards a student's cumulative absence total:

- Illness or Quarantine verified by a doctor's note
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Death in the family (note required)
- Verified Court attendance
- Religious holiday as designated by the Department of Education (note required)
- Administrative reasons - school activities, field trip, mentoring programs.
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Three college visits with pre-approved college visitation form

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Unlawful Absences—Days mean more with block

All absences for reasons other than those cited above will be considered “unlawful.”

- Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
- Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Absence Number	School Action Taken
7 th Cumulative Absence	Parents are notified
10 th Cumulative Absence	All absences beyond ten (10) cumulative days require an excuse from a physician indicating illness, or legitimate medical reason for absence. Parent will be notified by mail.
3 rd Unexcused Absence	Parent/Guardian notified; Phone call from school personnel
4 th Unexcused Absence	Phone call from school personnel & notification by mail. Student Attendance Improvement Plan (SAIP) meeting.
6 th Unexcused Absence	Referral may occur to community attendance improvement program, Bucks County Children & Youth Services and/or citation issued at District Magistrate.
15 th Total Absence	Student Attendance Improvement Plan (SAIP) meeting letter sent. If warranted, Student Attendance Improvement Plan (SAIP) meeting held.

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Making Up Missed Assignments Due to Absence

Students are responsible for making up work when they are absent. They should log on to Canvas to access the daily assignments and contact their teacher. Students have three school days to make up the missed work. In certain cases, exceptions to this three-day requirement may be authorized by an administrator.

Students missing classes for extracurricular activities must contact their teachers ahead of time. In all cases of missing class, it is the student’s responsibility to initiate the process of making up work.

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Early Dismissals

Students are not permitted to leave school grounds at any time during the school day without permission from the House Principal or school nurse. Failure to follow the proper procedures for leaving school will result in disciplinary action.

A student will be excused from school prior to dismissal time if he or she has a permission note from a parent or guardian. This note must be presented to the Attendance Office upon arrival on the day of the request. A parent or guardian is required to come into the building, present identification, and sign the student out of school. If a student is a driver with a

designated parking spot at Pennridge HS, they will be allowed to drive home without a parent signing them out.

Excused early dismissals will be limited to medical appointments. Return notes verifying doctor's visits are required when the student returns to school. Students are encouraged to attend school prior to, and after, all doctor, dental and special appointments. An early dismissal becomes a half-day absence if the student leaves before 12:15 p.m. without a doctor's note. It will be considered a full day absence if a student leaves prior to 10:15 a.m. without a doctor's note.

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Weather Emergencies

Should a weather emergency be announced at any time during the school day, students and staff members should follow weather emergency procedures and wait for further instructions over the public address system. When a decision is made to close school before the school day begins, students and parents will be notified through the District's Alert System. Also, students/parents can check the Pennridge District website at www.pennridge.org, local television stations, and official district social media sites.

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Student Transfer/Withdrawal from School

A student transferring to another school or dropping out of school must report this to their school counselor. Parents of transferring students must complete a transfer form prior to the student's last day. All school property and obligations must be cleared through the House Office before the student's last day. Procedures and guidelines for a student who is dropping out will be discussed when parents contact their counselor.

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Academics

Graduation Requirements

Due to the transition to block scheduling at Pennridge High School, graduation requirements have changed. Over the next four years, each graduating class will have an increased credit requirement until the class of 2028, when 28 credits will be required for graduation. Course and credit hour requirements per graduating class are listed in the table below:

	Class of 2025	Class of 2026	Class of 2027	Class of 2028	UBCTS
English	4	4	4	4	4
Social Studies	3	3	3	4*	3*
Math	3	3	3	3	3
Science	3	3	3	3	3
STEM ♦	1	1	2	2	3
Arts & Humanities ●		1	1	1	
Health & Physical Ed.	1.5	1.5	1.5	1.5	1
Electives	9.5	9.5	9.5	9.5	11
Total Credits	25	26	27	28	28
Beginning with the Class of 2026, all students must take .5 credit of Personal Finance (Math, STEM, or Elective credit) or Financial Foundations (Business, Social Studies, or Elective credit). *Pending Board Approval					

[Program of Studies](#)

Please click the heading above for more detailed and updated information on current academic requirements and opportunities, course descriptions and prerequisites, course selection and scheduling, and other information related to all academic programing and processes.

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Keystone Exams

Students are required to take the Algebra I, Biology, and Literature Keystone exams at least once in order to graduate. Our expectation is that all students pass all three exams. Students not meeting this requirement can demonstrate proficiency through one of the state-approved pathways that may include retaking one or more of the exams. Parents opting students out for religious reasons must complete the required paperwork. Students who have opted out of testing must still complete one of the state-approved pathways for graduation. For more information, please contact your child's school counselor or house principal.

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Grade Point Average (GPA)

A Grade Point Average (GPA) is computed at the close of each semester. It is a cumulative GPA based on all graded courses, 9-12. Pass-fail courses are not included.

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Weighted Grades

A system of weighted grades will be used to calculate eligibility for honor roll and class rank. Grades will be weighted as follows:

Letter Grade	Academic Courses	Honors Courses	AP Courses
A+	4.3	4.6	5.3
A	4.0	4.3	5.0
A–	3.7	4.0	4.7
B+	3.3	3.6	4.3
B	3.0	3.3	4.0
B–	2.7	3.0	3.7
C+	2.3	2.6	3.3
C	2.0	2.3	3.0
C–	1.7	2.0	2.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D–	0.7	0.7	0.7
E/F	0.0	0.0	0.0

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Class Rank

Class rank is computed at the close of each school year. Students are ranked with their respective graduating class. Students who transfer from another high school or from home school instruction will be given an estimated rank until they have completed four consecutive semesters at Pennridge High School. All graded courses are included in the rank calculation. Pass-fail courses are not included. Rank ordering is based on cumulative, weighted GPA.

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Honor Roll

The Grade Point Average (GPA) for each quarter determines if a student qualifies for honors.

- Distinguished Honors = (4.2 and higher)
- High Honors = (GPA. 3.9 to 4.19)
- Honor Roll = (GPA 3.6 to 3.89)

Students will not earn honors recognition with a grade lower than a C-.

