STUDENT HANDBOOK

SCHUYLKILL HAVEN AREA HIGH SCHOOL

HOME OF THE HURRICANES

2026-2027

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Schuylkill Haven Area High School 2026-2027 Calendar

Wednesday	August 12th	Booster Club meeting in HS cafeteria 5:00 p.m.
Monday - Tuesday	August 24th & 25th	In-Service Day, teachers only 8:00 a.m. to 1 p.m.
Wednesday	August 26th	Exchange In-Service day, teachers only 8:00 a.m. to 1 p.m.
Thursday	August 27th	First Day of School
Monday	August 31st	Student pictures, underclassmen
Friday	September 4th	Early Dismissal, students 12:00 p.m.
Monday	September 7th	LABOR DAY, SCHOOL CLOSED
Wednesday	September 9th	Financial Aid Night 6:00 p.m.
Friday	September 18th	Oct 3rd SAT registration deadline
Friday	September 18th	PSAT registration deadline
Wednesday	September 30th	Senior pictures
Friday	October 2nd	Homecoming
Saturday	October 3rd	SAT
Wednesday	October 7th	PSAT during the school day
Monday	October 12th	Exchange In-Service Day, teachers only 8:00 a.m. to 1 p.m.
Thursday	October 15th	Student pictures retake, underclassmen
Friday	October 23rd	Nov 7th SAT registration deadline
Friday	October 30th	End of first marking period (tentative)
Wednesday	November 4th	Powder Puff football game – senior vs junior girls at 7:00 p.m.
Saturday	November 7th	SAT
Tuesday	November 10th	Senior picture re-takes
Friday	November 20th	Dec 5th SAT registration deadline
Tuesday	November 24th	Early Dismissal, students 12:00 p.m.
Tuesday	November 24th	Parent Conferences from 12:00 p.m. to 4:00 p.m.
Wednesday	November 25th	Early Dismissal, students 12:00 p.m.
Thursday - Monday	Nov 26th – Nov 30th	THANKSGIVING RECESS, SCHOOL CLOSED
Tuesday	December 1st	School re-opens
Thursday	December 3rd	HS Concert, Zwerling Auditorium 7:00 p.m.
Saturday	December 5th	SAT
Monday - Friday	December 7th – 18th	Winter Keystone Wave 1 Window Retest for Algebra, Literature, and Biology More information to follow
Wednesday	December 23rd	Early Dismissal, students 12:00 p.m.
Thursday - Friday	Dec. 24th – Jan 1st	WINTER HOLIDAY RECESS, SCHOOL CLOSED

Monday	January 4th	School re-opens
Friday	January 15th	End of second marking period - 90th Day of School (tentative)
Monday	January 18th	MARTIN LUTHER KING DAY, SCHOOL CLOSED – Snow make-up
Monday	February 15th	PRESIDENT'S DAY, SCHOOL CLOSED – Snow make-up
Friday	February 19th	March 6th SAT registration deadline
Saturday	March 6th	SAT
Tuesday	March 23rd	End of third marking period (tentative)
Wednesday - Tuesday	March 24th – 30th	SPRING RECESS, SCHOOL CLOSED
Wednesday	April 1st	Report cards issued
Friday - Sunday	April 9th – 11th	School Musical
Friday	April 16th	May 1st SAT registration deadline
Friday	April 23rd	Early Dismissal, students 12:00 p.m.
Friday	April 23rd	Senior Research Presentations
Saturday	April 24th	Junior/Senior Prom
Monday - Friday	April 26th – 30th	PSSA English Language Arts testing window, eighth grade More information to follow
Saturday	May 1st	SAT
Monday – Friday	May 3rd – 7th	PSSA Math and Science testing window, eighth grade More information to follow
Thursday	May 6th	HS Concert, Zwerling Auditorium 7:00 p.m.
Monday - Friday	May 17th – 28th	Spring Keystone window Retest for Algebra, Literature, and Biology (10th & 11th graders) First time testing for Biology (9th graders) and Algebra (identified 8th graders) More information to follow
Tuesday	May 18th	High School Spring Fair 6:00 p.m. to 8:00 p.m.
Wednesday - Friday	May 19th – 21st	Senior Final Exams
Sunday	May 23rd	Baccalaureate 4:00 p.m. (tentative)
Tuesday	May 25th	Class Night, Zwerling Auditorium 7:00 p.m.
Thursday - Wednesday	May 27th – June 2nd	Underclassmen Final Exams
Monday	May 31st	MEMORIAL DAY, SCHOOL CLOSED
Tuesday	June 1st	Early Dismissal, students 12:00 p.m.
Wednesday	June 2nd	Last Day of School 10:30 a.m. dismissal
Wednesday	June 2nd	End of fourth marking period (tentative)
Wednesday	June 2nd	Commencement, Rotary Field 7:30 p.m.
Wednesday	June 9th	Report cards mailed home
Monday - Thursday	June 14th – July 7th	Summer School

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT INFORMATION

VISION STATEMENT

We empower every learner to excel, innovate, and make a positive impact.

MISSION STATEMENT

The Schuylkill Haven Area School District is committed to creating a safe and supportive environment that fosters innovation, global awareness, resiliency, and community collaboration, empowering every learner to grow.

BOARD OF DIRECTORS

Scott R. Jacoby, *President*
Diana M. McGoey, *Vice President*
Crystal McGarry, *Secretary*
Sandy Hess, *Assistant Secretary*
Dion Fessler
Donald "Bud" Runkle
Melissa Strauch
Julie L. Wisner
Gregory Woll

DISTRICT ADMINISTRATION
(570) 385-6705

Dr. Shawn Fitzpatrick *Superintendent of Schools*
Mr. Matthew Buletza, *Director of Learning innovation*
Mr. Ken Rossi, *Director of Special Education*
Ms. Carissa Bercher, CFO/*Business Manager*
Mr. Dave Pizzico*, Network Administrator*
Ms. Melissa Mimlitsch*, Manager of Food Services*
Mrs. Tara Lutz*, Director of Data and Compliance*

ATHLETIC DEPARTMENT

Mr. Dennis Siket, *Athletic Director*
Mr. Scott Buffington, Assistant *Athletic Director*

ELEMENTARY SCHOOL PERSONNEL
(570) 385-6731

Mr. Joseph Delluso, *Principal*
Mrs. Amy Ketner, *School Counselor* Mrs.
Madi Tarantelli, *Social Worker*

MIDDLE SCHOOL PERSONNEL
(570) 385-6709

Mrs. Mikki McGinty, *Principal*
Mr. Tyler Dean, *School Counselor*
Mrs. Madi Tarantelli, *Social Worker*

SCHUYLKILL HAVEN AREA HIGH SCHOOL INFORMATION

HIGH SCHOOL ADMINISTRATION
(570) 385-6717
Mr. Ty Wartman, *Principal*
Mr. Dennis Siket, *Assistant Principal/Athletic Director*

HIGH SCHOOL OFFICE STAFF
Mrs. Jeanne Edwards, Guidance Office
Mrs. Pam Ellis, *Main Office*
Mrs. Michelle Gerlott, *Main Office*

HIGH SCHOOL COUNSELING
(570) 385-6720
Mrs. Melissa Yoder, *School Counselor*
Mrs. Jennifer Houck, *Social Worker*

HIGH SCHOOL PROFESSIONAL STAFF

Mrs. Caitlin Albon	English	Mrs. Jennifer Kelly	Special Education
Mr. Edward Andrescavage	Physics	Mrs. Stacey McClusky	Special Education
Mr. Nathan Bates	Social Studies	Mr. Thomas Miller	Mathematics
Ms. Caitlyn Biggs	Music	Mrs. Valerie Morrow	English
Ms. Sadie Cresswell	Health/Physical Education	Mrs. Isabella Moyer	Science
Mrs. Mara Derck	English	Mrs. Rebecca Moyer	Social Studies
Mrs. Sierra Foley	Special Education	Ms. Sammantha Nelson	Spanish
Mrs. Abby Forney	Special Education	Mr. Christian Newton	Chemistry
Mrs. Kathryn Frank	Mathematics	Mr. Luke Ott	Art
Mrs. Maria Freed	Mathematics	Mrs. Kayla Padilla	Nurse
Ms. Bridget Freiler	English	Mrs. Kristen Perdew	Special Education
Mrs. Cheyenne Gordon	Special Education	Mr. Teddy Smith	Business
Mr. Joel Gordon	Health/Physical Education	Mrs. Jennifer Stauffer	Science
Mrs. Jessica Hale	German	Mrs. Amy Stephen	Special Education
Mr. Jeffrey Heim	Technology Education	Mr. Jordan Taraschuk	English
Mrs. Jennifer Houck	Social Worker	Mr. Edward Terefencko	Social Studies
Ms. Sarah Jones	Science	Mrs. Emily Wank	Mathematics
Mr. Sam Julian	Special Education	Mr. Nicklaus Yashinsky	Social Studies
Mrs. Megan Keck	Special Education	Ms. Corinne Zimmerman	School Psychologist

GENERAL INFORMATION

ABLE/VIRTUAL ACADEMY

Students who wish to enroll in a A Blended Learning Environment (ABLE), Schuylkill Haven Area School District's virtual learning, may only do so at the beginning of each semester. The principal has the right to determine all enrollment. Students who wish to enroll in ABLE need verbal permission from a parent/guardian, in addition to a meeting with the building principal and school counselor to determine eligibility. The ABLE Coordinator is Mr. Jim Hale, who can be reached at (570) 385-6709 Extension 312.

ABSENCE INFORMATION

Enforcement of the compulsory attendance laws in the Schuylkill Haven Area School District shall be in accordance with the School Laws of Pennsylvania, regulations of the Pennsylvania Department of Education and the policies of the Schuylkill Haven Area School District. For unlawful and/or unexcused absence disciplinary action, please refer to the Absentee policy in the code of conduct pages in this handbook.

The following guidelines shall be adhered to for reporting student absences:

- A student is to bring a written excuse, stating the reason for his/her absence, the day s/he returns to school. This procedure must take place even if a parent/guardian has called the school to inform of the absence.

- **If a written excuse is not provided within three days after the period of absence, the student will be given an unexcused or illegal absence. If a student is considered unexcused, he/she may receive no credit for assignments, assessments, and /or classwork on that given day.**

- Excuses such as helping at home, overslept, visiting friends, etc., are **unexcused** reasons for missing school and are to be declared unexcused or illegal.

- Any student whose absence is declared unexcused or illegal may be placed on after-school detention by the principal or dean of students. Failure to serve the detention may result in suspension. Students and parents are to read the disciplinary actions for illegal absences and the late to school policy.

- Students who have been absent for three consecutive school days are required to furnish (within 3 days of their return to school), a note from a physician to the high school office detailing the specific dates that student is excused. Failure to provide such a statement will render the absence as unexcused, or unlawful as applicable, with accompanying legal action taken by the school office.

- Parents planning to take a vacation during the school year must secure approval prior to having their child excused from school for the vacation period. An educational trip form, listing dates of the trip and the educational value of the vacation activity must be addressed to the high school principal. After approval is secured, parents are reminded that it is the obligation of the child to contact his or her teachers and complete work assigned. Educational trips are to be limited to ONE SCHOOL WEEK (five school days) per year and not during standardized testing. Please refer to the School Calendar that follows the Table of Contents for tentative dates.

- Continued, willful, unexcused absence constitutes a violation of school rules, which will result in disciplinary action per district discipline code and the state/county truancy policy.

- Students who accumulate 10 total absences during the school year will be declared **excessively absent**. Written notification will be sent home. Students who are declared to be excessively absent will be required to provide a doctor's note for any future absence. Any absence not covered by a doctor's note will be listed as illegal/unexcused. Any illegal/unexcused absence will be acted upon as listed under the illegal/unexcused absence section below and may result in legal action against the student and/or guardian as per Pennsylvania state law.

- Students who are cited for truancy will be placed on attendance probation the following school year. Medical notes will be required as per truancy officer communication.

ABSENCE FROM SCHOOL/LATE TO SCHOOL: PIAA ELIGIBILITY/EXTRACURRICULAR PARTICIPATION

Students must be in attendance in order to practice or participate in any athletic or extracurricular activity. Students must be in school at or before 10 am in order to be considered in attendance for that day. A student must have an excused tardy note from his/her parent or guardian by the end of the school day in order to participate if he/she arrives between 7:40 and 10 am. If a student does not submit an excused tardy note, he/she may not participate in any extracurricular activity that day. If a student arrives after 10 am, he or she needs a doctor's note in order to participate, unless pre-approved by the high school principal. If a student leaves school at any point during the day, he or she needs a doctor's note in order to participate, unless pre-approved by the high school principal. Friday's attendance is the day of record for all Saturday and Sunday activities. Therefore, students who are absent from school on Friday will not be eligible to participate in weekend activities.

A student who has been absent from school during a semester for a total of 20 or more school days shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of 45 school days following his/her 20th day of absence, except that where there is an excused absence(s) per PA School Attendance Code. Attendance at summer school does not count toward the 45 required days. Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same time period [Section (2) 3 PIAA handbook].

ABSENCES: TARDY/LATE TO SCHOOL

On-time attendance is very important. Employers constantly question the school on the lateness and attendance records of students. Poor weather conditions, personal health problems, and extreme family emergencies are the only legal excuses for a student reporting late to school. Students must turn in a written excuse for the lateness within **(1)** day of being late to school. This procedure must take place even if a parent/guardian has called the school to inform of the absence.

Once a student has been late to school **10** times, he or she will be declared ***excessively tardy***. A student who is declared to be excessively tardy will be required to provide a doctor's note for any future lateness. Written notification will be sent home. Any tardy not covered by a doctor's note will be listed as illegal/unexcused. Any illegal/unexcused absence will be acted upon as listed under the Late to School policy listed in the discipline information section of this handbook.

ACADEMIC ELIGIBILITY AND GOOD STANDING

In order to participate in PIAA sports or other school-sponsored extracurricular activities, a Schuylkill Haven Area High School student must be in good academic standing. This means a student must pass a minimum of 5 aggregate credits per week. Failure to do so will make a student ineligible to participate in events or activities for one week. His or her academic record will then be reevaluated at the beginning of the next week. The eligibility report will be calculated as of 10:00 AM the first school day of each week. Students who are ineligible for three weeks in a season will be dismissed from the team and/or band. Individual coaches have the authorization to restrict this number to two weeks of ineligibility. Students who do not pass 5 credits in a preceding grading period are ineligible to participate for fifteen (15) school days of the next grading period. At the end of the school year, the student's final credits in his/her subjects rather than his/her credits for the last grading period shall be used to determine eligibility for the next marking period.

ACADEMIC FAILURE AND SUMMER CREDIT RECOVERY

Students who receive a failing grade may either repeat the entire course or attend Summer Credit Recovery, following consultation with the teacher, school counselor and with approval of the principal. A student who elects to repeat a course through the Summer Credit Recovery Program must maintain a minimum final grade of no less than 50% in that course. Any student who has a final grade below a 50% will not be eligible for the Summer Credit Recovery Program without permission of the principal. In all cases of repeating a course, the requirements set forth by the teacher must be met in order to receive credit.