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Incomplete Grades

A student will receive an incomplete grade only when the student is unable to complete the work because of an extended illness occurring near the end of the marking period. If, after three weeks, the student has not completed their assignments, a zero will be recorded for each incomplete assignment, and a final grade will be issued by the teacher.

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Advanced Placement Courses (AP)

Advanced Placement (AP) courses are available for students in grades nine, ten, eleven, and twelve. Students taking Advanced Placement courses are expected to take the Advanced Placement examination in that subject in May of the school year in which the course is taken. Many colleges and universities will grant college credit or advanced standing, provided a satisfactory score is earned on the examination or art portfolio. Students should communicate with specific colleges and universities concerning their policy for granting college credit or advanced placement. Only the most committed students should attempt advanced placement courses.

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Dual Enrollment

The Pennridge School District partners with Bucks County Community College and other institutions of higher learning for dual enrollment opportunities that allow Pennridge students to earn college credit.

Dual enrollment courses allow eligible students to earn credit at Pennridge High School while earning college credit at an accredited college or university. The rigor of courses taken at institutions of higher learning will be reviewed by Pennridge High School to determine class weight to assign honors or academic credit upon successful completion. All tuition costs, fees, books, and transportation are the responsibility of the student. Students need to contact their counselor directly to obtain additional information about how to enroll in these classes.

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Cyber School

Pennridge High School offers cyber courses to our students. These cyber courses allow students to experience online learning before entering college or the workforce both of which increasingly require learning in a virtual environment.

- Students may pursue cyber courses full time or in combination with face-to-face classes.
- Students who are interested must see their school counselor for an application.

A cyber course cannot be added to create an additional credit outside of the normal course load and/or credit maximums. Cyber courses are not used to solve schedule conflicts.

- Enrollment into cyber courses is strictly limited and not guaranteed.

- Enrollment into cyber courses can only take place prior to the start of the school year or second semester.

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Summer School

The Pennridge High School Summer School Program allows students to recover credits from courses in which they have earned between a 50% - 59% during the current school year. Students may recover up to three core course credits. Counselors will notify families of summer school eligibility and registration information.

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Career Pathways

The goal of our Career Pathways Program is for students to learn more about their skills and interests and how they relate to their future career. A Career Pathway is a broad grouping of careers that share similar characteristics and whose employment requirements call for many common interests, strengths, and competencies.

The U.S. Department of Education, the Pennsylvania Department of Labor and Industry, and the Pennsylvania Department of Education have identified sixteen Career Clusters to help students focus and pursue a possible career path. The Pennridge School District combined the clusters to create the following five broad and flexible paths for student exploration and instruction.

- Arts and Communications
- Engineering, Industry, and Manufacturing Technology
- Financial and Business Services and Information Technology
- Human and Family Services
- Science and Health

Students who select a Career Pathway at PHS will set goals and discover classes necessary to achieve those goals, have real-world, hands-on career experiences while still attending high school, and learn more about opportunities after high school. To register and learn more, see the Career Pathways [website](#).

The College and Career Center is a classroom that is open all day to students looking for information on Career Pathways, colleges, and careers.

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Working Papers

Please click [here](#) for information on working permits/working papers.

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Career Launch Program

The Career Launch Program (CLP) replaces the Career Internship Program. This program is offered through the Upper Bucks County Technical School (UBCTS). Participating students are provided connections and supervision in programs not offered at Pennridge High School or UBCTS. Students receive paid, on the job training while earning high school credits. Contact UBCTS for information regarding CLP.

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Release of Information to the Military

Under the provisions of the Federal Law, the various military branches are permitted to request directory information (name, address, and phone number) of students entering their junior and senior years of high school. Annually, in May, a letter is sent to parents of all rising juniors and seniors. This letter discusses the Federal Law and provides a form that parents can fill out if they do not wish to have their child's information released.

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Graduation Stoles

Honors designation will be determined by a student's cumulative weighted GPA at the end of the third marking period of their senior year. This will determine which stole the student receives.

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Student Recognition at Graduation

A student earning a cumulative grade point average according to the criteria listed below, will be recognized at graduation with the status of Cum Laude, Magna Cum Laude, or Summa Cum Laude.

- Summa Cum Laude: 4.2 and higher
- Magna Cum Laude: 3.9 to 4.19
- Cum Laude: 3.6 to 3.89

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Student Speakers at Graduation

There will be three student speakers at graduation. One will be the Senior Executive Council President. Two other student speakers will be chosen by the Faculty Committee appointed by

the High School Principal. Students submitting applications for a commencement speech must be in good standing as determined by administration.

- Student speeches will be limited to three minutes or less in length.
- The speech will represent the speaker's own thoughts.
- Selected students will work with teachers and administrators for approval of final speeches.

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Technology

Use of Computer and Technology Equipment

No student in the Pennridge School District is permitted to use any District computer or technology equipment unless the student has submitted a signed [Computer Use Agreement](#), found on the District website. While in school, students may only use District issued computers. Students may not use personally owned computers or technology without direct permission from administration. This excludes cell phones. For additional information, please refer to [School Board Policy 255](#).

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Internet Safety

It is the responsibility of the Pennridge School District to keep its students safe during the school day. This responsibility includes internet safety. To keep students safe while using the Internet, the district has gone to great lengths to limit access to potentially harmful and inappropriate websites. Students should always avoid posting personally identifiable information such as their name, address, phone number, etc., on the internet. It is the responsibility of all students to refrain from accessing or attempting to access potentially harmful websites. In addition, it is the responsibility of all students to never use the internet for the purpose of cyber bullying and to report immediately incidents of cyber bullying to the school administration.

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Computer Misconduct

The Pennridge Student [Computer User Agreement](#) forbids misconduct while using the district's computers, information systems, or online services. Examples of computer misconduct include (but are not limited to): using another student's password, using computers without permission or while unsupervised, and attempting to browse pornographic or hateful web sites, and attempting to gain access to district file servers or another person's documents. In addition, any attempt to circumvent the district's internet filter either directly or by using "proxy" (filter avoidance) websites, or any attempt to utilize a hacking device, is strictly forbidden.

Misuse of computers and computer equipment, including accessing unauthorized websites or engaging in unauthorized activities through use of the computer will be subject to disciplinary action under the Discipline Code outlined in this handbook.

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Video Conferencing

It is imperative that all students adhere to [School Board Policy 815.1](#). When video conferencing, students should adhere to the following guidelines:

- Students must show their face on the video so teachers can take attendance.
- Remote lessons involve two-way camera and audio usage. Students must be dressed in school appropriate attire and select school appropriate backgrounds and profile pictures.
- Students are not permitted to share teacher generated video conferencing links with anyone.
- Students should enter a video conferencing meeting with their first name and last initial.
- Students should remain MUTE until it is their turn to speak. Students must follow teacher direction regarding turning on/off the camera.

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Extracurriculars

Athletic Events

Students are not permitted on the playing surface after a sporting event. Students should exit the playing arena promptly at the conclusion of each athletic contest.

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Athletic/Event Eligibility

Academic eligibility will be checked every Friday for in-season student-athletes and will be based on cumulative grades from the beginning of the marking period. **Eligibility will be reviewed by the Principal and Athletic Director.**

- The student will be on PROBATION when they have two (2) F's when grades are checked on Friday for the first week.
- If the student has two (2) F's for a second straight week, the student will be considered INELIGIBLE.

If a student completes a marking period with two (2) failing grades, that student will be ineligible for the next 15 school days. The ineligible student will be reinstated following the 15-day period provided he/she is passing every subject. Fall athletic eligibility will be based upon final marking period grades from the previous school year.

- A student is eligible if they have not reached the age of 19 prior to July 1st (athletics only).
- Students are not eligible for athletics/events after completion of eight (8) semesters following a student's entrance into 9th grade.

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Ejection from Extracurricular Events

Extracurricular activities are an extension of the classroom and students are expected to conduct themselves accordingly. Additionally, the Pennridge School District follows the Suburban One League's policy on ejections from athletic events. As a result, any student spectator who is ejected from an extracurricular event for inappropriate behavior will be disciplined in accordance with the school discipline code.

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Dances

All high school dances are for Pennridge High School students. If guests are permitted, they must be in at least the ninth grade and no older than 20 years of age. The administration has the right to deny any guest based on age and/or information received from other schools, agencies, or sources.

Students may bring only one guest. Students must pick up and complete a guest registration form in their House Office. Guest forms must be submitted at least five days prior to the activity. Attendance at school dances is based upon the following:

- All students must be in school no later than 9:15 a.m. on the day of the dance.
- Students must have all obligations and fines cleared before they will be permitted to purchase tickets to school events.

All school rules apply to dances. Students who are dancing in an inappropriate manner will be warned to stop. Subsequent inappropriate behavior may result in ejection from the dance.

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Obligations/Participation Requirements

Students who do not resolve all obligations will not be able to obtain a parking pass, participate in any school dance/Junior or Senior Prom at Pennridge or as a guest at another school (guest forms will not be signed), or the Graduation Ceremony.

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. Students may be denied participation in the graduation ceremony when personal conduct warrants it. Such exclusion shall be regarded as a school suspension. Students who are in alternative schools for disciplinary or probationary reasons may be

permitted to participate in commencement/graduation ceremonies and/or senior activities with administrative approval. Alternative school student participation in graduation will be examined on a case-by-case basis by the graduation committee. Students must resolve all obligations, including serving all detentions and suspensions. The school will not release records of any student who has an outstanding obligation.

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National Honor Society

Selection to the National Honor Society at Pennridge is an honor awarded to students who possess the qualities of scholarship, character, leadership, and service. These criteria are designated by the National Honor Society at the national level. All students have a fair and equal opportunity to be selected as a member. The following procedure will be used to determine selection:

- One induction will be held each year for the students in the Sophomore and Junior Classes. Candidates must have attended Pennridge for at least one semester before selection. Candidates must have a cumulative grade point average of 3.8 or higher.
- Students who meet the academic requirements will be notified of their eligibility at the beginning of the Spring Semester. This notification will provide students with the necessary information to apply to NHS. The high school professional staff will submit a comment on the quality of each candidate's character.
- A selection committee will then assess the scholastic standing, faculty comments and Student Activity Information Forms, and select the members.
- An induction will be held to swear the newly selected members into NHS.
- All members are required to complete a minimum of four (4) inside activities, one (1) outside activity, and the campus cleanup for each year of membership. Failure to complete these activities will result in the member's expulsion from the organization.
- A complete copy of the selection process guidelines is available on the NHS website located on the high school's website.

In lieu of participating in a fundraiser, all chapter members will be required to pay \$10 cash in dues (which must be paid each year by the October membership meeting).

Members must continue to meet the standards of the school and the National Honor Society or dismissal from the organization may occur. A member may be dismissed for failing to maintain standards. The faculty council which selected the members also has the responsibility for dismissing a member for the "flagrant or chronic" violation of a school or civil law, or if a member acts in a manner unbecoming of membership in the National Honor Society. Students who are suspended from school more than once and students who are placed in alternative school will be removed from the National Honor Society.

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Sales Promotions

All sales promotions must have the approval of the club/activity advisor and an administrator. A fundraising report must be filed at least two weeks prior to the beginning of any sale.

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Safety and Security

School Police/Security

To ensure the safety of our students, security personnel and armed school police officers are present throughout the school building and on school grounds. Security cameras are located throughout the school campus and on school buses to enhance the safety of the school community. Any evidence of wrongdoing derived from either security personnel or surveillance equipment can be used in disciplinary situations as well as criminal procedures.

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Visitors

Administrative approval is needed for any visitation. All visitors to the high school must present a government issued photo identification to be processed through the Raptor Visitor Management System.

Students are not permitted to bring friends or relatives to spend the day unless they have administrative approval. Individuals without approval may be cited for trespassing. Students must follow the student visitation process respective to Pennridge High School, abide by Pennridge District's School Board [School Board Policy 907](#), and complete the necessary form(s) as requested by Pennridge High School.

Students and staff are prohibited from opening outside doors for individuals. All visitors must enter the building through the main entrance. Students creating an unsafe entry will receive disciplinary consequences.