ACADEMIC PROGRESS

Parents are encouraged to track their child's progress on our student information system, PowerSchool. Logins can be requested through the Technology Office. If your child is experiencing academic difficulties, please do not hesitate to contact the teacher and/or school counselor. A parent and teacher conference will be scheduled if requested by either party.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION

The Schuylkill Haven Area School District is committed to maintaining a safe and healthy learning and working environment for all students and employees in our schools. As a result of improved methods of medical research, we have an increasing awareness of the presence of substances in our environment that may be dangerous to our health. Certain materials known generally as asbestos have been identified as being among those substances.

While materials containing asbestos were used for many years as insulation and fire-retardants in the construction of schools and other buildings, without the knowledge of the danger by the school district and other consumers, we now know that exposure to, and inhalation of, asbestos fibers that are released into the air may pose a hazard to the health of our students and employees.

In response to these concerns, the district has taken the necessary actions to address the issue, and to comply with all federal, state and local laws relating to the presence of asbestos. All known friable (flaking) asbestos has been removed from all of the district's buildings. Of the options available to deal with the presence of friable asbestos, removal was clearly the safest and only permanent solution to the problem. The district decided to remove the friable asbestos in compliance with the Environmental Protection Agency's 1982 Friable Asbestos-Containing Materials in Schools; Identification and Notification Rule. Implementation of the management plan has been in operation since 1986. Since then, the high school and middle school buildings were completely renovated. The elementary center, built in 1990-91, never contained any asbestos type materials.

The asbestos management plan for our buildings include: this notification, the inspection and assessment report, educating and training our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials. A copy of the asbestos management plan is available for your inspection at the District Office, 501 East Main Street, Schuylkill Haven, PA 17972.

ATTENDANCE INFORMATION: ENFORCEMENT OF RESIDENTIAL STATUS AND DUE PROCESS RIGHTS

The district has the responsibility and right to use legal means available to ensure that students enrolled in the district's schools are legal residents meeting the standards of residency cited in this policy. The district may utilize standard investigation procedures including home visits, verification of information with third parties, social agencies, schools and governmental organizations and agencies. The district recognizes that access to public education is a basic property right which persons cannot be denied without due process. In cases where non-residency is suspected, parents and guardians shall be guaranteed the following due process rights:

- Notice of the specific charges
- The right to an informal hearing
- The right to retain legal counsel
- The right to prove residency with utility bills, driver's license, random home visits, landlord statements
- The right to testify and present witnesses on their behalf
- The right to waive the hearing

AUTOMOBILES

The convenient location of the school and availability of bus transportation do not require the use of private cars or motorcycles for travel to and from school. However, school officials recognize that students may need private transportation to part-time work situations, athletic practices, etc. Therefore, a student parking lot is available adjacent to the high school building. This lot is supplied as a **privilege** to students.

To park in the lot, students must secure a parking permit in the principal's office and display this permit on the vehicle parked on school property each year. A parking permit is $20.00.. Vehicles not registered with the office will be ticketed and students will be responsible for paying a fine. Vehicles will be fined $10 for the first offense, and the fine will double in price for further violations. Students will not be permitted to go to their vehicles once the school day begins without administrative permission.

Vehicles ticketed more than (3) three times in a school year will be towed and the owner will be responsible for any towing or impound fees. Students are not permitted to park in the lower faculty lot or upper visitors lot. For more information, please consult the full Student Vehicle Policy found in the high school office that must be signed prior to parking in the lot. ***Students parking on school property indicate their consent to a vehicle search and random drug testing.***

BULLYING POLICY FOR STUDENTS

The Schuylkill Haven Area School District is committed to a safe and civil educational environment free from harassment, intimidation or bullying for all students, employees, volunteers and patrons. Any student in the district who engages in conduct, which constitutes bullying as defined in this policy, shall be subject to discipline up to and including expulsion. Students are encouraged to utilize the skills and strategies that are discussed in the 8th grade seminar classes with respect to bullying and cyber-bullying, along with the information that is taught throughout a variety of classes within the high school.

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

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Students and parents/guardians should make all reports to a teacher, school counselor or administrator. Staff should inform an appropriate supervisor when they receive complaints of harassment, intimidation, or bullying. The School District participates in the Safe 2 Say Program. Information can be found at https://www.safe2saypa.org/ Any student, whether it is the accuser or the accused, in this district that is found to have engaged in conduct considered to be bullying may be subject to discipline up to and including expulsion. Determination of appropriate disciplinary sanctions or education requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

- Severity of the misconduct
- Pervasiveness or persistence of the misconduct
- Effect on the victim or victims
- Intent of the perpetrator

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy with the perpetrator. Retaliation or reprisal against any person who reports a bullying incident(s) is strictly prohibited. Likewise, students and staff are prohibited from knowingly or willfully falsely accusing one another of bullying as a means of retaliation, or reprisal.

The consequence and appropriate remedial action for a person who engages in retaliation or reprisal shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.
Actions taken may include, but are not limited to the following:

- Counseling within the school
- Parental Conference
- Loss of privileges
- Transfer to another classroom, school building, or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to the Student Assistance Program (SAP)
- Referral to law enforcement officials

BUSSING TRANSPORTATION

Riding a school bus is a privilege, which may be revoked at any time students fail to follow regulations. Bus drivers are responsible for the safety of all students and have the authority to correct improper behavior. Repeat misbehaviors may jeopardize bus privileges for the entire school term. In order to enhance security during the transportation of students to and from school and extracurricular activities and sporting events, school buses may be equipped with devices for recording both video and audio. Such recordings may be used to discipline students for improper conduct, and may be turned over to police or other law enforcement authorities to determine if criminal prosecution is appropriate where such conduct is believed to violate the criminal laws of Pennsylvania.

CAFETERIA REGULATIONS

State, federal and school district regulations prohibit the delivery of commercially prepared food to school cafeterias. Students are not permitted to order outside food for delivery to the school at any given time. Students must either buy the school lunch or may bring their own lunch to school.

CELL PHONE PROCEDURE

At no time should a student be using a cell phone. Cell phones are not permitted during the school day. The school reserves the right to change this procedure as it becomes necessary.

First Offense	Item confiscated until end of school day.
Second Offense	Parent must personally come to school to pick item up and student must serve detention.
Further Offenses	Parent must personally come to school to pick item up and students receives three (3) days of In-School Suspension.

Under NO CIRCUMSTANCES may students use their Chromebook or any other device to video or audio record a teacher or student without that person's permission, as outlined in Level IX of the Discipline Code listed in this handbook.

CLASS RANK AND QUALITY POINTS

Course quality points are calculated by multiplying the final course grade as a percentage by the credit value assigned to that course. Quality points for honors courses are then multiplied by 1.25 if the final course average is 84% or higher. Quality points for AP courses are multiplied by 1.33 if the final course average is 84% or higher and if the student successfully completes the AP exam. The student with the most quality points earned will be ranked first in the class. **Class rank is computed ONLY at the end of spring semesters for grades 9-11.**

COLLEGE BOARD TESTING - PSAT/NMSQT AND SAT

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is offered to juniors who plan to take the college boards in the spring. Its format is similar to the SAT, thus providing a preliminary experience with this type of testing. Additionally, these scores serve as a basis for scholarship applications. Those scoring very highly are designated "National Merit Scholars." There is a fee charged for this October test and testing information is announced and available through the guidance office. The Scholastic Aptitude Test (SAT) is administered at various locations throughout the fall and spring semesters. Juniors are encouraged to start testing during the spring semester. For registration and more information, visit: www.collegeboard.org

COLLEGE REPRESENTATIVES

Colleges, trade schools, nursing schools, and the services frequently send representatives to talk to students. Students can meet with a college representative during their lunch period and/or during study hall when the representative is scheduled to be at the high school. Please make an appointment in the guidance office.

COMMUNITY SERVICE/SERVICE-LEARNING PROJECT

The Schuylkill Haven Area High School believes that it is the responsibility of every student to give something back to the community that has nurtured and provided for his or her intellectual, moral, emotional, social, and physical growth. That something is time through service experiences that will make the community a better place and the student a better person. The Service-Learning Project/Community Service is dedicated to developing within our youth a sense of responsibility, commitment, and concern about their community. It is essential for young people, our most precious natural resource, to experience serving others by giving generously of their time and talents. Students must complete 48 hours of community service in order to fulfill graduation requirements. For every service-learning experience, the student must have the organization or individual they are working for complete a service-learning agreement. Service-learning agreement forms are available in the Guidance office. Upon completion, forms are submitted to the Guidance secretary to track the number of hours completed.

DAILY ANNOUNCEMENTS

Morning announcements will be broadcast over the public-address system or through video announcements. All announcements must be submitted to the high school office prior to 7:15 a.m. on the day they are to be aired or the date/time required by the instructor. Video announcements must be submitted to the Student Council advisor per their guidelines.

DETERMINING FINAL AVERAGES

The final average for all courses will be the numerical average of all marking period grades, provided course requirements have been met. An "Incomplete" (I) cannot be assigned as a final average.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Schuylkill Haven Area School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records. However, Schuylkill Haven Area School District may disclose appropriately designated "directory information" without written consent, unless parents/guardians have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Schuylkill Haven Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your child's role in a production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.

If you do not want Schuylkill Haven Area School District to disclose directory information from your child's education records without your prior written consent, you must provide written notification to Dr. Matthew Buletza, Director of Learning Innovation, 501 East Main Street, Schuylkill Haven, PA 17972, in writing by September 15th of each school year.

Schuylkill Haven Area School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study and the most recent educational agency or institution attended.
- Dates of attendance
- Grade level

Schuylkill Haven Area School District places the safety needs of our students as the utmost priority. In addressing these needs, there are times when an individual student's right to privacy in disciplinary matters may conflict with parents' concerns for information regarding the welfare of their children. While there are many times we cannot share specific information, please do not hesitate to contact your building principal should you have any questions regarding your child's safety and well-being.

DISSECTION OF SPECIMENS

Students enrolled in science courses are provided with the opportunity to dissect specimens. Students not wishing to participate are provided with alternative learning experiences, e.g. models, internet activities, worksheets, etc. to fulfill the learning requirements. Alternative approaches will be offered in situations where class work may infringe on the religious, moral or ethical standards of the student.

DROPPING AND ADDING CLASSES

Students may drop and add classes during the first six (6) days of school for a year-long course and three (3) days of school for a semester course. After that designated time period, students will not be permitted to drop or add classes except under extreme circumstances and with the permission of the principal.

DROPPING OUT OF SCHOOL

The school board, administration, faculty, and support staff of the Schuylkill Haven Area High School are opposed to any effort by any student who wishes to leave formal education without a high school diploma. Every student's effort must be geared toward earning a diploma and continuing their education in college, business, trade or technical school. The purpose of the student dropout procedure is to prevent the tragic mistake made by students who quit school. A form is available in the office.

EARLY DISMISSAL FROM 10th and/or 11th PERIOD STUDY HALL(S)

Any student who is assigned to a last period study hall may receive permission to leave the building at the end of 10th period. Students must receive parental permission and must apply for the early dismissal option. Students who have failed ***ANY*** class the previous marking period will not be eligible. The last marking period grades of the previous year will be the determining factor for the 1st marking period. Grades will be checked quarterly to determine eligibility. Appropriate forms are available in the high school office. Students who apply for this option must meet the following criteria:

- Have not failed any class from the previous marking period (The last marking period grades of the previous year will be the determining factor for the 1st marking period).

- Must not have accumulated 10 or more absences or 10 or more lateness's. Once a student accumulates 10 or more absences or 10 or more lateness's, the early dismissal privileges will be revoked.
- Must not be participating in any after school sports or activities.
- Must sign out at the end of the day in the high school office (any student who fails to comply will automatically lose this privilege).

EDUCATIONAL PROGRAMS AND SERVICES FOR STUDENTS WITH SPECIAL NEEDS, INCLUDING GIFTED

The Schuylkill Haven Area School District, in conjunction with Schuylkill Intermediate Unit 29, provides a free appropriate public education to students identified with special education needs. Some indications that your child may be a child with a disability in order to meet the first part of the two-part definition are:

- Exhibition of an emotional disturbance over a long period of time which affects your child's ability to learn
- Consistent problems in getting along with others
- Difficulty communicating
- Lack of interest or ability in age-appropriate activities
- Resistance to change
- Difficulty seeing or hearing that interferes with the ability to communicate
- Health problems that affect educational performance including attention problems
- Difficulty performing tasks that require reading, writing, or mathematics

The comprehensive programs and services provided include the following, all at no cost to the parent or guardian. Identification procedures include screenings as well as in-depth, comprehensive educational evaluations.

- Provision of Individual Education Plans, (IEP), based on a student's eligibility, which are designed to yield meaningful educational benefit and progress for the individual student within the school's curriculum.
- Related services, such as occupational and physical therapy, based on an identified need in order for the student to make meaningful progress in his/her individual education plan.

- Related aids, services or accommodations for students identified as "Protected Handicapped" in order for them to participate in and obtain benefits from the school's educational program.

- Preschool programs and services for children, ages 3 through 5, which include screening evaluations, programs, related services, parent consultation and referral to community agencies.

Anyone with questions regarding programs and/or services for eligible students with special needs or thought to be exceptional students may contact Mr. Ken Rossi, Director of Special Education, at (570) 385-6726.

ENGLISH AS A SECOND LANGUAGE PROGRAM

In accordance with the Board's philosophy to provide a quality educational program for all students, the Schuylkill Haven Area School District shall provide an appropriate planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the board and achieve academic success.

The school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and academic standards. The program shall include bilingual-bicultural or English as a Second Language instruction. The program shall meet the three-pronged test of program compliance: (1) sound research-based education theory, (2) sufficient resources and staffed by appropriate prepared personnel, (3) periodic program evaluation.

The Board shall include provisions for the Limited English Proficiency (LEP) programs in its Comprehensive Strategic Plan. The Board shall include provisions for the LEP professional education for ESL teachers, classroom teachers of LEP students and new teachers in its professional development plan. The Board shall establish procedures for identification of students whose dominant language is not English. The Home Language Survey shall be completed for every student in the district and filed in the student's permanent record folder through graduation. For student's whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a Second Language instruction.

EXTRACURRICULAR ACTIVITY: ATHLETIC CODE FOR STUDENTS

The Administration and Board of School Directors have developed guidelines to encourage responsible student behavior in all extracurricular activities. These in-season guidelines will govern student behavior from the official opening of the season or activity until the close of that individual season or activity. Beginning from the first day of PIAA sanctioned practice a student-athlete will have a two-week period of time to make a decision whether to participate in the respective sport for that season.
Injury, illness or PIAA approved transfers will be exceptions to this policy. The Athletic Director and High School principal will decide other possible circumstances on a case-by-case basis. The SHAHS Athletic Code for students states the following: "As a student in the Schuylkill Haven Area High School, I am interested in being part of a winning tradition. To do this, I must keep myself in top physical and mental condition. I do hereby agree to abide by all regulations of the school discipline policy, rules of the extracurricular activity/athletic code and all regulations required by coaches or activity advisors:

- Academically, the student will conduct him/herself in a responsible manner.
- No use of tobacco and nicotine in any form (including electronic/smokeless).
- No drinking of alcoholic beverages.
- No drugs or controlled substances, unless prescribed by a physician.
- No criminal convictions (felonies).
- Never be late for practice.
- Never miss a practice, unless excused by the head coach or activity advisor ahead of time.
- Be prepared in the classroom and on the court/field. Manage your time.
- Inform your coach or advisor of any injury.
- Control your temper. Profanity will not be tolerated.
- No horseplay.
- You are responsible for your school-issued equipment.
- Plan appointments for weekends or at night, not during practice or games.
- If you have gripes or problems feel free to discuss them with the advisor/head coach or have the team captain bring them to the coach/advisor. The chain of command after the coach is the athletic director and then the high school principal.
- Conduct yourself like a gentleman/lady on trips, at home and on the playing area. The advisor or coach will handle all misunderstandings. Remember, you are representing Schuylkill Haven Area High School.
- Participation in extracurricular activities/ sports may be dangerous and could result in injury.
- Violations of the activity code, numbers 2, 3, 4, and 5, during the school day, on school grounds at any time, or at school sponsored activities (includes traveling from home to school and school to home) will be subject to the written discipline policy of the Schuylkill Haven Area School District. Coaches and activity advisors may also apply appropriate provisions of team rules or team/activity discipline codes.
- Violations of the activity code, number 2, 3, 4, and 5, taking place during the PIAA sanctioned summer practice period will be assessed against the student at the beginning of the new academic year from the first day of school onward.