Pennridge High School reserves the right to refuse guests during certain times throughout the school year. The High School also reserves the right to accept/reject any request on a case-by-case basis. Alumni may visit former teachers after school hours and with prior approval of the teacher(s).

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ALICE

The Pennridge School District is committed to providing the safest possible environment for its students. The school district has adopted a set of protocols for active intruder situations known as ALICE. The acronym stands for Alert, Lockdown, Inform, Counter, and Evacuate.

What does ALICE mean?

- **Alert** is your first notification of danger. It is recognizing the signs of danger and receiving information about the danger from others.
- **Lockdown:** If Evacuation is not a safe option, barricade entry points. Prepare to evacuate or Counter if needed.
- **Inform:** Communicate real time information on shooter location. Use clear and direct language using any communication means possible.
- **Counter:** As a last resort, create noise, movement, distance, and distraction to reduce the shooter's ability to shoot accurately.
- **Evacuate:** When safe to do so, run from danger using non-traditional exits if necessary. Rally points should be predetermined.

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Fire Drills/Emergency Evacuations

Fire drill and exit information procedures are posted in all parts of the buildings. Prior to fire drills, all students will acquaint themselves with the primary and secondary exits. During a drill, students are expected to follow the directions from the adults in charge. Students who use the fire alarm system for any reason other than that for which it is intended will be subject to a fine, possible criminal prosecution, and additional consequence as outlined in the Discipline Code. A quiet and orderly exit must be enforced to preserve the safety of everyone. Students should report to their assigned teacher once outside the building. Failure to do so will result in disciplinary consequences.

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Searches

The Pennridge School District reserves the right to search students, their materials, their bags, and any and all possessions in cases of violation of school rule/procedures. Violations include but are not limited to sleeping in class, more than one person in a bathroom stall or single use bathroom, theft, harassment, etc. Students who leave the building and/or school grounds and return to school are subject to a search of their person, possessions, lockers, and vehicles.

Any student refusing a search will face a 10-day out of school suspension, police involvement, a citation, and may be subject to placement in an alternative school.

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Student Vehicle Searches

All student vehicles are subject to search by school authorities. Student and parent consent is not necessary for the administration to search a vehicle. If the search produces any of the above-mentioned items, the Pennridge Regional Police Department will be notified.

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Canine Searches

The Pennridge School District is committed to providing a safe environment that is free of drugs, alcohol, and weapons, including explosives. Unannounced random inspections by search dogs are permitted according to [School Board Policy 226](#).

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Consequences

Behavioral Adjustment Period (BAP)

A student who is disruptive/disrespectful to either teachers or students in class may be placed in a separate room for a period of time. While placed in this room, the student must be respectful of adult supervision and is required to do school related work. Discipline problems while placed in BAP will result in continued assignment to the ISS room or other disciplinary measures up to and including suspension, expulsion, and/or referral to law enforcement.

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After School Detention (ASD)

Detention may be assigned in accordance with the Pennridge School District Policies. Detention will be held Tuesday and Thursday from 2:25 p.m. until 3:25 p.m. Students should come to detention prepared to complete schoolwork. There is no talking, eating, drinking, or sleeping. Cell phone and earbud use is prohibited.

Staff in charge will note the time of arrival on the sign-in sheet. Students who are tardy for detention will remain in detention until dismissal and will be assigned a consequence. Students who fail to report for detention will be required to serve additional detentions, Community Service (CS) or may be suspended at the discretion of the grade level administrator.

Students should leave the building promptly after detention is dismissed. Students remaining in the building after detention must wait in the main office lobby for their ride. A late bus is available at 4:45 pm for students. Students in other parts of the buildings without permission will receive further disciplinary action.

All students must complete all detentions/community service obligations. Senior report cards and diplomas will be withheld until all detentions are completed. No work certificates will be issued until detention time has been completed. When assigned by an administrator or teacher, a student is expected to serve the next day detention is held. All students missing

detention because of school closing(s) and absences must report to the next scheduled detention. Students are not excused from serving detentions due to athletics, activities, or work obligations.

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Saturday Morning Detention (SMD)

The key to any successful high school program is to establish a safe, comfortable, and orderly environment for learning. Our disciplinary policies, rules, and regulations are designed to provide such an environment. Disciplinary policies are only words on a piece of paper unless there is consistent follow through by teachers, administrators, and parents. In addition, any successful disciplinary policy must have meaningful measures to act as a deterrent and/or a corrective tool for students. Saturday detention hours are from 8:00 a.m. until 10:00 a.m.

The following regulations are in place for Saturday Morning Detentions:

- Transportation is not provided and is the student's/parent's responsibility.
- Students are to enter the detention by the cafeteria door. Students must be signed in and seated by 8:00 a.m. Students arriving after 8:00 a.m. will be refused admission and charged with a SMD cut.
- All personal items are to be kept on the floor; only the assignment that the student is currently working on may be kept on the table.
- Students must do schoolwork. Students must remain in their seats. Requests to do otherwise must be approved by a detention supervisor.
- Communication of any kind, verbal or non-verbal, is not permitted between students during Saturday detention.
- During detention, students are prohibited from talking, eating, drinking, or sleeping.
- Cell phone and earbud use is prohibited.
- Upon completion of Saturday detention at 10:00 a.m., students must leave school grounds immediately.
- Students are not excused from serving Saturday Morning Detentions due to athletics, activities, or work obligations.
- In case of inclement weather, students will be notified of cancellation.

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Community Service (CS)

When available, community service may be required to help address misbehavior that goes beyond what is typically results in a Saturday morning detention.

The following regulations are in place for Community Service:

- Students must remain the entire time – no arrangements can be made for partial time.

- Students should dress appropriately for the weather conditions and be prepared to work either inside or outside each day. Gloves and tools will be provided, if necessary.
- In cases of inclement weather, students will need to check the website for cancellation.
- Students will not be permitted to use electronic devices.
- Students are not excused from serving Community Service due to athletics, activities, or work obligations.