- Violations during the Christmas and Spring Recess will be assessed immediately during the recess period and continue during the academic year.
- When a suspension cannot be completed due to the end of the playing season, event, or the school year, the suspension will carry over into the next sports season or event in which that student participates.
- Removal from the team for the remainder of that season, for conduct detrimental to the team or activity as determined by the coaching staff or advisers.

- **Late to School** – Students must be in attendance in order to practice or participate in any athletic or extracurricular activity. Students must be in school at or before 10 am in order to be considered in attendance for that day. A student must have an excused tardy note from his/her parent or guardian by the end of the school day in order to participate if he/she arrives between 7:40 and 10 am. If a student does not submit an excused tardy note, he/she may not participate in any extracurricular activity that day. If a student arrives after 10 am, he or she needs a doctor's note in order to participate, unless pre-approved by the high school principal. If a student leaves school at any point during the day, he or she needs a doctor's note in order to participate, unless pre-approved by the high school principal.

- **Absent from School** - Friday's attendance is the day of record for all Saturday and Sunday activities. Therefore, students that are absent from school on Friday will not be eligible to participate in weekend activities.

- Violations of the activity code, numbers 2, 3, 4 and 5, in the community and public at large will result in the following disciplinary action:

Tobacco or Tobacco Products (including electronic/smokeless)

First offense	Suspension for 1 PIAA sponsored game or event.
Second offense	Suspension for 3 PIAA sponsored games or events.
Further offenses	Permanent suspension from team and suspended from all extracurricular activities for one calendar year.

Alcohol/Drugs /Controlled Substances

First offense	Suspension for 2 PIAA sponsored games or events
Second offense	Permanent suspension from squad and suspended from all extracurricular activities for one calendar year.

Criminal Convictions (felonies)

First offense	Students found guilty will be immediately suspended from the squad or activity for the remainder of that season and suspended from all extracurricular activities for one calendar year.

Coaches and activity advisors may also apply appropriate provisions of team rules or team/activity discipline codes. For the purpose of this activity code, PIAA sponsored games exclude any and all scrimmages. Students must agree to abide by these rules and regulations and realize that breaking of these rules may lead to suspension from a team or activity."

EXTRACURRICULAR ACTIVITY: ATTENDANCE

Students that wish to attend any extracurricular activity (dance, sporting event, drama, etc.) may be asked to provide a valid photo ID. Failure to provide a school issued ID or other form of photo identification could result in being denied entry into the event.

FIELD TRIP GUIDELINES

In order to participate in any school sponsored field trip, students must adhere to the following guidelines:

- Students must currently have a passing grade in the subject area that is taking the field trip or be passing a minimum of 5 credits for extracurricular trips.
- Students must have less than 15 school absences per semester or 20 school absences for the entire school year to participate in a field trip. Any absences beyond that need approval by the principal.
- Students must have less than three (3) days unexcused tardy.

- Any student serving In School Suspension/Out of School Suspension on the day of the field trip cannot participate in the field trip.
- Any student with repeated discipline problems could result in removal from the field trip at the discretion of the principal.
- Final field trip participation is at the discretion of the principal.
- Students may participate in a maximum of two (2) field trips in any one-week period.
- Additional field trip participation requirements are at the discretion of the discretion of the teacher sponsoring the field trip.
- Students who are not eligible to participate in field trips will remain in school and have work assigned by their teachers to be completed on the day of the field trip.
- As per Act 168, any chaperones must complete proper clearances. Please contact the District Office at (570) 385-6705 for additional information.

FINANCIAL AND OTHER OBLIGATIONS IN GENERAL

Students must meet financial and other obligations to receive a report card and participate in class trips/prom. Report cards are held in the guidance office until the obligations are met.

Obligations include but are not limited to:

- Overdue library books
- Money owed for lost books (text and Library)
- Uniforms and parts of uniforms
- Items loaned to the student by the school
- Cafeteria debt
- Technology Education/shop debts for materials

Any parent or student submitting a check to the school district that is returned due to insufficient funds will be required to pay a $15.00 service charge via cash or money order to the Schuylkill Haven Area High School.

FLEXIBLE INSTRUCTIONAL DAYS AND SNOW DAYS

When weather conditions or other emergencies occur to prevent the opening of school, announcements of delays or closings will be made via various media outlets, including: Facebook, T102 FM, WPPA 1360 AM, WPAM 1450 AM, and WMBT 105.5 FM. WNEP, WYOU, WBRE, WGAL TV and other local cable information stations. Flexible Instruction Days will be utilized after three (3) traditional snow days. Students will follow a noon dismissal schedule and will attend class virtually for the first half of the school day. After a brief break for lunch, students will have time to complete all assigned work while teachers will be available for virtual office hours. In the event of a wide scale power outages, the day will not be a flexible instruction day and moved to no school, per the superintendent.

GRADE POLICY

The following policy applies to all courses in the high school. Its purpose is to provide a balanced and fair system of grading. Students should pay close attention to the determination of a final grade. Students must have at least the minimum academic points accumulated and meet course requirements. **A student can fail a course with any average if course requirements are not met**. The following system of marking is utilized:

A	93 - 100	I	Incomplete Work (Failure unless completed)
B	84 - 92	M	Medically Excused
C	76 - 83	S	Satisfactory
D	69 - 75	U	Unsatisfactory
F	68 - 0	O	Outstanding
		P	Passing

The lowest report card grade per marking period is listed below:

	MARKING PERIODS			
	1	**2**	**3**	**4**
Full Year Course	55	0	0	0
Fall Semester Course	0	0		
Spring Semester Course			0	0

GRADUATION POLICY

A student must successfully complete all required courses in order to graduate. Students must complete a community service requirement (minimum 48 hours) and the senior project. Students must meet 1 of the Act 158 graduation pathways, unless the student met the requirements of an alternative assessment through the IEP process or Schuylkill Technology Center. Students who have met all requirements shall be awarded a diploma if financial and other obligations have been met. Students must meet all graduation requirements in order to participate in graduation activities, including "walking" during the graduation ceremony. Any exceptions to this policy must be approved by the building administration. Attendance (see policy) and/or discipline issues may prevent a student from participating in the commencement ceremony.

Graduation and Financial Obligations

Students who owe money, parts of uniforms, or other obligations to the school shall receive a blank diploma. Upon satisfying their obligations, the diploma can be secured from the high school office.

Graduation and Incomplete Grades

A student who has an incomplete in a course(s) in the second semester of his/her senior year will be allowed to participate in graduation ceremonies provided he or she has a valid medical excuse or family emergency as verified by building administration.

GUIDANCE OFFICE/COUNSELING SERVICES

The guidance office of Schuylkill Haven Area High School is accessible to all students.
Each student should feel free to make an appointment with the counselor to discuss academic, social, career, or other concerns. After the start of the school year, the counselor will meet with each student to guide them in the necessary steps to be taken after high school (postsecondary planning). A great deal of information, including scholarships, Schuylkill Technology Center (STC) updates, and testing dates is disseminated daily during morning announcements. All students are encouraged to listen carefully for this vital information, as well as check the Guidance website at https://www.shasd.org/o/hs/page/guidance

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endangering the *physical health* shall include but is not limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

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

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal. District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited by means of distribution of written policy, publication in handbooks, presentation at an assembly, and verbal instructions by the coach or sponsor at the start of the season or program. Procedures for reports of hazing include and are not limited to the following:

- When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.

- The principal shall conduct a timely impartial, thorough, and comprehensive investigation of the alleged hazing.

- The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

- If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removing from the activity.

HEALTH PROBLEMS
Students who become ill should receive a pass to the nurse's office or to the principal's office when the nurse is out of the building. If students receive injuries of a nature requiring medical care and/or absence from school, the teacher in charge must be notified, as proper records must be completed. This includes students injured in intramurals and interscholastic sports.

HOMEBOUND INSTRUCTION
In cases of serious accident or prolonged illness, a student's educational program may continue via homebound instruction. Homebound instruction is subject to the approval of the Pennsylvania Department of Education for local school district reimbursement purposes. Therefore, the procedure for approval of homebound instruction is very specific:

- A doctor's note or letter requesting homebound instruction must be given to the building principal. The note must list when homebound is to begin, and if possible, when the instruction is to end. The PDE requires the doctor's note to be specific about the nature of the illness/accident and why the latter prevents the student from attending school.

- The doctor's notification will be sent by the building principal to the superintendent of school for approval.
- The homebound instruction request is forwarded to Harrisburg for PDE approval.

Homebound instruction is given in the four academic areas: English, Math, Science, and Social Studies. Sixty-minutes of instruction per subject per week is provided to the student. To speed the approval process, parents are reminded that the doctor's note must be detailed and specific. Merely stating that a student is to receive six weeks of homebound teaching will not be accepted by the Pennsylvania Department of Education.

HONOR ROLL
At the conclusion of each grading period, an honor roll is established for publication in the local newspapers and posted for the student body. This honor roll distinguishes those students who achieved academic success in an outstanding manner. To be eligible for the honor roll or distinguished honor roll you must meet the following criteria:

Distinguished Honor Roll – All grades must be a 93% or higher; students may not have any unsatisfactory marks.
Honor Roll - All grades must be 84% or higher; students may not have any unsatisfactory marks.
**Any Incomplete grades will exclude the student from honor roll or distinguished honor roll.*

INCOMPLETE GRADES
All incomplete grades given by teachers must be made up within **three weeks** following the close of the marking period. If they are not made up at that time, they will convert to an "F". No incompletes are given at the end of the school year. Students with incompletes are excluded from the Honor Roll.

INTEGRATED PEST MANAGEMENT (IPM)
The Schuylkill Haven Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management.

Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. Applications will be made only after normal school hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing to the attention of the Superintendent, 501 East Main Street, Schuylkill Haven, PA 17972. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products, self-containerized baits placed in area not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry. For information, please contact the District Office at (570) 385-6729.

LIBRARY

The Schuylkill Haven Area High School Library is a fully operational provider of 21st century resources and tools designed to support students as they seek and gather information. In addition to promoting a love for reading, the mission of the library is to foster the ethical use of resources and to empower all members of the school community to become effective and discerning users of information. Students are encouraged to consult with the librarian during all phases of the research process, and to use the resources available to them through the library including; laptops, electronic resources such as databases, Access PA, Power Library, e-books, inter-library loan, periodicals, and current trending books.

Library Books, textbooks, and workbooks

Students are responsible for all lost or damaged books. When books are lost, students are to report the loss to the subject teacher and the principal, pay for the books, and secure replacements from subject teachers.
If the lost book is found, the money will be refunded to the student. The following guidelines shall be used to determine the cost of lost books:

- Library Books - Actual Replacement Cost
- Textbooks (1-3 years old) - Actual Replacement Cost for new book
- Textbooks (4 yrs. or older) - Actual Replacement Cost Per Used book Catalogue
- *If not available, 60% of cost for new book replacement

LOCKER ASSIGNMENTS

Students will be assigned a locker on the first day of school. Students assume total responsibility for the care and condition of their lockers. All lockers remain the property of Schuylkill Haven Area School District and can be searched when deemed necessary. Lockers must be kept locked at all times. Students will be responsible for damage done to lockers.
The school will not take responsibility for lost or stolen items. Keep your lockers locked and combinations private!

LUNCH MONEY POLICY/STUDENT LUNCH ACCOUNT

Payments into your student's lunch balance can be made using one of the following:

- Send a payment into school with your student. Payments can be made by cash, check, or money order. Checks should be made payable to Schuylkill Haven Area Lunch Fund (it is the district's policy to charge a $15.00 fee for any returned checks).

- Make an electronic payment using www.myschoolaccount.com. There is a small fee charged each time you make an electronic payment, but viewing the account is free. You must create a parent account prior to adding funds to your student account.

If you need assistance, please contact the District Office at (570) 385-6705, Please note that the accounts are updated nightly, so payments will not appear in the account until the following day.
Families may apply for free or reduced meals at any time throughout the school year, should your financial situation change. Applications are available in each school office. Approved applications are NOT retroactive and the free or reduced status begins on the approval date. If your child does not have money to pay for his/her breakfast or lunch, the food service personnel will follow the guidelines listed below:

- Students with an account balance of zero or a negative balance will not be permitted to purchase ala carte items.
- Students will be allowed to charge up to $7.50, before the student receives the most basic USDA approved lunch
- consisting of a cheese sandwich, fruit, cold vegetable and milk. The cost of the lunch will continue to be charged to the
- student's account balance. This action will stay in effect until the student's account is brought current. If your student
- has any medical concerns or food allergies, this must be discussed with the Cafeteria Manager, who will determine the
- appropriate action.

- Once an account reaches a balance due of $20.00 a letter from the Business Office will be sent home requesting
- immediate payment to avoid collection proceedings.

- If an account reaches a balance due of $40.00, the account will be turned over to the district's attorney for collection.
- This could result in additional costs to you for court filing fees and other charges.

MAKE UP ASSESSMENTS (QUIZZES AND TESTS)
When a student is absent from school, he or she has three (3) days to make up any quizzes or tests that were taken during the absence. If there is an extended absence or extenuating circumstance, the student and teacher will schedule a make-up time for the assessment.

MCKINNEY-VETO ELIGIBLE/DISPLACED STUDENTS
Children experiencing homelessness have the right to a stable education and we can help put them on the path to success. Schuylkill Haven Area School District is committed to ensuring that all students experiencing homelessness have the opportunity to succeed in school. We believe that homeless youth should have access to free and appropriate public education and desires to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence. Should you have any questions, you can contact the Schuylkill Haven School District Liason-Mrs. Sonya Reiley, reileys@shasd.org or 570-385-6709 Ext 313

MILITARY RECRUITING: SCHOOL INVOLVEMENT
The Schuylkill Haven Area High School cooperates with the United States Armed Forces by providing senior class lists and senior directories for local military recruiters. Federal law (Family Education "Rights and Privacy Act) and state regulations do not prohibit schools from sharing class lists and student directories with armed forces recruiters. Lists of students containing names, addresses, and telephone numbers are classified in the Family Education Rights and Privacy Act as "Directory Information" and are not subject to the same type of confidentiality restrictions as are other portions of a student record. Parents of students and students 18 years of age or older do have the right to restrict release information. If you do not want your son/daughter's information released contact the high school guidance office by **September 1, annually.**

NATIONAL HONOR SOCIETY (NHS)
Election to the National Honor Society takes place in the fall semester of junior and senior year. The following are the NHS requirements:

Academic Eligibility Requirements - To be academically eligible for the National Honor Society, students must meet all of the following academic requirements by the end of their sophomore or junior years:

- Class Rank – top 15% of your graduating class
- Weighted Average GPA – 95% or higher
- Scoring Advanced/Proficient on the Keystone State Exams in Biology, Algebra and Literature or achieving the state composite score for Keystone Exams.