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In-School Suspension (ISS)

Students should arrive to ISS prepared to complete schoolwork. **Cell phones and earbuds are not permitted in ISS.** Students should leave cell phones at home, in their lockers, or surrender them to the ISS proctor. Failure to comply with ISS rules will result in an out-of-school suspension. Students have the responsibility to communicate with their teachers and make up all work missed while suspended. The following guidelines extend beyond the school day on the day of ISS:

- Students may not attend school-related activities as a participant or spectator (e.g. prom, dances, concerts, games, trips, graduation, etc.).
- Students may not participate in extra-curricular activities (athletic practices or games, club meetings, etc.).
- If school is canceled for any reason or if the student is absent from school, the suspension dates will be extended accordingly.

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Out-of-School Suspension (OSS)

The following rules apply to students who are placed on Out-of-School Suspension:

- Students may not be on school grounds without administrative approval. This includes driving on school property or the parking area. Violations may result in extended out-of-school suspension and trespassing charges will be filed with the local police department.
- Students may not attend school-related activities as a participant or spectator (e.g. prom, dances, concerts, games, trips, graduation, etc.).
- Students may not participate in extra-curricular activities (athletic practices or games, club meetings, etc.).
- A suspended student cannot participate in any athletic or school activity until they have completed a regular school day.
- Students should stay home during suspension and complete schoolwork. Students have the responsibility to communicate with their teachers and make up all work missed while suspended.

- If school is canceled for any reason, the suspension dates will be extended accordingly (e.g. school closing due to inclement weather).

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Discipline

Cell Phones/Earbuds/Headphones

Cell phones are permitted in common areas (hallways, cafeteria, and library). This usage is a privilege, not a right, and can be revoked if it is abused. Cell phones may not be used to record images or voice recordings of faculty, staff, or other students for personal use or inclusion on any internet or other media sites. Recording others without their permission is strictly prohibited. This is a violation of an individual's right to privacy, which the school has an inherent right to protect. The inappropriate use of cell phones or other digital technology will be addressed through disciplinary procedures and the police if/when necessary.

The following restrictions apply to cell phones and ear buds/ headphones:

- Cell phones and ear buds/headphones should not be used or in view in the classroom unless the classroom teacher allows their use for a specific educational purpose.
- Cell phones and ear buds/headphones must remain in the classroom when a student is out of class on a pass to the bathroom or any other location.

Teachers may have designated areas in their classrooms where cell phones and/or ear buds/headphones can be stored during the period.

If a student has a cell phone and/or earbuds/headphones out/in view during any class/instructional time during the school day:

- The teacher will remind the student of the policy and ask the student to put the cell phone and/or earbuds/headphones away.
- If the student refuses to put the cell phone and/or earbuds/headphones away, and is not negatively impacting instruction and learning, the teacher will continue with instruction, submit a referral to the house principal, and contact the family via phone for a conversation.

Referral Number	School Action Taken
1	After School Detention (ASD)
2	Saturday Morning Detention (SMD)
3+	In-School Suspension (ISS) and family conference to determine a plan moving forward

If the student refuses to put the cell phone and/or earbuds/headphones away and is negatively impacting instruction and learning, the teacher will call security to have the student escorted to the appropriate house principal. The teacher will call the family to inform them of the incident. A student escorted from class for refusal to put their cell phone and/or earbuds/headphones away will be assigned consequences along with a family conference to determine a plan moving forward. Consequences may include:

- Saturday Morning Detention
- In-School Suspension
- Out-of-School Suspension
- Withdraw Failure for the specific class

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Dress Code

Student appearance/dress may not substantially and directly endanger physical health and safety, damage property, disrupt the educational process, distract those engaged in that process, or go beyond the community and school definition of modesty. The requirements below can be found in Policy 221 (Dressing and Grooming)

1. Students are permitted to wear clothing of their choice that is comfortable but adheres to the following minimum requirements:
 - Tops must cover areas from one armpit across to the other armpit (with fabric in the front, back, and on the sides under the arms).
 - Tops must have shoulder straps.
 - “Muscle shirts” or garments exposing the stomach are not to be worn.
 - The length of shorts must exceed the length of the student’s fingertips when standing with arms at the side. “Spandex,” cycling or boxer shorts may not be worn as outer clothing.
 - Undergarments may not be visible (bra straps excluded).
 - Shoes will be worn at all times and be safe for the school environment.
 - Hoods are prohibited during the school day.
2. Clothing will not depict, imply, advertise, or advocate illegal, violent, or lewd language and/or conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
3. Students may not wear destructive clothing or footwear (i.e. – rivets, cleats, ornamental belts, etc.) which may damage school property or jeopardize the safety of the student or others.
4. Clothing will not display vulgar content and/or state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Clothing will not be costume-like attire (i.e., characters, animals, etc.) unless on approved spirit days.

6. A student's face will be visible (unless a face mask is required for health and safety reasons) and cannot be obscured by sunglasses.
7. Apparel, jewelry, accessories, tattoos, or a manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang and/or advocates illegal or disruptive behavior is prohibited.
8. Specific courses - Physical Education Class, Science Labs, Technology Education - may provide more details in their course descriptions on requirements related to dress code and safety.
9. Students who violate the dress code will be asked to go to the office.
 - Students will be expected to change into clothes provided by PHS or students' family.
 - Each dress code violation will result in contact with home
 - Each dress code violation beyond the first will result in a detention
 - Continuous disregard for the dress code will result in further disciplinary action determined by the HS administration team.
10. Any special "dress up spirit days" must be approved by the administration three days prior to the spirit day.

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Bathrooms and Locker Rooms

During instructional time, students must have a pass to go to the bathroom. Students must utilize the appropriate bathroom closest to their classroom. Students should not socialize or congregate in bathrooms. This includes, but is not limited to sitting on the floor, eating, waiting for friends, or using the space for extended social interactions. Cell phone use is prohibited in the bathroom. If students are asked to leave a bathroom, they are expected to do so in a timely and respectful manner. Only one student is permitted in each stall. If multiple students are found in a stall, the students and their belongings are subject to search.

Only one student is permitted in a single-occupancy bathroom at a time. Bathroom entrances are monitored by security cameras. If multiple students are found in a single-occupancy bathroom, the students and their belongings are subject to search.

In accordance with Administrative Regulation – Bathroom and Locker Room Usage the Pennridge High School will provide the three (3) bathroom option:

- **Multi-user, male and female restrooms**
 - *Men's Restroom* – Accessible for students who are biologically male; faculty/staff accessible
 - *Women's Restroom* – Accessible for students who are biologically female; female faculty/staff accessible.
- **Single-occupancy restrooms**
 - *Single-occupancy restroom* – Accessible to one (1) student at a time; faculty/staff accessible.
- **Gender Identity male and female restrooms**

- *Gender identity male restroom* – Accessible for students identifying as male; faculty/staff accessible.
- *Gender identity female restroom* – Accessible for student identifying as female; faculty/staff accessible.

Pennridge High School maintains locker room facilities for male and female students. Provisions will be made, case by case, for students who require a more private area for changes. All privacy requests must be approved by high school administration.

Failure to comply with administrative expectations for bathroom and locker room usage will result in progressive disciplinary action.

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Inappropriate Language

The use of inappropriate, abusive, or obscene language will not be tolerated. Consequences will be issued based on the nature of the language, the setting, and the frequency of the student's violations. The use of profanity and/or insubordinate behavior with towards a staff member will result in a suspension from school.

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Late to Class

It is important for students to arrive to class on time to benefit from all instruction; students arriving late to class disrupt teaching and learning.

Late to Class	School Action Taken
1	Teacher has a conversation with the student and tries to resolve the late to class issue. Teacher issues a verbal warning and records it in their records.
2	Teacher has a conversation with the student and tries to resolve the late to class issue. Teacher issues a verbal warning and records it in their records. Teacher e-mails the parent/guardians to make them aware of the issue.
3	Teacher has a phone conversation with parents to make them aware of the late to class issue. Teacher lets the parent know the next late to class will be referred to the administration.
4+	Teacher sends a disciplinary referral to the grade level house principal for disciplinary action.
7+	Disciplinary Consequences, Parent Conference to discuss possible steps to avoid Withdrawal/Failure from course

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Late to School

Students who are not in first block by 7:45 am are considered late to school and must check in at the Attendance Office. The student has three days to present a note for a tardy to be excused. Tardies may be excused for sickness, medical appointment, or a family emergency. If an excuse note is not received within three days, the tardy will be recorded as unexcused. Notes will not be accepted after three days. Students are limited to three parent notes per quarter.

Students arriving to their first block class after 7:45 a.m. without a pass must be sent to the attendance office. Failing to report to the attendance office will result in consequences for being late to school and for insubordination.

The consequences for unexcused lateness to school are as follows:

Late to School	School Action Taken
1 – 3	Warning/Automated Phone Message
4+	Disciplinary Consequences
7+	Disciplinary Consequences, Parent Conference to discuss possible steps to avoid Withdrawal/Failure from Course

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Cutting Class/School

Missing more than ten (10) minutes of class without permission is considered a class cut.

Class Cuts	School Action Taken
1	Parent phone call from teacher and discipline referral, After School Detention (ASD)
2	Parent phone call from teacher and discipline referral, Saturday Morning Detention (SMD)
3	Parent phone call from teacher and discipline referral and two Saturday Morning Detentions
4	Parent phone call from teacher and discipline referral, In-School Suspension (ISS)
5+	Parent phone call from teacher and discipline referral, Out-of-School Suspension (OSS), Re-entry Meeting

Missing more than one block in a school day without permission is considered cutting school for the day.

School Cuts	School Action Taken
1	Parent phone call from House Principal, two Saturday Morning Detentions
2	Parent phone call from House Principal, In-School Suspension (ISS)
3+	Parent phone call from House Principal, Out-of-School Suspension

Cutting the same class repeatedly has a significant impact on a student's education and is taken seriously at Pennridge High School.

Repeated Class Cuts	School Action Taken
3	Meeting will be held with student, parent, teacher, House Principal, and counselor
4	Student is removed from the class and issued a Withdrawal Failure (WF) for the course, WF will appear on the student's transcript, and student is not eligible to recover credit for this course during summer school

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Food Delivery

Students may not order food to be delivered to school from outside establishments. Food deliveries will not be accepted at any high school entrance.

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Restricted Areas

Students are not permitted in the faculty lounges, faculty bathrooms, or any other areas designated for faculty use, including the mailroom. This rule also applies to student employees.

Students are not permitted to remove any materials from a teacher's mailbox.

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After School

Students should leave the building promptly after school is dismissed. Students remaining in the building after 2:15 p.m. must be under the supervision of a teacher or coach. Students are not permitted to stay after school without supervision. A late bus is available at 4:45 pm for students who are staying after school with a teacher or coach. Students should wait for the late

bus in the main lobby of the high school. Students who leave campus are not allowed to return to campus to ride the late bus.

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Affection

Public displays of affection, such as kissing and close physical contact, are inappropriate in a school setting. Students are to confine displays of affection to hand holding while on school property. Violations will be handled according to the Discipline Code.

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School Equipment and Facilities

Students are responsible for good care of all books, laptops, and instructional materials, as well as school furniture, athletic equipment, building equipment, and facilities in general. Students must pay restitution for lost textbooks and for any school property that sustains unusual wear or damage. Students will be held responsible for all materials issued to them.

All damage to school property must be reported to a high school administrator as soon as possible. Students may be required to do repair work after school or during Community Service when available. In addition to financial restitution, students who willfully or negligently damage school property will be subject to disciplinary action which may include a citation.

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Academic Integrity

Students are expected to do their own work when assigned individual papers and projects. Using the words or the ideas of another, be it a friend, relative, published writer, AI, or technology site without giving credit to that person or source, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, lab reports, and homework assignments. Any student who gives information or work to another student is also guilty of cheating/plagiarism. This includes lab reports, homework assignments, and other class assignments. If a student is unsure of what plagiarism is, it is their responsibility to clarify this with the teacher who gave them the assignment. To this end, students will not:

- Copy another person's work, in whole, or in part, and turn it in as their own.
- Receive unfair assistance from another student, parents/guardians, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
- Talk to any other student, look at anyone else's paper, or allow anyone else to see their paper.
- Consult other unauthorized material or information (notes, calculator, smart device, etc.) during assessments unless their teacher gives permission.
- Take material from the internet or another student and use it as their own.