Attendance and Discipline Eligibility Requirements - Students who fall into any of the categories below during their sophomore, junior, or senior years are *ineligible* for selection to the National Honor Society for the next selection year:

- More than 20 days of absence without a medical excuse/condition.
- More than 10 days tardy.
- More than 3 detentions.
- More than 2 assignments to in-school suspension.
- More than 1 assignment to out of school suspension.

Character, Leadership and Service - The criteria of leadership, service, and character determine who, from all those academically qualified, will receive this honor. Ratings on the criteria of leadership, service, and character are done by the professional staff. The NHS Faculty Committee determines the final selection by a majority vote.
Maintenance of Membership - If at any time after the selection of a student to the National Honor Society he or she falls below the minimum academic requirements, or if they fall into one of the categories under the Attendance and Discipline Eligibility Requirements, they may be suspended or dismissed from the society.

NCAA ELIGIBILITY CLEARINGHOUSE
Students who plan on enrolling into college as a freshman participating in Division I or Division II athletics must be certified by the NCAA Initial Eligibility Clearinghouse. It is the ***student's responsibility*** to make sure the clearinghouse has the documents it needs to declare student eligibility. Such documents include:

- Completed and signed student release form and fee
- Official transcript from every high school you have attended
- ACT or SAT scores

The certification process usually begins at the end of junior year. In order to be certified, students must:

- Graduate from high school
- Earn a grade point average of at least 2.00 in a core curriculum of at least thirteen (13) academic courses taken during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course are acceptable.
- Earn a composite score of at least 17 on the ACT or a combined score of at least 700 on the SAT on a national test date.

PARENT PHONE CALLS TO STUDENTS
Parents are asked to limit calls to the main office requesting that messages be given to students. Parents are asked to communicate with their children BEFORE students arrive at school. As always, emergency situations do occur and those messages will be distributed. If a student requests for a parent to drop off an item for a student (lunch money, gym clothes, school project, etc.), the student must come to the office when he/she is able in order to retrieve their item.

PARENT – TEACHER CONFERENCES
Parent conferences should be arranged by contacting the teacher directly via email or phone, or by calling the guidance office at (570) 385-6720. Parents are encouraged to participate in their child's education and postsecondary planning.

PHOTOGRAPHY/VIDEOTAPING
From time to time, our students are photographed or videotaped for either school or public relations purposes. If you wish not to have your child photographed or videotaped, please make the high school office aware in writing stating your concern.

PRINTED MATERIALS/STUDENT COPY CHARGE
Students who wish to produce copies of printed materials whether through books, newspapers, or a computer technology format shall be charged a fee of 15¢ per printed page. This fee will be waived if the classroom teacher requires the printed materials as part of an everyday classroom teaching exercise.

REPORT CARDS
Report cards are prepared at the end of each nine-week period during the school year. The purpose of these reports is to inform you and your parents of your continuing progress in subject matter areas.

REQUEST FOR HOMEWORK ASSIGNMENTS
Students absent from school for one day should make arrangements with a fellow student in the class to secure homework assignments and books. When students are absent for three (3) or more days, request for homework assignments may be made by contacting the high school main office at (570) 385-6717 prior to 9:00 a.m. Assignments for absences longer than three days may be picked up in the high school main office between 3:00 - 3:30 p.m. Parents should contact the high school principal if assignment requests go unanswered or if there is an extenuating circumstance for requesting work before three days.

ROUTINE TESTING INFORMATION
In accordance with the recommendations of the Superintendent of Schools, the Schuylkill Haven Area Board of Education has approved a district-wide testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement and aptitude. The results of these tests provide a continuing record of each student's academic progress in comparison with national norms. They are also a valuable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective individualized instruction.

During the school year the following tests will be administered:

- Armed Service Vocational Aptitude Battery (ASVAB) – second semester, all juniors.
- Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT) – October, interested juniors and sophomores
- Pennsylvania System of School Assessment (PSSA) – April, all eighth graders in Math, English Language Arts (ELA) and Science
- Keystone Exams – December identified students in grades nine through eleven will retest in Algebra, Literature, and Science. Annually in May, identified students in grades nine through eleven as first-time testers and/or retesters will test in Algebra (including identified eighth graders) , Literature, and Science.
- Benchmark testing/IXL – throughout the year all students in eighth through eleventh grades will be benchmarked in Math, English Language Arts, and Science.

Students' scores on these tests will be checked carefully and maintained in the school records as long as they attend school in the Schuylkill Haven Area School District.

SCHOOL DAY TIMEFRAME
The school day will begin at 7:30 a.m. and end at 2:35 p.m. Students must be in their respective homerooms no later than 7:40 a.m. Any student who arrives after 7:40 a.m. must report to the office and will be considered tardy.

Student Entrance to school before 7:40 a.m.
Students may enter the school building through the front lobby doors. Any student arriving prior to 7:30 a.m. must report to the cafeteria or remain in the lobby. Breakfast is available in the cafeteria between 7:10 a.m. and 7:40 a.m. **Students are not to be wandering the building before homeroom period.** The only students allowed in the hallways before 7:30 a.m. are those with SmartPasses from teachers. No students are to be at their lockers before 7:30 a.m.

SCHOOL HEALTH SERVICES
Uniform Guidelines for the Administration of Medication During School Hours
The Schuylkill Haven Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

For Prescription Medications:

- The physician (Medical Doctor, Doctor of Osteopathy, Dentist, Physician Assistant or Nurse Practitioner) must complete the prescription medication form (forms are available in the nurse's office). No Medication will be administered until form is completed and on file in the nurse's office. Forms may be faxed if necessary.

- The parents must sign the consent form for prescription medications (forms are available in the nurse's office).
- Any medication to be given during school hours must be delivered directly to the school nurse by the parent or a responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. It should be delivered to the health office upon the student's arrival at school and the parent or guardian assumes full responsibility for any medication sent to school. Consent form for prescription medications should be signed at this time.

- Prescription medication will be kept in the nurse's office. No student is to carry medication, prescription or non-prescription, with them in school, exceptions are inhaler medications or medication for life-threatening conditions, provided the necessary requirements are met.

- Students in grades 5, 6, and 7 will be responsible for reporting to the principal's office at the time the medication is to be taken.

- Students in grades 8, 9, 10, 11, and 12 will be responsible for reporting to the nurse's office at the time the medication is to be given. In K-4 individualized plans will be made for the administration of medication by the nurse, the principal or his designee.

- Except in **truly emergency situations**, teachers may not administer individually prescribed medications. Emergency medications include asthma inhaler and epi pens only.

- The legal standards for administration of medication remain constant for **field trips**. Be advised that it is a violation of the Pharmacy Act for a school nurse to pour or repackage medication for a teacher or other person to administer.

- School nurses do not accompany students on field trips. Please contact the school nurse well before the field trip. Options are listed on the Field Trip Permission Form.

- Students may be permitted to self-administer medications, such as epi-pens, insulin and asthma inhalers **with their physician's signed consent and parent signed permission**. See school nurse for appropriate form.
- Medications arriving in baggies or envelopes etc. will not be accepted.

- It shall be the responsibility of the parent to pick up their children's medication by the end of the school year. (prescription and non-prescription).

For Non-Prescription Medication:
- For "over-the-counter" medication, an order from the physician is required in accordance with the Nurse Practice Act.
- Follow the same procedure and forms for administration of prescribed medication.
- It is the responsibility of parent/guardian to supply all medications required.

Health Problems
Teachers noticing any health or medical problems with students should report this information to the nurse as soon as possible. Students that become ill should be sent to the nurse's office or the main office when the school nurse or health room technician is unavailable. School health professionals will determine whether a student needs to be dismissed for health reasons. Students are not permitted to call parents for dismissal without going to the nurse or main office.

School Asthma Policy
Asthma is the leading cause of school absenteeism for children with chronic illness. Research supports that when children are taught how to take care of their disease, and adults – both at school and at home, and learn ways to prevent asthma episodes and emergencies, the children's academic performance improves and they participate more actively in the learning process. Schools can help students control their asthma by helping them follow individualized asthma action plans, by minimizing students' exposure to allergens and other triggers by responding appropriately to students' asthma episodes.

To support the academic performance and improve the health status of students with asthma, this policy clearly defines the roles and responsibilities of the parents and school in relation to children with asthma in school in accordance with Act 187 signed into law December 1, 2004. Act 187 permits school children with a physician's diagnosis of asthma, medication orders, parental permission, and who demonstrate responsible behavior to carry and self-administer their medication via an asthma inhaler.

All students with asthma are required to have an updated asthma action plan at school which is renewed each year. With parental permission, the plan will be shared with appropriate school personnel. Completion of an Asthma History form is also required.

When taking inhaled medications at school you and your child's health care provider may choose one of 2 options:

- Assist students with medications in nurse's office, or
- Student may carry own medication, if responsible and specific requirements are met.

Students without an emergency action plan will be provided first aid according to "Standard Protocol for Students without a Personal Asthma Action Plan." Copies of this protocol will be given to all PE teachers, classroom teachers, and other personnel working with the student.

Self-administration of asthma medication authorization procedure

When a health care provider, parent/guardian, student and school nurse agree that self-administration of asthma or other medication is appropriate for an individual student, the procedure must be done safely, carefully and accurately. An authorization for administration of inhaled asthma medication form must be completed by the prescribing health professional and parent/guardian and returned to the school nurse. (Forms can be obtained in the nurse's office.) **Orders must be renewed annually or whenever medication, dosage, or administration changes.** The parent / guardian family must provide to the school health office:

- A written order by health care provider (could be in the form of a signed AAP) and authorization for administration of inhaled asthma medication form. (Forms can be obtained in nurse's office.)

- Written authorization by the parent/guardian. (Forms can be obtained in nurse's office).

- The order is to include the name of the drug, the dose, the times when the medication is to be taken and the diagnosis or reason the medication is to be taken.

- The inhaler and/or other medication in a container appropriately labeled by a pharmacist or the health care provider.

Additionally, the student will need to:

- Demonstrate competency in taking his/her medication safely
- Demonstrate appropriate asthma management and self-care skills
- Appropriately complete and sign the self-administration student agreement. (Forms can be obtained in nurse's office.)

The licensed school nurse will need to:

- Determine asthma severity level as indicated on an AAP, and assess level of asthma control
- Assure the student understands what is asthma, early and late warning signs/symptoms, peak flow usage as appropriate, what to do to prevent and relieve symptoms, the concept of good control, asthma management steps, how to use their asthma action plan, the difference between controller and reliever medication, appropriate self-care skills, and can demonstrate appropriate medication technique/competency (including knowing how to tell time and decide when to take their medications).

- Intervene on the student's behalf by communicating with the student's parent/guardian and health care provider as needed in order to promote better asthma control and acquisition of asthma self-care skills.

SENIOR RESEARCH PROJECT

This project is a mandatory graduation requirement. The project begins during the junior year. Each student will select a topic of interest from a wide selection of subjects and proceed to the research stage. Students will complete a research paper within their junior English class. As seniors, students will once again select a topic for research, or use the same topic as they used as juniors. Students may choose to work alone or with a partner. They will be assigned a faculty advisor. During the second semester, students will give oral presentations of their research to an appropriate audience. Their assessments will be based on their presentations and will be completed by the faculty.

SMARTPASS

All students must utilize the SmartPass application, located on each student's Chromebook, when leaving the classroom/assigned area, and/or visiting unassigned or unsupervised areas.

STUDENT DROP-OFF AND PICK UP

Parents are reminded that the student drop-off area is located in the front parking lot, facing Main Street. **Please do not drop-off or pick-up students at the pool, gym, or auditorium entrances.** Those areas become very congested with bus and staff parking. Parents are urged to park their vehicles in the side high school lot adjacent to the elementary center. Numbered parking spaces in the back and front lots are designated for handicapped drivers and Schuylkill Haven Area High School staff only.

STUDENT DRUG TESTING (RANDOM)

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

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

The District will require any student submitting to testing and the student's custodial parent/guardian to consent in writing to drug testing pursuant to the District's drug testing program. No student will be able to participate in any interscholastic sport, any extracurricular activity, or to obtain a parking permit without such consent. Copies of the policy are provided to all students enrolled in grades eighth through twelfth. If you would like an additional copy, please contact the high school office.

STUDENT DUES

Student dues are set at $30 per student, per year, in grades nine through eleven, and $20 per student in twelfth grade.
Dues and profits from fundraisers are used for the following:

- Transportation for all end-of-year class trips.
- Partial admission fees for class trips (museums, parks, etc.).
- All junior and senior students whose dues are paid in full will attend the prom at no cost. Proms include meal and entertainment.
- Senior cap and gown (Graduates keep their cap and gown).
- Graduation expenses (flowers, boutonnieres, diplomas, etc.)
- Transcripts and graduation verifications

Students not paying their dues in full will not be permitted to attend the prom. Questions concerning individual student dues can be addressed to the class advisors:

8th grade	Mrs. Caitlin Albon and Mrs. Sierra Foley
Freshmen/9th grade	Mrs. Emily Wank
Sophomore/10th grade	Mrs. Val Morrow
Junior/11th grade	Mrs. Maria Freed
Senior/12th grade	Ms. Caitlyn Biggs

STUDENT RECORDS

No individual or agency outside of the Schuylkill Haven Area School District will be permitted to inspect a students' record without parent/guardian written permission. Representational authorization has also been given by the Schuylkill Haven Area Board of Education to collect the following types of information:

Types of Information	**Purpose**
Registration Form	Student registration for school
Personal Data	Legitimate educational purposes
Scholastic Record	Cumulative record of grades
Health and Dental	Examinations, immunizations, and other health and dental records.

Should parents/guardians wish to examine their students' record files at any time, arrangements may be made by making an appointment with the principal's office. Due to the sensitive nature of some of this information, all information will be treated with complete confidentiality.

Only parents and authorized school personnel will be permitted access to this information without parental consent. Much of the information will be destroyed upon graduation of the student or transferred with the student when he/she moves to another school district. Results of all tests will be shared with parents/guardians. If there are any tests on the list mentioned above which parents/guardians feel should not be administered to their child, please contact the Schuylkill Haven Area School District. If so desired, a conference will be arranged between parents/guardians and a counselor or principal to answer questions or concerns.

STUDENT'S PERSONAL PROPERTY

All students are required to secure their own personal property including money to keep it safe from theft and/or loss. **Excessive amounts of money should not be brought into school**. In addition, students may not bring any items to school, which may be construed as distraction to the educational process. If a student or parent is unsure whether or not a particular item is allowed in school, they should contact the office.

STUDY HALLS

When students are not assigned to a specific class or lunch, they will be assigned to study hall. Study halls are to be used by students to do homework, catch up on reading, or other academic pursuits. Neither sleeping nor eating or drinking is permitted in study hall.