- Copy text, graphics, musical scores, mathematical solutions, artistic layouts, or presentations, or any ideas in any form from another source without proper citation.
- Share or retrieve exam information regarding an assessment.
- Falsify or fabricate data or observations in a laboratory situation.
- Claim credit for work that is not the product of their own honest effort.
- Turn in an original paper or project more than once for different classes or assignments.

A teacher who has determined that plagiarism has been committed will give no credit (a zero) for the assignment, contact parents, and submit a discipline referral. The student will have the option of re-submitting the assignment for credit to be determined by the classroom teacher and the house principal. A student who shares their work will lose points determined by the classroom teacher and the house principal.

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Pornography

Students may not possess or distribute pornographic materials at any time. Offenders will be disciplined according to the Discipline Code.

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Skateboards/Hoverboards

Skateboards are not permitted to be used on school property. If they are on school property, they must be secured in a locker or in an office. Hoverboards are not permitted in school.

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Smoking/Vaping Nicotine

Smoking, using vapes and/or the possession of tobacco products is not permitted in school buildings, in school buses, on school grounds, in the vicinity of the school, or at any school functions – including home and away athletic contests. Parents/guardians will be required to pick up any student in violation of this policy. **Students, their lockers, vehicles, and all possessions will be searched upon reasonable suspicion.**

Offense #	School Action Taken
1	Parent communication, two days of In-School Suspension (ISS), citation, Everfi Smoking Cessation Course, subject to future searches
2	Parent communication, two days of In-School Suspension (ISS), citation, 30-day Pass Restriction, two Saturday Morning Detentions (SMD), Subject to future searches
3+	Parent communication, two days of Out-of-School Suspension (OSS), citation, 60-day Pass Restriction, two Community Services (SMCS) if available, Loss of parking privilege

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Illegal Drug/Controlled Substance/Alcohol Use

Students are prohibited from possessing, using, distributing, manufacturing, or being under the influence of any controlled substance (e.g. THC) and/or alcoholic beverages during the school day as well as at any school-sponsored activity, function, or event or while on any vehicle used to transport students. Students are not permitted to be in possession of prescription or non-prescription medication without approval from the Nurse. Please see [School Board Policy 227](#) for further details.

Offense #	School Action Taken
I	Parent communication, referral to local police for appropriate criminal charges, Policy Violation Committee Meeting to determine length of suspension with a minimum of a 3-day Out-of-School Suspension and up to a 10-day Out-of-School Suspension (OSS), possible alternative placement, or expulsion from school
2+	Parent communication, referral to local police for appropriate criminal charges, informal hearing offered, Policy Violation Committee Meeting to determine length of suspension with a minimum of a 3-day Out-of-School Suspension and up to a 10-day Out-of-School Suspension (OSS), possible alternative placement, or expulsion from school

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Discipline Guidelines*

Level I	Examples	Procedures	Discipline
Minor misbehavior on the part of the student that impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Classroom or in-school disturbance Cutting classes (first instances) Inappropriate attire Inappropriate displays of affection Disrespectful language or gestures Cheating and lying Bus disturbance Failure to follow directions Tardiness Lack of respect Unreasonable noise Cafeteria misbehavior Misbehavior on school property	Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by staff member.	Verbal reprimand Pass restriction Behavior contract Parent conference (person or phone) Withdrawal of privileges After-school detention Referral to office Behavior Adjustment Period Loss of senior/junior privileges Saturday Morning Detention

*Final disciplinary outcomes are subject to administrative discretion.

Level II	Examples	Procedures	Discipline
Frequent or serious misbehavior that tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I behaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.	Continuation of unmodified Level I misbehavior Disruptive classroom behavior Insubordination Truancy Allowing unauthorized entry into school building Repeated tardiness Smoking/Vaping and/or use of tobacco/products Using forged notes or excuses Cutting classes (repeated instances) Failure to serve detention Gambling Bullying Abusive language Abuse of school or personal property & equipment	The student is referred to the administrator for appropriate disciplinary action. The administrator meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the administrator's action. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. A parental conference is held as a result of suspension.	Loss of senior/junior privileges Pass restriction In-school suspension Teacher/schedule change Referral to outside agency Parent-teacher/parent-administrator conference After-school detention Saturday detention or community service Behavior adjustment period Out-of-school suspension

*Final disciplinary outcomes are subject to administrative discretion.

Level III	Examples	Procedures	Discipline
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Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts which might be considered criminal (or illegal) but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.	Continuation of unmodified Level I and II misbehavior Leaving school without authority Physical altercation Stealing Vandalism (minor) Throwing rocks or other harmful objects Reckless driving on school property Threats to others Setting off firecrackers Use of abusive/obscene language or gestures Derogatory comments and/or symbols regarding others race, ethnicity, sexual identity Conduct resulting in ejection from extracurricular event Violation of controlled substances policy Repeated bullying behavior Recording others without consent	The administrator indicates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary action is maintained by the administrator	Loss of senior/junior privileges Temporary or full removal from class Out-of-school suspension In-school suspension Parent conference Charges under Pennsylvania Criminal Code Restitution of property and damages 45-day extracurricular activity restriction Saturday detention or community service SAP referral Alternative program
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*Final disciplinary outcomes are subject to administrative discretion.

Level IV	Examples	Procedures	Discipline
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Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the students from school, the intervention of law enforcement authorities, and action by the Board of School Directors.	Continuation of unmodified Level I, II, and III misbehavior Vandalism (major) Arson Refusal of Search Theft, possession, or sale of stolen property Obscene or abusive language directed at a staff member Striking a staff member Furnishing or selling of drugs and alcohol Fighting (assault/battery) Extortion Bomb threat, false alarm or report Possession, use, or transfer of a weapon	The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting offender. A complete report is submitted to the superintendent.	All verified offenses in Level IV will have a mandatory suspension for up to 10 days with an informal hearing Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies Expulsion or other Board action which results in alternative placement Alternative school Restitution of property and damages
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*Final disciplinary outcomes are subject to administrative discretion.