TECHNOLOGY

Students may use online tools including but not limited to Schoology, IXL, Google Classroom, and any other learning platform as assigned by the teacher. All users are bound by the Acceptable Use Policy (AUP) and Social Media Policy agreed to upon entering the school district. A copy of the AUP and Social Media Policy is available in the office. The following guidelines apply to computer use:

- School identification tags may not be removed from the laptops/computers.
- Food and drink should not be used near the laptops.
- Students must keep their passwords confidential.
- Students are responsible for backing up school documents to their student drive on the central server.
- Students may not copy music, pictures, or video to the server unless given permission by a teacher or administrator.
- Earbuds (wired and wireless) headphones are prohibited in class unless a faculty member grants permission.
- Students are responsible for reporting any technical issues affecting the performance of the laptop to the classroom teacher.
- Laptop/computer use in study hall is for instructional purposes only.

- Under NO CIRCUMSTANCES may students use the laptops, or any other device, to video or audio record a teacher or student without that person's permission.
- **Additions, modifications or deletions of files on the laptop are prohibited.**

The Schuylkill Haven Area School District shall rigorously uphold laws pertaining to the use of technological equipment and the information contained in them or generated by its use. *Anyone found to be violating such laws shall be subject to prosecution by the District as well as further disciplinary action, including criminal prosecution.*

TELEPHONE CALLS

No telephone calls may be made from the office, except in cases of emergency. This is a business phone and cannot be used for social calls at any time.

TERRORISTIC THREATS/ACTS

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building. The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative procedures to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act. The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building principal shall immediately suspend the student.
- The building principal shall promptly report the incident to the Superintendent.
- Based on further investigation, the Superintendent and/or Building principal shall report the student to law enforcement officials.
- The Superintendent may recommend expulsion of the student to the Board.
    - If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.
    - If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

- In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

TEXTBOOKS
Subject matter textbooks are purchased by the Board of Education and loaned to the students for educational purposes. It is expected that students will take good care of public property.
Students who deface, destroy or lose a textbook will be responsible for replacement costs. Most of the books are new or nearly new. Therefore, the cost of replacing the book may be extremely high.

TRANSCRIPTS
Official student transcripts are necessary when pursuing postsecondary education, the military, and employment. Official transcripts are sent by the guidance office to the educational institution, prospective employer, or military branch.
Students must complete a transcript release form, which can be found in the guidance office or Guidance website.

VEHICLE SEARCH POLICY
Parking on school property is a **privilege**, not a right. Students securing parking permits and parking on school property indicate their consent to a vehicle search. Vehicles parked on school property can be searched if the searches are in compliance with the following standards, as established by the US Supreme Court (New Jersey vs. T.L.0 (1985)):

- A vehicle parked on school property may be subjected to a search by school authorities when there are "reasonable grounds for suspecting that the search would turn up evidence that the student has violated or is violating either the law or rules of the school."

- A search is reasonable when "the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

School authorities may search a student's vehicle parked on school property and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. The student, parent, and/or police shall be notified and given the opportunity to be present during the search.

VISITORS TO THE SCHOOL
All parents and visitors must use the front entrance of the high school and register in the main office when entering the building. Parents and visitors must remain in the main office while waiting for their child, a teacher, or any other person they wish to visit. Visitors must also check out of the main office when leaving the building. All visitors must produce a form of identification.

WELLNESS POLICY

Beginning on June 20, 2012, the Schuylkill Haven Area School District adopted its updated Student Health & Wellness Policy. Through nutrition education and physical education and activity, we hope to help our students foster lifelong habits of healthy eating and physical activity. Copies of the Student Health & Wellness Policy are available via the district website (www.shasd.org). If you have any questions regarding the Student Health & Wellness Policy, please contact Mr. Matthew Buletza, Director of Learning Innovation, at (570) 385 – 6705.

WORKING PAPERS

Pennsylvania state law requires every person under 18 years of age to obtain an employment certificate before working in any establishment or occupation. The required papers can be secured through the guidance office of the Schuylkill Haven Area High School. The Guidance office hours during the school year are 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 3:30 p.m. During the summer months the office is closed on Friday. The Child Labor laws were amended by Act 192 of 1988 (House Bill No. 2502, PN 3889).Under the new Child Labor Law signed October of 2012, there will be only one permit. The new work permit will apply to all minors age 14 through 17 and may be used by more than one employer. Neither the employer nor the physician will need to sign an application for work permit. The law does require that an applicant's parents or legal guardian sign an application for work permit. Under the new law, an issuing officer may deny a work permit if in his/her judgment the applicant cannot maintain adequate academic achievement if permitted to work during the school year. An issuing officer may revoke a work permit if it is his/her judgment that the minor cannot maintain adequate academic achievement if permitted to work during the school year. Work permits are not required for minors who have graduated from an accredited high school who can exhibit official proof of such graduation and minors aged seventeen who are declared to have attained their academic potential by the chief school administrator of the school district wherein he/she resides. For more information, please contact the Guidance office at (570) 385-6720.

DISCIPLINE INFORMATION: CODE OF CONDUCT AND POLICY

Discipline is a vital and integral part of the educational process. Recognizing that the school and home need to work together to develop self-discipline within students, the Board of Directors of the Schuylkill Haven Area School District have adopted guidelines to develop more responsible student behavior.***The penalties listed below serve as guidelines and are subject to administrative discretion.**

ABSENCES: UNEXCUSED/UNLAWFUL

If a student is declared illegally absent for any reason, the following policy shall apply:

First offense Notice sent home with attendance procedures included.

Second offense Notice sent home with attendance procedures included.

Third offense Notice sent home with attendance procedures included. Notice of School Attendance Improvement conference which will be scheduled at next unexcused absence. Phone call from Principal or Assistant Principal. Detention assigned. *

Fourth offense Notice sent home with attendance procedures included. School Attendance Improvement Conference scheduled with parent. Phone call from Principal or Assistant Principal. Detention assigned. *

Fifth offense Notice sent home with attendance procedures included. Warning that 6th unlawful absence triggers required Student Attendance Improvement Program, citation and/or Children and Youth Referral. Call from Principal or Assistant Principal. Detention assigned. *

Sixth offense Notice from Superintendent of Schools. Citation sent to District Magistrate for parent and/or student; each fine not to exceed $750.00. Mandatory School-based or Community-based program assigned to student. If applicable, Children and Youth referral and/or Juvenile Probation office notified. Detention assigned. *

Further offenses Additional citations issued with each unexcused absence. District Magistrate, Children and Youth Offices, and Juvenile Probation notified. Detention assigned. *

**Exclusion from school-sponsored activities will be considered (for example: Powderpuff, Prom, and Commencement activities).Any student who fails to serve the assigned detention may be placed on suspension.*

ABSENCES: LATE TO SCHOOL/TARDY

Poor weather conditions, personal health problems, and extreme family emergencies are the only legal excuses for a student reporting late to school. Students must turn in a written excuse for the lateness within one **(1)** day of being late to school. Students that accumulate ten **(10)** total tardies will be declared **excessively tardy** and must provide a doctor's note for any future lateness within one **(1)** day of returning to school. The following actions will be taken in the event of a student being tardy:

Penalties for Violation of Lateness/Tardy to School Policy

First offense Warning and student given a copy of this policy.

Second offense Warning letter sent home.

Third offense Warning letter sent home to parents and a conference will be scheduled with student.

Fourth offense* After school detention assigned and written notification sent to parent.

Fifth offense* After school detention assigned and written notification sent to parent. Student is classified as truant.

Sixth offense* District Magistrate is contacted and a truancy citation is sent to parent with a fine issued. Schuylkill County Children and Youth will also be notified and after school detention assigned, while written notification will be sent to the parent.

Seventh offense* Second fine sent home and an informal hearing with high school principal is scheduled. After school detention is assigned, while written notification will be sent to parent.

Further offenses* Continuation of citations and Level V Disciplinary Options and Responses are considered.

**Exclusion from school-sponsored activities will be considered (for example: Powderpuff, Prom, and Commencement activities). Also, any student who fails to serve the assigned detention may be placed on suspension.*

ACADEMIC DISHONESTY: CHEATING, PLAGIARISM, ARTIFICIAL INTELLIGENCE

Students will be required to provide and properly cite sources for their school/homework. Students are required not only to have used any sources that are identified in the paper, but also to have correctly paraphrased the material; teachers will verify this. Students' failure to do so will be considered a violation of the school's academic honesty policy. In addition, if it is found that any outside sources have been used that are not identified in the paper it will be considered an act of plagiarism. When a student identifies work as their own, the student is responsible for all of the material therein. Borrowing someone else's homework, even if that person has willingly given it to you, is **cheating and academically dishonest**. Students will receive a zero in that class, along with the other punishments as outlined in the student handbook.

Penalties for Violation of Plagiarism Policy

First offense	Zero for the assignment and detention.
Second offense	Zero for the assignment and one day of in-school-suspension.*
Third offense	Zero for the assignment and three days of In or Out-of-school, along with possible course failure.*

*Students found guilty of second or third offense cheating shall be barred from any academic honors bestowed by the school such as inclusion in the National Honor Society, honor banquets, or other academic awards. Flagrant or blatant first offense cheating shall also result in the loss of academic honors bestowed by the school.

ACCEPTABLE USE POLICY

Computers, Network, Internet, Electronic Communications Systems and Information Policy

The Schuylkill Haven Area School District provides every student with a copy of the district's Computer Technology Acceptable Use Policy at the beginning of every school year.

New students will receive the policy when they register, as it is also on the District website. Students and parents are strongly encouraged to read the policy. Any questions should be addressed to the district's Technology Coordinator, Mr. Dave Pizzico, or the building principal. Students and parents who do not agree to adhere to the policy by signing the CIS Acknowledgement and Consent Form are not permitted to use any district computers or electronic data storage and retrieval systems nor access the district network. Violators of the Acceptable Use Policy are subject to the School District's Discipline Code below and could be subject to local, state and federal legal recourse.

Penalties for Violation of Acceptable Use Policy

First offense	Notification sent to parents. After School Detention.
Second offense	Notification sent to parents. 1-day in-school suspension.
Third offense	Notification sent to parents. 3-days in-school suspension. Loss of personal computer device.
Further offenses	Notification sent to parents. 3-days in-school suspension.

CORPORAL PUNISHMENT POLICY

In order to present uniform direction regarding corporal punishment, the following is adopted as district policy for the guidance of all employees of the Schuylkill Haven Area School District:

- Corporal punishment, namely physically punishing a student for an offense, may not be administered by employees.
- However, reasonable force may be used by teachers and school authorities under any of the following circumstances:
  - To quell a disturbance
  - To obtain possession of weapons or other dangerous objects
  - For the purpose of self-defense.
  - For the protection of persons or property.

DETENTION

Detention may be assigned to a student for unexcused tardiness, not completing assignments (academic), and violations of the Discipline Policy. Detention will be served before the school day from 7:00 a.m.to 7:40 a.m. or following the dismissal of school from 2:45 p.m. to 3:45 p.m. under the supervision of a member of the professional staff.

Students assigned detention will be notified at least one (1) day in advance of the date when they are to serve detention. However, students may choose to serve detention earlier than the assigned date/time. **Students are to inform parents/guardians.** Parents/guardians will also receive the discipline notice via mail. Students are to make arrangements for transportation home. If a student is present on the assigned day of detention and fails to report to the assigned detention, they will be assigned a make-up **and** a penalty detention. Forgetfulness, practices, appointments, and other after-school activities are not valid excuses for missing detention.

If a student is absent on the assigned day of detention, he or she will make-up the detention on the next scheduled detention date. Students are to report to the detention room for 7:00 a.m. or 2:40 p.m. Students arriving late to detention will be assigned another detention. Students may not leave their assigned seats for any reason during detention. They are to use the restroom and secure any books or supplies they need before reporting for detention. Students may arrange to meet with a teacher during detention time regarding assignments. Students must make these arrangements and communication must be made with the detention monitor prior to detention. Students must work on school assignments during detention. Students without assignments will copy the discipline section of the student handbook. Students are not permitted to talk, eat, drink, sleep, listen to music, or play games during detention, which includes use of a cell phone.

DRESS CODE

The Schuylkill Haven Area High School encourages students to wear clothing that is clean, neat, and of appropriate length for an academic environment. All students are expected to exercise good taste and judgment in compliance with State Board of Education Regulations, Student Rights and Responsibilities, Section 12:11. The following types of clothing are banned:

- Vulgar, offensive messages. Clothing that is offensive to faculty, staff, administration, and fellow students. Clothing that contains messages that are vulgar, offensive, obscene or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

- Clothing that presents a safety hazard. Students may not wear any apparel that could pose a threat to the health, safety, or welfare of the school community. No chains, spiked or choke collars may be worn or carried at any time; this includes wallet chains, etc.

- Clothing that is a health hazard to the individual student and the general student population.

- Hoods, hats, caps, bandannas covering the head, and similar headwear are not to be worn in district buildings except for medical or religious purposes with administrative approval.

- Sexual message or innuendoes.
- Drug or alcohol paraphernalia including advertisements for alcohol or cigarettes.
- Racially or ethnically offensive messages.
- Harassment aimed at any group or individual.

- Brief and/or revealing clothing, including but not limited to: tank tops, halter-tops, garments with spaghetti straps or that are strapless/tube tops; garments that are "see-through"/sheer or mesh, or cut low. Tops must provide full coverage and should not reveal cleavage, the chest, shoulders, or midriff. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms.

- Skirts and shorts must not be shorter than the student's fingertips when his/her arms are held at his/her side.
- Rips, tears and holes must in pants must be below the student's fingertips when his/her arms are held at his/her side.
- Undergarments must not be visible.
- Pajama pants, sleepwear, and loungewear are not appropriate apparel in school.
- Sagging Pants. Students shall not wear pants or shorts that when fastened sag or fit below the waist. All pants and shorts must fit around the waist and be properly fastened.

- Blankets and excessive length or baggy clothing (includes but is not limited to trench coats) are not permitted. Unless there are heating problems, all jackets/coats must be kept in lockers and not worn during the school day.

Penalties for Violation of Dress Code Policy

First offense Warning. Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school.

Second offense Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. One (1) hour of detention will be assigned.

Third offense Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. A half (1/2) day of In-School Suspension will be assigned.

Fourth offense Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. One (1) day of In-School Suspension will be assigned.

Further offenses Informal hearing is held and alternative education placement is to be considered.

LEAVING SCHOOL/BUILDING WITHOUT PERMISSION

The school is responsible for students during regular school hours. If a student leaves the building without authorization and is injured, severe liability could result. The following policy will be followed:

Penalties for Violation of Leaving School/the Building without Permission Policy

First offense An attempt is made to find student. Parents are notified that student is out of school without authorization and one (1) day of In-School Suspension is assigned.

Second offense Two (2) days of In-School Suspension are assigned and a letter is sent home to parent/guardian.

Third offense Three (3) days of In/Out-of-School Suspension are assigned and an informal hearing with parent is scheduled.

Fourth offense A formal hearing is scheduled and expulsion is considered.

LOCKERS

Locker Search Policy

PA Code Title 22 Section 12.14

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Each student will be assigned a locker. All books, papers, general supplies, and coats may be kept in the locker. It is not to be used to store valuable personal items or money. The school cannot be responsible for items which are lost or stolen. Students will be charged for the loss and/or damage in books and school property on the basis of current replacement cost. Articles are not to be pasted or attached to the inside of lockers or locker doors without prior administrative permission. All lockers must be kept in clean fashion and will be periodically inspected. All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. The student in the case shall be notified and given the opportunity to be present. Where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior notification and opportunity to be present.

Title 22, Section 12.14 The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

Title 22, Section 12.14 Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

Delegation of Responsibility

The Superintendent shall develop procedures to implement this policy which shall require:

- All requests or suggestions for the search of a student's locker shall be directed to the school building principal.
- Prior to a locker search, the student shall be notified, if possible.
- The principal or representative shall be present whenever a student locker is inspected.
- The principal shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or when probable cause exists.

- The principal shall be responsible for the safe-keeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.

- The principal shall be responsible for the prompt recording in writing of each locker inspection which record shall include the reasons for the search, persons present, objects found and their disposition.

All students and parents must sign the Locker Search Form as part of the first day of school forms located in Power School. The Locker Search Form states the following information, to be signed and dated by the student: "In accordance with Schuylkill Haven Area School District Policy No. 226, all school lockers are and shall remain the property of the Schuylkill Haven Area School District. As such, students shall have no expectation of privacy in their lockers. Therefore, I (Student's Name) acknowledge and accept that lockers are property of Schuylkill Haven Area School District and are subject to random search, and that I have no exception of privacy in my locker."

NON-DISCRIMINATION POLICY

The Schuylkill Haven Area School District is an equal opportunity educational institution that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, sexual orientation, handicap/disability, or age in its programs and activities. The following person has been designed to handle inquiries regarding the non-discrimination policies: Mr. Matthew Buletza, Director of Learning Innovation, Schuylkill Haven Area School District, 501 East Main Street, Schuylkill Haven, PA 17972. Email at buletzam@shasd.org

SCHOOL BUS

Disruptive conduct on school buses endangers the lives of everyone and could result in injury or death in the event of an accident. The board of directors issued the following policy for all students who do not behave properly:

Penalties for Violation of School Bus Behavior Policy

First offense	Warning to student and a copy of violation sent home; detention considered.
Second offense	Notification sent home to parents and detention assigned. Student is removed from bus for a time period to be determined by administration.
Third offense	Removal from bus for a time period to be determined by administration. In-School Suspension is assigned and parent is contacted.
Further offenses*	Possible permanent removal of bus privileges.

** Parents/guardians are responsible for providing transportation for the student, as serious infraction may result in immediate loss of bus privileges.*

SMARTPASS

All students must utilize the SmartPass application, located on each student's Chromebook, when leaving the classroom/assigned area, and/or visiting unassigned or unsupervised areas.

Penalties for Violation of SmartPass

First offense	Warning. Student is made aware of policy.
Second offense	Detention will be assigned and parents are notified.
Third offense	In-School Suspension is assigned and parents are notified.
Fourth offense	In-School Suspension is assigned and a parent conference may be required.
Further offenses	Out of School Suspension and/or other discipline per principal

SMOKING, VAPING, SMOKELESS TOBACCO, AND CHEWING TOBACCO

The School Tobacco Control Act and Clean Indoor Air Act prohibit the use of tobacco and tobacco products in school buildings and school buses and on school property owned by, leased by, or under the control of a school district. No student is permitted to smoke on school property at any time. No student is permitted to have any tobacco or e-cigarette product in his/her possession. This policy also covers smokeless and chewing tobacco. No student may use or possess any tobacco product while on any school sponsored trip or activity.

Penalties for Violation of Smoking, Vaping, Smokeless Tobacco, and Chewing Tobacco Policy

First offense One (1) day of In or Out School Suspension assigned. District Magistrate is contacted, a citation is issued, and a fine is imposed, per District Magistrate. Suspension from extracurricular activities for one (1) event/game in which the student is participating at that time.

Second offense Two (2) days out-of-school suspension assigned and an informal hearing with student is held. District Magistrate is contacted, a citation is issued, and a fine is imposed per District Magistrate. Suspension from extracurricular activities for three (3) events/games in which the student is participating at that time.

Third offense Five (5) days Out-of-School Suspension is assigned and an informal hearing with parents is scheduled. A citation is issued and a fine is imposed, per District Magistrate. Permanent suspension from team and suspended from all extracurricular activities for one (1) calendar year.

STUDENT BEHAVIOR AT SCHOOL SPONSORED EVENTS

Proper conduct is required of all Schuylkill Haven Area High School students at all school sponsored events, including but not limited to sports, art/musical performances, and dances/proms/formals. Students or spectators engaging in behavior deemed vulgar, disruptive, or inappropriate will be removed from the premises by security personnel and barred from all further attendance at future Schuylkill Haven Area High School events, including but not limited to home sporting events.

STUDENT'S PERSONAL PROPERTY

All students are required to secure their own personal property including money to keep it safe from theft and/or loss. ***Excessive amounts of money should not be brought into school.*** In addition, students may not bring any items to school which may be construed as distraction to the educational process. If a student or parent is unsure whether or not a particular item is allowed in school, they should contact the main office. Some examples of items not permitted include beepers/pagers, trading cards, laser pointers, electronic games, and lighters. Electronics of any kind should be turned off and out of sight during class time. **Under NO CIRCUMSTANCES are students to use Chromebooks/laptops, or any other electronic device to audio or video record a teacher, student, or staff member without that person's permission. Please see Level IX (4) of the Discipline Code.**

Penalties for Student's Personal Property Policy

First offense Item is confiscated until the end of the school day.
Second offense Parent must personally come to school to pick up the item and detention is assigned.
Third offense Parent must personally come to school to pick up the item and three (3) days of In-School Suspension **are** assigned.

SUSPENSION (In-School or Out-of-School)

- A zero may be given for class participation during a Suspension.
- A student will be allowed to make up tests for an In or Out-of-School Suspension. The only exception to making up tests will be cheating. In cases of cheating, a zero will be given and no make-up test will be allowed.
- In-school suspension shall be done in isolation whenever possible. Students must bring ALL books and work with them. Lunch shall be eaten in isolation. Students are not permitted to sleep. If students complete all assigned work, they should read a book, or they will be given busy work to do.
- All suspensions shall include parental notification.
- Suspensions longer than ten days shall require the opportunity for a formal hearing with the school board of directors.
- Any student assigned to an out of school suspension is not permitted on Schuylkill Haven Area School District property for the duration of the suspension. A Friday suspension denies entrance for Friday, Saturday and Sunday events. Students found on school property during an assigned out-of-school suspension will be considered trespassers and the police may be called. Students will have additional suspension time added to their punishment.
    - Student who receive In-School Suspension are able to attend but not participate in extracurricular activities on that day.

DISCIPLINE INFORMATION – CODE OF CONDUCT

**Penalties listed below serve as merely a guide and are subject to administrative discretion.*

ACADEMIC DISHONESTY AND PLAGIARISM (Including Artificial Intelligence)

Any teacher in the school will be happy to clarify what his or her expectations are for projects and papers. Do not use ignorance as an excuse to commit academic dishonesty. The English department will check all papers submitted to be sure that they are the original work of the student. Students may be asked to provide their sources for the paper, whether the sources are web sites, books, or videos, etc. Students are required not only to have used any sources that are identified in the paper, but also to have correctly paraphrased the material. Teachers will verify this and students' failure to do so will be considered a violation of the school's academic honesty policy. In addition, if it is found that any outside sources have been used that are not identified in the paper that is plagiarism as well.

WHAT IS ACADEMIC DISHONESTY?

As mentioned above, anytime a student identifies work as his or her own; it is assumed that the student is responsible for all of the material therein. In other words, once you put your name on a test, quiz, homework, project, review sheet, or paper, you are claiming that you alone have completed the work. If a teacher has permitted group work, the names of all the group members should be identified. Borrowing someone else's homework, even if that person has willingly given it to you, is **cheating and academically dishonest**. It is fraud. You are asking the teacher to give you credit for work you didn't do yourself. For that you will receive a zero in that class, along with the other punishments as outlined in the school handbook.

WHY IS THERE A DISCIPLINE VIOLATION AS WELL AS ACADEMIC?

In addition to falsely claiming to have completed work within the academic class, for which you receive a zero, you have also violated the behavior policy of the school. You have committed fraud or stolen someone else's property. If you fraudulently forge a parent's signature, you would receive a punishment from the school. If you steal someone's backpack, you would be violating the rules of the school. It is no different when you use someone else's intellectual property. In the world outside of high school, the punishments for taking someone else's ideas and passing them off as your own include both a criminal punishment and employment repercussions. In other words, people who do this will often lose their jobs and get sued or fined.

****If all this seems complicated or harsh, the simple way to avoid it all is to** do your own work. **Teachers are willing to help you with confusing areas, but if you don't ask for help, then commit academic dishonesty, do not try to use the excuse that you "didn't understand." This is unacceptable**. The above guidelines must be followed. No exceptions.

PENALTIES FOR VIOLATION OF PLAGIARISM POLICY

First offense	Zero for the assignment, detention
Second offense	Zero for the assignment, 1 day in-school-suspension
Third offense	Zero for the assignment, 3 day in/out-of-school suspension, possible course failure

Students found guilty of second or third offense cheating shall be barred from any academic honors bestowed by the school such as inclusion in the National Honor Society, honor banquets, or other academic awards. Flagrant or blatant first offense cheating shall also result in the loss of academic honors bestowed by the school.

ACCEPTABLE USE POLICY

The Schuylkill Haven Area School District has provided every student with a copy of the district's Computer Technology Acceptable Use Policy at the beginning of the 2022-2023 school year. New students will receive the policy when they register. Student and parents are strongly encouraged to read the policy. Any questions should be addressed to the district's technology coordinator, or the building principal. Students and parents who do not agree to adhere to the policy by signing the CIS Acknowledgment and Consent Form are not permitted to use any district computers or electronics data storage and retrieval systems, no access the district network. Violators of the Acceptable Use Policy are subject to the School District's Discipline Code (listed below) and could be subject to local, state and federal recourse.

First offense	Notification sent to parents. After School Detention
Second offense	Notification sent to parents. 1-day in-school suspension
Third offense	Notification sent to parents. 3-days in-school suspension. Loss of personal computer device.
Further offenses	Notification sent to parents. 3-days in-school suspension

ASSEMBLIES / PEP RALLIES

The following action will be taken for inappropriate behavior at all assemblies and pep rallies:

PENALTIES FOR VIOLATION

First offense	Immediate removal from event, suspension from next scheduled activity.
Second offense	Permanent suspension for all related programs and/or school.

CAFETERIA BEHAVIOR

The cafeteria is a place where students are permitted to talk freely, eat, and relax. Disruptive conduct infringes of the rights of other students who use this time to relax. Such conduct is not tolerated. The staff member-in- charge shall have full control of the cafeteria.

PENALTIES FOR VIOLATION

First offense	Isolation in office or In School Suspension Room with lunch, clean up cafeteria, and/or lunch or after school detention will be issued
Second offense	Detention will be issued and clean up cafeteria
Third offense	Detention will be issued and clean up cafeteria
Fourth offense	In-school suspension
Fifth offense	In-school suspension

**Severe problems may require immediate in-school or out-of-school suspension.*

CHEATING

One of the most important lessons education should teach is honesty. While it does not appear as a subject, it underlies the whole educational structure. Character, self-control, efficiency, and personal worth all grow from a sense of individual honesty. An act of cheating destroys the positive qualities our educational systems attempt to impart to our students.

PENALTIES FOR VIOLATION

First offense	Zero for the assignment, detention
Second offense	Zero for the assignment, 1 day in-school-suspension
Third offense	Zero for the assignment, 3 day in/out-of-school suspension, possible course failure

Students found guilty of second or third offense cheating shall be barred from any academic honors bestowed by the school such as inclusion in the National Honor Society, honor banquets, or other academic awards. Flagrant or blatant first offense cheating shall also result in the loss of academic honors bestowed by the school.

CUTTING CLASS/OUT OF ASSIGNED AREA

A student is expected to attend class regularly in order to receive maximum benefit from his or her education. Cutting class or not being in the appropriate assigned area is a serious violation of the school's discipline code. Severe issues may require immediate in-school suspension.

PENALTIES FOR VIOLATION

First offense	Detention
Second offense	In-school suspension
Third offense	Parent conference. Other action as per discipline code

DETENTION

Detention may be assigned to a student for unexcused tardiness, not completing assignments (academic) and violations of the Discipline Policy. Detention will be served before the school day from 7:00 – 7:40 AM or following the dismissal of

school from 2:40 – 3:30 PM under the supervision of a member of the professional staff. Students assigned detention will be notified at least one (1) day in advance of the date when they are to serve detention; however, students may choose to serve detention earlier than the assigned date/time. Students are to inform parents/guardians; parents/guardians will also receive the discipline notice by mail. Students are to make arrangements for transportation home.

If a student is present on the assigned day of detention and fails to report to the assigned detention, he or she will be assigned a make up and a penalty detention. Forgetfulness is not an excuse for missing detention. Practices, appointments, and other after-school activities are not valid excuses for missing detention. If a student is absent on the assigned day of detention, he or she will make up the detention on the next scheduled detention date.

Students are to report to the detention room at 7:00 AM or 2:40 PM. Students arriving late to detention will be assigned another detention. Students may not leave their assigned seats for any reason during detention. They are to use the lavatory and secure any books or supplies they need before reporting for detention. Students may arrange to meet with a teacher during detention time regarding assignments. Students must make arrangements, and communication must be made with the detention monitor prior to detention.

Students must work on school assignments during detention. Students without assignments will copy the discipline section of the student handbook. Students are not permitted to talk, eat, drink, sleep, listen to music, or play games during detention.

DRESS CODE

The Schuylkill Haven Area High School encourages its students to wear clothing that is clean, neat and of appropriate length for an academic environment. All students are expected to exercise good taste and judgment in compliance with State Board of Education Regulations, Student Rights and Responsibilities, Section 12:11.

The following types of clothing are banned:

- Vulgar, offensive messages. Clothing that is offensive to staff and fellow students. Clothing that contains messages that are vulgar, offensive, obscene or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- Clothing that presents a safety hazard. Students may not wear any apparel that could pose a threat to the health, safety, or welfare of the school community. No chains, spiked or choke collars may be worn or carried at any time; this includes wallet chains, etc.
- Clothing that is a health hazard to the individual student and the general student population.
- Hoods, hats, caps, bandannas covering the head, and similar headwear are not to be worn in district buildings except for medical or religious purposes with administrative approval.
- Sexual message or innuendoes.
- Drug or alcohol paraphernalia.
- Advertisements for alcohol or cigarettes.
- Racially or ethnically offensive messages.
- Harassment aimed at any group or individual.
- Brief and/or revealing clothing. Students must recognize that brief and/or revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, garments with spaghetti straps or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must not be shorter than the student's fingertips when his/her arms are held at his/her side.
- Rips, tears and holes must in pants must be below the student's fingertips when his/her arms are held at his/her side.
- Undergarments must not be visible.
- Pajama pants and sleepwear are not appropriate apparel in school.

- Sagging Pants. Students shall not wear pants or shorts that when fastened sag or fit below the waist. All pants and shorts must fit around the waist and be properly fastened.
- Blankets and excessive length or baggy clothing (includes but is not limited to trench coats) are not permitted. Unless there are heating problems, all jackets/coats must be kept in lockers and not worn during the school day.
- Shorts and pants are to be neat, clean, and of appropriate length.
- Students **may not** wear any clothing that is offensive to members of the faculty or administration.