School Board Policies

The board policies in this handbook relate only to common school discipline issues and are included for quick reference. A complete collection of board policies can be found on [Board Docs](#).

Weapons (School Board Policy 218.1)

Pennridge School District recognizes that the possession of weapons on school property presents a threat to the safety and welfare of its students and staff and may constitute a criminal offense. Possession of a weapon will result in immediate suspension, notification of proper law enforcement authorities and recommendation to the school superintendent for a mandatory one-year expulsion.

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Drug and Alcohol (School Board Policy 227)

The Pennridge School Board and personnel value each member of the school community and believe that all individuals have the right to develop to their fullest potential. We recognize that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. We also recognize that other self-destructive behaviors of certain “at-risk” students have an adverse effect on the ability of all members of the school community to achieve personal and district educational goals. This policy is based on the belief that chemical dependency is a life-threatening illness that affects the emotional, physical, intellectual, and social development of all individuals. This policy is based also on our convictions that chemical dependency is a treatable illness and early intervention among “at-risk” students will enhance the effectiveness of our schools.

Any student using, possessing, or distributing any drugs or alcohol on school property or at school functions will be immediately referred to the superintendent for possible expulsion and/or placement in an alternative program.

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Threat Assessment (School Board Policy 236.1)

Pennridge School District is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs.

To this end, Pennridge High School has created a threat assessment team to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, and others. The threat assessment team is comprised of the School Safety and Security Coordinator and individuals with expertise in school health, counseling, school psychology or social work, special education, and school administration. Together, the threat assessment team determines the appropriate actions or interventions needed to support the student of concern and ensure the safety of the school community. These actions may include, but are not limited to:

- A referral to the Student Assistance Program.
- A referral to the appropriate law enforcement agency.
- An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP) in accordance with applicable law and Board policy.
- A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.
- A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.
- With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.
- Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.
- Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
- Taking steps to address the safety of any potential targets identified by the reported threat.

Students are encouraged to report threatening or concerning behavior to a teacher, guidance counselor, administrator, or through [Safe2Say](#).

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Hazing (School Board Policy 247)

The Pennridge School District does not tolerate any form of hazing. Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces, or forces a student to engage in harmful behaviors. For more information, please refer to Board Policy # 247.

If bullying, cyberbullying, or hazing happens off school grounds, student/parents are strongly encouraged to call their local police departments.

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Unlawful Harassment (School Board Policy 248)

Each student is responsible for respecting the rights of his/her fellow students and or staff, outside contractors and vendors and for ensuring and maintaining an atmosphere free from all forms of unlawful harassment. Likewise, you as students, have the right to be free of discrimination and/or harassment in the school setting.

If you believe that you have been the victim of discrimination, you will report this to the school principal or house principal. You may also report discrimination to any teacher or school guidance counselor. Once a report of discrimination or harassment has been made, an investigation will be conducted. An effort will be made to keep the investigation confidential. The investigation will be conducted according to Board Policy 248. Violation of the Non-Discrimination/Harassment policy may result in discipline up to and including expulsion from school. Administrative disciplinary action may be imposed, depending upon the severity of the incident and/or the student's disciplinary record.

Harassment on the basis of race, color, religion, ancestry, gender, national origin, age, or handicap/disability is a violation of both federal and state law as it is a form of discrimination. The Board prohibits all forms of unlawful harassment, including harassment because of sexual orientation.

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Bullying (School Board Policy 249)

Bullying occurs when one child or a group of students repeatedly hurt another child through words and/or actions. Bullying may involve physical aggression such as fighting, shoving or kicking; verbal aggression such as name calling and rumor spreading; and/or non-verbal aggression such as intimidation, threatening gestures, and deliberate exclusion from a group or activity.

Bullying means an intentional electronic, written, verbal, or physical act or a series of acts directed at another student or students that occurs in school setting (*"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*) and/or outside a school setting, that is severe, persistent, or pervasive and substantially interferes with a student's education, creates a threatening environment, or substantially disrupts the orderly operation of the school.

A school entity is not prohibited from defining bullying in such a way as to encompass acts that occur outside a school setting, if those acts are severe, persistent, or pervasive; are directed at another student or students; and have the effect of doing any of the following: substantially interferes with a student's education; creates a threatening environment; or substantially disrupts the orderly operation of the school.

Students who believe they or others have been bullied should promptly report such incidents to the house principal or counselor. Students are encouraged to use the district's report form, available from the house principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented.

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Cyber Bullying (School Board Policy 249)

An individual's "lewd, indecent, or offensive speech" is not protected by the First Amendment. This applies equally to speech that is verbal, gestural or communicated in writing through the written word whether on paper or through other mediums. The school district may take disciplinary action if the speech would substantially disrupt or interfere with the work of the school or the rights of other students or staff members.

Peer to Peer harassment that occurs over the internet through the use of e-mail or a website is called cyber-bullying and will not be tolerated. Students who engage in this conduct, whether or not the conduct occurs outside of the school day and whether or not the bullying occurs through the use of privately owned computer equipment, will be disciplined in accordance with the Code of Conduct. Student to Teacher or Teacher to Student internet harassment is called cyber harassment and will not be tolerated. Students or staff members who engage in this conduct, whether or not the conduct occurs outside of the school day and whether the bullying occurs through the use of privately owned computer equipment, will be disciplined in accordance with the Code of Conduct. A student or staff member who believes that he or she has been the victim of cyber bullying or harassment should follow the same procedures set forth in the District's policy prohibiting harassment.

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Student Handbook Disclaimer

Students and parents/guardians should be aware that this document is reviewed annually because policy adoption and revision is an ongoing process. These changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will make every attempt to communicate those changes to students, staff, and parents/guardians. Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of each of these situations will be made by the school administration.

Equal Opportunity Education Institution

The Pennridge School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Title VII, Section 504 of the Rehabilitation Act and state laws prohibiting discrimination. For information regarding civil rights or grievance procedures, contact Tara Mossman, Title IX Coordinator and Section 504 Officer, District Education Center, 1200 N. Fifth St., Perkasie, Pennsylvania 18944. Telephone: (215) 453-5368.



Pennridge High School
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