PENALTIES FOR VIOLATION

First offense	Warning. Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school.
Second offense	Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. One hour of detention will be assigned.
Third offense	Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. ½ day in-school suspension will be assigned.
Fourth offense	Student must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. 1 day in-school suspension will be assigned.
Fifth offense	Informal hearing, alternative education considered as an option.

HALL AND LAV PASS

All students must carry a pass when visiting unassigned or unsupervised areas of the building. This pass must be presented to any staff member who requests it.

PENALITIES FOR VIOLATION

First offense	Warning – student is made aware of policy.
Second offense	Detention will be issued, parents are notified.
Third offense	In-school suspension. Parents are notified.
Fourth offense	In-school suspension. Parent conference may be required.
Fifth offense	Consideration for removal from class or other discipline options as per code.

IN CLASS VIOLATIONS

Any type as determined by the teacher, which needs the intervention of the administration. First offense may require detention or suspension, depending on the violation.

PENALTIES FOR VIOLATION

First offense	Warning – student is made aware of policy.
Second offense	Detention will be issued, parents are notified.
Third offense	Detention will be issued, parents are notified.
Fourth offense	In-school suspension. Parent conference may be required.
Fifth offense	Consideration for removal from class or other discipline options as per code.

LATE TO CLASS

Being late for class is disruptive to the teachers and students in the class. It is very discourteous to the teachers and students in the class and disrupts the flow of instruction.

PENALTIES FOR VIOLATION

First offense	Tardiness recorded by teacher in PowerSchool. Teacher assigns an appropriate penalty.
Second offense	Tardiness recorded by teacher in PowerSchool. Teacher assigns an appropriate penalty.
Third offense	Tardiness recorded by teacher in PowerSchool. Teacher will write-up a disciplinary referral and a detention will be issued.
Further offenses	Tardiness recorded by teacher in PowerSchool. Teacher will write-up a disciplinary referral and a detention will be issued. Further consequences will be considered.

LATE TO SCHOOL

One of the most important lessons this high school teaches is punctuality. On-time attendance is very important. Employers constantly question the school on the lateness and attendance records of students. Poor weather conditions, personal health problems, and extreme family emergencies are the only legal excuses for a student reporting late to school. Students must turn in a written excuse for the lateness within one **(1)** day of being late to school. Students that accumulate ten **(10)** total lateness's will be declared excessively tardy and must provide a Dr.'s note for any future lateness within one **(1)** day of returning to school.

Because of the importance of student punctuality, the following action will be taken if a student reports late:

PENALTIES FOR VIOLATION

First offense	Warning to student with a copy of this policy given to him or her.
Second offense	Warning letter sent home.
Third offense	Warning letter sent home to parents, conference will be scheduled with student.
Fourth offense*	After school detention, written notification sent to parent.
Fifth offense*	After school detention, written notification sent to parent. Student is classified as truant.
Sixth offense*	District Magistrate contacted. Truancy citation sent to parent. Fine issued. Schuylkill County Children and Youth will be notified. After school detention, written notification sent to parent.
Seventh offense*	Second fine sent home. Informal hearing with high school principal. After school detention, written notification sent to parent.
Further offenses*	Continuation of Citations. Level V Disciplinary Options and Responses considered.

**Exclusion from school-sponsored activities will be considered (for example: Powderpuff, Prom, and Commencement activities). Also, any student who fails to serve the assigned detention may be placed on suspension.*

LEAVING SCHOOL

The school is responsible for the student during regular school hours. If a student leaves the building without authorization and is injured, severe liability could result. The following policy will be followed:

PENALTIES FOR VIOLATION

First offense	An attempt is made to find student. Parents are notified that student is out of school without authorization. One day in-school suspension.
Second offense	Two day in/out-of-school suspension. Letter to parents.
Third offense	Three day in/out-of-school suspension. Informal hearing with parent.
Fourth offense	Formal hearing, expulsion considered as an option.

SCHOOL BUS

Disruptive conduct on school buses endangers the lives of all people on the bus. Disruptive behavior could result in injury or death in the event of an accident. The board of directors issued the following policy for all students who do not behave properly.

PENALTIES FOR VIOLATION

First offense	Warning to student, copy of violation sent home. Detention considered.

Second offense Notification sent home to parents. Detention. Removal from bus for a time period to be determined.

Third offense Removal from bus for a time period to be determined. In School Suspension. Parent contact required.

Other offenses Possible permanent removal of bus privileges.

* Parents/guardians are responsible for providing transportation for the student
* *Serious infraction may result in immediate loss of bus privileges.*

SHOWING OF AFFECTION

Neither the administration nor the faculty object to student relationships. There is, however, a time and place for the appropriate showing of affection, and school is neither the time nor the place. Such displays are offensive to the faculty, to visitors to our building, and to many students. Students are expected to refrain from such behavior on school premises.

PENALTIES FOR VIOLATION

First offense Students receive a warning from the office. Incident is recorded in office. Students must meet with the administration.

Second offense or further offenses Detention or in-school suspension. Policy sent home to parents of both students. Conference with the administration.

SMOKING/SMOKELESS TOBACCO/CHEWING TOBACCO/E-CIGARETTES

The School Tobacco Control Act and Clean Indoor Air Act prohibit the use of tobacco and tobacco products in school buildings and school buses and on school property owned by, leased by, or under the control of a school district. No student is permitted to smoke on school property at anytime. No student is permitted to have any tobacco or e-cigarette product in his/her possession. This policy also covers smokeless and chewing tobacco. No student may use or possess any tobacco product while on any school sponsored trip or activity.

PENALTIES FOR VIOLATION

First offense One day In or Out School Suspension. District Magistrate contacted. Citation issued. Fine imposed. Suspension from extracurricular activities for 1 event or game in which the student is participating at that time.

Second offense Two day out-of-school suspension, informal hearing with student. District Magistrate contacted. Citation issued. Fine imposed per District Magistrate. Suspension from extracurricular activities for 3 events or games in which the student is participating at that time.

Third offense Five day out-of-school suspension, informal hearing with parents. Citation issued. Fine imposed per District Magistrate. Permanent suspension from team and suspended from all extracurricular activities for one calendar year.

STUDENT BEHAVIOR AT SCHOOL SPONSORED SPORTING EVENTS

Proper conduct is required of all Schuylkill Haven Area High School students at all school sponsored sporting events. Students or spectators engaging in behavior deemed vulgar, disruptive, or inappropriate will be removed from the premises by security personnel and barred from all further attendance at Schuylkill Haven Area High School home sporting events.

STUDENT'S PERSONAL PROPERTY

All students are required to secure their own personal property including money to keep it safe from theft and/or loss. ***Excessive amounts of money should not be brought into school.*** In addition, students may not bring any items to school, which may be construed as distraction to the educational process. If a student or parent is unsure whether or not a particular item is allowed in school, they should contact the office.

Some examples of items not permitted:
Beepers/Pagers/Phones/Trading cards Laser pointers Electronic games Matches/Lighters

Electronics of any kind should be turned off and out of sight during class time. At no time should a student have a verbal conversation on a cell phone. Students may use cell phones in the hallway or within the cafeteria for texting purposes only, provided they are used in a responsible way. Teachers have the discretion to allow cell phones to be used within the classroom for educational purposes. The school reserves the right to change this procedure as it becomes necessary.

Under NO CIRCUMSTANCES may students use the laptops, or any other device, to video or audio record a teacher or student without that person's permission-Please see Level 4 of Discipline Code.

First Offense	Item confiscated until end of school day.
Second Offense	Parent must personally come to school to pick item up. Detention.
Further Offenses	Parent must personally come to school to pick item up. Three (3) days In-School Suspension.

SUSPENSION (In-school or Out-of-school)

1. A zero may be given for class participation during a suspension.
2. A student will be allowed to make up tests for an in-school or out-of-school suspension. The only exception to making up tests will be cheating. In cases of cheating, an F will be given and no makeup test will be allowed.
3. In-school suspension shall be done in isolation whenever possible. Students must bring ALL books and work with them. Lunch shall be eaten in isolation. Students are not permitted to sleep. If students complete all assigned work, they should read a book, or they will be given busy work to do.
4. All suspensions shall include parental notification.
5. Suspensions longer than ten days shall require the opportunity for a formal hearing with the school board of directors.
6. Any student assigned to an out of school suspension is not permitted on Schuylkill Haven Area School District property for the duration of the suspension. A Friday suspension denies entrance for Friday, Saturday and Sunday events. Students found on school property during an assigned out-of-school suspension will be considered trespassers and the police may be called. Students will have additional suspension time added to their punishment. Student who receive In-School Suspension are able to attend but not participate in extra-curricular activities on that day.

UNEXCUSED/UNLAWFUL ABSENCE

If a student is declared illegally absent for any reason, the following policy shall apply:

PENALTIES FOR VIOLATION

First offense	Notice sent home with attendance procedures included.
Second offense	Notice sent home with attendance procedures included.
Third offense	Third Notice sent home with attendance procedures included. Notice of School Attendance Improvement conference which will be scheduled at next unexcused absence. Phone call from Principal or Assistant Principal. Detention assigned. *
Fourth offense	Notice sent home with attendance procedures included. School Attendance Improvement Conference scheduled with parent. Phone call from Principal or Assistant Principal. Detention assigned. *

Fifth offense	Notice sent home with attendance procedures included. Warning that 6th unlawful absence triggers required Student Attendance Improvement Program, citation and/or Children and Youth Referral. Call from Principal or Assistant Principal. Detention assigned. *
Sixth offense	Notice from Superintendent of Schools. Citation sent to District Magistrate for parent and/or student; each fine not to exceed $750.00. Mandatory School-based or Community-based program assigned to student. If applicable, Children and Youth referral and/or Juvenile Probation office notified. Detention assigned. *
Further Offenses	Additional citations issued with each unexcused absence. District Magistrate, Children and Youth Offices, and Juvenile Probation notified. Detention assigned. *

**Exclusion from school-sponsored activities will be considered (for example: Powderpuff, Prom and Commencement activities). Also, any student who fails to serve the assigned detention may be placed on suspension.*

Commonwealth of Pennsylvania

STATE BOARD OF EDUCATION

APPENDIX B

Regulations of the State Board of Education of Pennsylvania

CHAPTER 12 - STUDENTS

(Approved September 13, 1974; Section 12.31 and 12.32 approved July 14, 1974 and amended July 15, 1977; Chapter amended March 10,1983 - effective February 18, 1984)

STUDENT RIGHTS AND RESPONSIBILITIES

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STUDENT RIGHTS AND RESPONSIBILITIES

12.1. Free education and attendance

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.
(2) The student is pregnant.
(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).
(4) The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

This section cited in 22 Pa. Code § 12.6 (relating to exclusions from school).

12.2. Student responsibilities

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

(b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:
(1) Exercise proper care when using public facilities and equipment.
(2) Attend school daily and be on time at all classes and other school functions.
(3) Make up work when absent from school.
(4) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
(5) Report accurately in student media.
(6) Not use obscene language in student media or on school premises.

12.3. School rules

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

12.4. Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

12.5. Corporal punishment

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:
(1) To quell a disturbance.
(2) To obtain possession of weapons or other dangerous objects.
(3) For the purpose of self-defense.
(4) For the protection of persons or property.

12.6. Exclusions from school

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.
(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
(i) Suspensions may be given by the principal or person in charge of the public school.
(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).
(v) Suspensions may not be made to run consecutively beyond the 10-school day period.
(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act (20 U.S.C.A. § 1400—1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

12.7. Exclusion from classes—in-school suspension

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

12.8. Hearings

(a) General. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) Formal hearings. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Disabilities

Education Act (20 U.S.C.A. § § 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

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

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

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

12.9. Freedom of expression

(a) The right of public-school students to freedom of speech is guaranteed by the Constitution of the United states and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public-school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

12.10. Flag Salute and the Pledge of Allegiance

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

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

12.11. Hair and dress

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

12.12. Confidential communications

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

12.13. [Reserved]

12.14. Searches

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

12.15. [Reserved]

12.16. Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

Prekindergarten—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

School entity—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public-School Code of 1949 (24 P. S. § § 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

STUDENT RECORDS

12.31. General requirements

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

12.32. Elements of the plan

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

12.33. [Reserved]

SERVICES TO STUDENTS

12.41. Student services

(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(c) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. § § 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in the plan developed under § 4.13(c). A school entity shall make its student services plan available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

(i) Federal and State funded school meal programs.

(ii) Special Supplemental Feeding Program for Women, Infants and Children (WIC).

(iii) Food Stamp Program.

(iv) Pennsylvania Fresh Foods Program.

(v) Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

(4) Provide basic health services outlined in Article XIV of the Public-School Code of 1949 (24 P.S. § § 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using, individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

12.42. Student Assistance Program (SAP)

School entities shall plan and provide for a student assistance program under section 1547(g) of the Public-School Code of 1949 (24 P.S. § 15-1547(g) regarding alcohol, chemical and tobacco abuse program).

DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY FOR STUDENTS

This policy is an effort by the Schuylkill Haven Area School District to respond effectively to the potential and current use of alcohol and drugs by members of the student body. A fundamental concern of the Schuylkill Haven Area School District is the emancipation of all its students from the threat that drugs and alcohol pose to their present and future well-being. This concern goes beyond merely enforcing standards of conduct while students are in attendance at school or are engaged in school activities. It extends to initiating and supporting efforts to deal with the causes of drug and alcohol abuse. The school district will work through the K-12 curriculum, classroom activities, the Student Assistance Team, county human service agencies, faculty effort, and written disciplinary procedures to prevent and intervene in the abuse of controlled substances by members of the school population.

The Schuylkill Haven Board of Education endorses and encourages participation by school personnel in progress of drug and alcohol prevention, including counseling and assisting students and parents.

School Guidelines

These guidelines have been created as one part of the Alcohol and Drug Policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations. All standard medical and emergency procedures shall be followed. In such instances, the student shall not be left alone, the school nurse shall be summoned immediately, and if necessary additional medical help will be secured. The guidelines are divided according to situations that may occur at school or at school sponsored events.

1. Suspicion

Any situation wherein a student demonstrates obvious symptoms of possible drug and/or alcohol use (stagger, smell of alcohol, slurred speech, dazed appearance, incoherence, inability to respond) shall be handled as a health problem and a potential emergency.

IMMEDIATE ACTION: All standard health and first aid procedures shall be followed. The student shall not be left alone. The school nurse shall be summoned immediately. If the student must be taken to a medical facility he/she will be accompanied by the principal or authorized delegate.

INVESTIGATION: If alcohol or drug use is indicated, the principal or authorized delegate shall be responsible for all necessary investigation. This investigation may include a search, according to policy, of the student's locker and removal of apparent drug substances.

The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances.
NOTIFICATION OF PARENT: Parents will be immediately notified of the incident as a health problem or medical emergency and will include a description of the situation and symptoms.
CONFIDENTIALITY: Maintaining the confidentiality of such situations particularly the knowledge that drugs are involved shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, school officials, Child Study and SAP personnel.
DISPOSITION OF SUBSTANCE: All substances discovered at the emergency scene or subsequently uncovered may be turned over by the school principal or authorized delegate to medical personnel or police authorities for identification and aid in the treatment of the emergency.
DISCIPLINE: Following an informal administrative hearing the student may be suspended up to ten days. The student may be referred to the Child Study Team. The student shall be required to have an appointment with one of the school district's designated counselors. Recommendation for further disciplinary action, counseling or outside referral shall be made by the chosen counselor - subject to the approval of the school administration.
NOTIFICATION OF POLICE: Police will be notified if necessary by school officials.

2. Possession

The student is caught with alcohol or drugs (amount typical for personal use) for the first time.
IMMEDIATE ACTION: The teacher will summon an administrator or escort the student to an administrator's office.
INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.
NOTIFICATION OF PARENT: The parent will be contacted immediately, the situation described, and a conference arranged.
CONFIDENTIALITY: Information will be limited to the student, SAP, Child Study Team, principal, disciplinarian, Superintendent, and parent.
DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency with request for analysis. The student's name will be withheld at this time.
DISCIPLINE: Following an informal administrative hearing, the student will be suspended up to ten days. The student will be referred to the Child Study/SAP Team. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor. The student will be informed of the option of requesting a hearing before the Board of Education.
NOTIFICATION OF POLICE: Contact will be limited to the transfer of confiscated substances at this time.

3. Defiant Possession

The student is caught for the first time with alcohol or drugs, but is uncooperative (will not turn over the substance, responds with arrogance).
IMMEDIATE ACTION: The teacher will summon an administrator or escort the student to an administrator's office.
INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.
NOTIFICATION OF PARENT: The parent will be contacted immediately, and the situation described completely. The parent will be informed of the possibility of police involvement.
CONFIDENTIALITY: Information will be limited to the student, teacher, SAP/Child Study Team, parent, and if necessary police.
DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
DISCIPLINE: Following an informal hearing, the student will be suspended for a period of up to ten days. The student may be referred to the Child Study/SAP Team. A formal hearing by the Board of Education may be warranted to determine the possible term of expulsion and/or potential conditions of return. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor.
NOTIFICATION OF POLICE: Police will be notified as soon as necessary to carry out searches or investigation when the student refuses to cooperate.

4. Repeated Possession

A student is caught again in possession of a drug substance.
IMMEDIATE ACTION: The teacher will summon the administrator or escort the student to an administrator's office.
INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.
NOTIFICATION OF PARENT: The parent will be contacted immediately and the situation described. They will be informed the police will be called in.

CONFIDENTIALITY: Information will be limited to the student, teacher, SAP/Child Study Team, police, and parent.
DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency with request for analysis. The student's name will be withheld at this time.
DISCIPLINE: Following an informal hearing, the student will be suspended for a period of up to ten days. A formal hearing by the Board of Education may be warranted to determine the possible term of expulsion and/or potential conditions of return. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor.
NOTIFICATION OF POLICE: Police will be involved.

5. Possession with intent to sell or distribute

A student is caught with drugs or alcohol, indicating the intention to sell or distribute.
IMMEDIATE ACTION: The teacher will summon an administrator or escort the student to an administrator's office.
INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. Police will be called in to possibly assist in the investigation.
NOTIFICATION OF PARENT: The parent will be contacted immediately and the situation described. They will be informed that the police will be called in.
CONFIDENTIALITY: Information will be limited to the student, teacher, SAP, IST, parent and police.
DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency as potential evidence.

DISCIPLINE: Following an informal hearing, the student will be suspended up to ten days. A formal hearing by the Board of Education may be warranted to determine the possible term of expulsion and/or potential conditions of return. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor.
NOTIFICATION OF POLICE: Police will be involved.

6. Possible Use Referral

In situations where drug and/or alcohol use by a student is of concern - however, there is no evidence of violation of law or school regulations. Any response should be intended to help the student resolve the difficulty.

a. A student may contact a teacher regarding the drug use of another student.
b. A student may be suspected of using drugs, but there is no clear evidence or obvious behavior of drug use.
c. A student may volunteer information about personal drug use.

IMMEDIATE ACTION: The student should be informed of his/her right to information and counseling. A referral should be made. Discussion should regard student behavior or performance.
INVESTIGATION: In most cases, investigation is limited to discussion with the student. A teacher may contact the school or a counselor.
NOTIFICATION OF PARENT: Parents should be contacted in extreme cases of suspected drug use, even though there is no evidence. This contact will center on the student's actual behavior, not suspicion.
CONFIDENTIALITY: Information will be limited to staff members involved, student, principal and Child Study/SAP team.
DISPOSITION OF SUBSTANCE: Not applicable.
DISCIPLINE: Not mandated, referral made
NOTIFICATION OF POLICE: Not applicable.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY - DANGEROUS WEAPONS IN THE SCHOOLS

Students have the right to obtain an education in a safe, healthy, danger-free environment. School personnel have the right to work in a safe, healthy, danger-free environment. In order for the Schuylkill Haven Area School District to continue to provide as safe a school environment as possible, the following Weapons and Dangerous Instruments Policy will be enforced by the school administration. Weapons and replicas of weapons are forbidden in any school building, on school grounds, in any school vehicle or at any school sponsored activity. "Dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons shall include, but not be limited to, firearms, shogun, rifle, (including airsoft guns), knives, cutting instrument, cutting tool, metal knuckles, nunchaku, straight razors, explosives, noxious, irritating or poisonous gases, poisons, mace, drugs replica of weapons, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents/guardians and patrons. For the purpose of this policy, "Firearms" are defined per the United States Code, Title 18, Sections 921 and 14601, Gun Free Schools Act of 1994. Any loaded or unloaded firearm or dangerous weapons possessed on or about a person while on district

property is subject to seizure or forfeiture.

"Replicas of weapons" means any object, instrument or device which a person reasonably believes to be a weapon and which causes the person observing it to experience fear of physical injury. "School grounds" mean all school buildings, school property, school buses or any premises, grounds or vehicles used for official school activities or purposes. "School sponsored activity" means any activity directly related to either the curriculum or to the extracurricular activities such as walking or otherwise traveling from home to school or from school to school or to any event at another school or traveling to any other school related event at a non-school site. Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

DISCIPLINARY OPTIONS AND RESPONSES

FIRST OFFENSE: The student will receive up to a ten (10) day out of school suspension and community service or a school board hearing to consider permanent expulsion from school (See Discipline Policy, Level V).
*The Superintendent of Schools has the power to modify the expulsion requirements on a case-by-case basis.

SECOND OFFENSE: The second offense will result in a ten (10) day out of school suspension and community service and a school board hearing to consider permanent expulsion from school (See Discipline Policy, Level V).
*The Superintendent of Schools has the power to modify the expulsion requirements on a case-by-case basis.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

GUN-FREE SCHOOLS ACT OF 1994

United States Code, Title 18, Sections 921 and 14601
As used in this policy, the term "FIREARM" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Such term does not include an antique firearm. The term "DESTRUCTIVE DEVICE" means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce mine or device similar to any of the devices described in the preceding clauses.

Firearms Violation - Disciplinary Response

A student who violates the Gun Free Schools Act of 1994 will be expelled from school for a period of not less than one calendar year.
A student who brings a firearm to school will be referred to the police and the criminal justice or juvenile justice system.
The expulsion penalty applies not just to school buildings but to any school setting.
The Superintendent of Schools has the power to modify the expulsion requirements on a case-by-case basis.

SEXUAL HARASSMENT POLICY FOR STUDENTS

I. Sexual Harassment Prohibited

It is the policy of the Schuylkill Haven Area School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the District who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the District who is subjected to sexual harassment by the District employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

II. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. Unwelcome sexual advances; or
2. Requests for sexual favors; or
3. Other unwelcome verbal or physical conduct of a sexual nature, which the actor knows or should know, is unwelcome.

Where:

1. Submission to such conduct is explicitly or implicitly required of the recipient; or
2. Submission to or rejection of such conduct is used as the basis of school or work-related decisions affecting the recipient; or

3. Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment. The determination of the purpose or effect of such conduct shall be based upon all relevant factors, including but not limited to, the nature of the conduct, the intent of the actor, the reaction of the recipient, and the reasonable belief of the recipient and the actor as to such purpose or effect.

III. Consequences of Violation of Policy

Any student in this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

severity of the misconduct;
pervasiveness or persistence of the misconduct;
effect on the victim or victims;
intent of the perpetrator.

IV. Complaint Procedure

A. Each building principal shall designate one individual to receive sexual harassment complaints from staff and students in that building. Each school year, staff and secondary students shall be notified of the identity of the designated individual, and shall be informed that the said individual is available to receive sexual harassment complaints, answer questions concerning sexual harassment, and assist in resolving problems within the building which may involve sexual harassment. Guidance Counselors have been designated to receive student complaints. Student complaints may be lodged with other appropriate individuals in the district including, but not limited to, teachers, nurses, or administrators. Sexual harassment complaints may be made in writing.

B. Students shall also be informed that they may lodge sexual harassment complaints with other appropriate individuals in the district, including teachers, counselors, nurses, or administrators. All sexual harassment complaints so lodged shall be promptly and thoroughly investigated.

C. Complaints involving student-to-student sexual harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant's parents is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it should be referred to the District Sexual Harassment Liaison for investigation as set forth below.

D. All other complaints shall be referred to the Sexual Harassment Liaison, who shall immediately initiate an investigation which shall include, but not be limited to the following:

1. interview of complainant
2. interview of accused
3. interview of any other persons with personal knowledge of the allegations of the complaint.

All employees involved in conducting such an investigation shall maintain strict confidentiality of all information obtained during the course of such investigation, and shall only reveal or disclose such information:

1. as part of any oral or written reports or disciplinary proceedings in accordance with this policy or other applicable school policies;
2. to union or legal representatives of the actor or recipient, the parents of a student actor or recipient, and legal counsel for the school district;
3. the police or other governmental authorities or agencies that are actively involved in a criminal or civil investigation or proceeding; and
4. as may be otherwise required by law or order of court.

V. Disposition of Complaint

A. In all cases investigated by the District Sexual Harassment Liaison, the results of the investigation shall be reported in writing to the Superintendent, the building principal, and the staff member to whom the complaint was initially made. Such report shall include a conclusion and a summary of facts upon which such conclusion is based, and a recommendation as to remediation, if appropriate.

B. If the Sexual Harassment Liaison concludes that unlawful sexual harassment has occurred, the Superintendent and/or building principal shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement.

C. If the Sexual Harassment Liaison concludes that no unlawful sexual harassment has occurred, the Superintendent and building principal shall be so notified.

Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused's student record or released to any person other than the accused, the Superintendent, the building principal, and the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.

D. If the investigation is inconclusive, the Liaison shall so state in his or her report. The Superintendent and /or the building principal may, in his or her discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall an accused or a complainant be disciplined based upon an inconclusive investigation.

E. If the Sexual Harassment Liaison concludes that the accused is not guilty of unlawful sexual harassment, and that the complaint was lodged in bad faith, then the Superintendent and/or the building principal may impose appropriate discipline on the complainant, subject to limitations of law. In addition, if the Sexual Harassment Liaison concludes that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent and/or the building principal may impose appropriate discipline on the accused, subject to limitations of law.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION PROGRAMS, SERVICES, AND GIFTED EDUCATION PROGRAMS

The Schuylkill Haven Area School District is required by the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") to provide a free, appropriate, public education ("FAPE") to "children with disabilities." Pursuant to the IDEA, students are considered to be children with disabilities if they need special education and related services and have one or more of the following physical or mental disabilities:

Autism ● Orthopedic Impairment ● Deaf-Blindness ● Other Health Impairment ● Emotional Disturbance ● Specific Learning Disability ● Hearing Impairment including Deafness ● Speech or Language Impairment ● Intellectual Disability ● Traumatic Brain Injury ● Multiple Disabilities ● Visual Impairment including Blindness

The IDEA further requires the provision of FAPE to children with disabilities between the age of three and the school district's age of beginners known as "eligible young children." The Schuylkill Intermediate Unit 29 provides early intervention services and programs to eligible young children located within the Schuylkill Haven Area District. All children learn and grow at different rates. Children who are developing more slowly than other children their age may need Early Intervention Services. Delays in the following developmental milestones can alert parents to the potential need for Early Intervention Services:

- Physical Development (ability to move, see, and hear)
- Language Development (ability to talk or express needs)
- Social and Emotional Development (ability to relate to others)
- Self-Help Development (ability to eat, dress, and take care of themselves)
- Cognitive Development (ability to think and learn)

Parents who feel their young child may not be reaching developmental milestones should contact the Schuylkill Intermediate Unit 29 for the purpose of screening, evaluation and appropriate program and services if necessary. Eligible young children are afforded the same rights as school age children.

Services For Protected Handicapped Students

The Schuylkill Haven Area School District must provide services to and may not discriminate against "protected handicapped students" in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment. Protected handicapped students may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

Gifted Education

In Pennsylvania, school age students qualify to receive specially designed instruction when they have been identified as "mentally gifted." A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the regular education program. The Schuylkill Haven Area School District will determine whether a student is mentally gifted based upon multiple criteria, including I.Q. The determination of gifted ability will not be based on I.Q. score alone.

Screening And Evaluation

If you believe that your child may be eligible for special education and related services, or gifted education, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost.
The special education evaluation will determine if your child qualifies for special education services. The special education programs include a full continuum of services to the students in both district-operated classes as well as classes provided by the Schuylkill Intermediate Unit 29. The district makes every effort to provide these services in the least restrictive environment. You may request a screening and evaluation at any time, whether or not your child is enrolled in the district's public-school program. Requests for screenings and evaluations can be made by contacting your child's guidance counselor or your child's building principal. All requests will be kept confidential. If you believe that your child may qualify for services as an eligible young child, you may contact the Schuylkill Intermediate Unit 29 directly.

The Schuylkill Haven Area School District is committed to providing a continuum of services and programs to all children with special needs that provides the opportunity to access the general curriculum of the district in the least restrictive environment.

Avenues
A human service organization committed to providing quality services that enhance the lives of individuals with disabilities.
2 Park Street
Pottsville, Pa 17901
(570) 622-7920

Big Impact of Schuylkill County
23 Meadowbrook Drive
Schuylkill Haven, Pa 17972
(570) 622-0174
To provide mentoring services to the youth of Schuylkill County.

Child and Adolescent Service System Program (CASSP)
The CASSP team is composed of key persons from all child-serving agencies - The child and family, MH/DS, Children & Youth, Drug & Alcohol, Education, Juvenile Justice, etc. The team meets on a weekly basis to problem solve, address children's issues, and assist in the development of a coordinated service plan. Various issues discussed may pertain to children who are at risk of out-of-home placement, children returning home from out-of-home placement, a child and/or family who is having difficulty accessing services, children involved in two or more non-educational CASSP systems, or issues involving the child's educational placement. A meeting date and time may be requested by any person involved with the child and/or family.

Schuylkill County MH/DS/D&A Administrative Office
410 N Centre St. Suite 2
Pottsville, PA 17901

Children's Case Management Services
Intensive Case Management and Resource Coordination Services provide children and families with in-home support; assessment of strengths and needs; development of a service plan based on identified strengths and needs; linkage to community services and supports and monitoring of progress.

Service Access & Management
590 Terry Reilly Way
Pottsville, PA. 17901
570-621-2700

Center for Community Resources
91 S. Progress Ave.
Pottsville, PA. 17901
570-990-3600

Crisis Intervention/Emergency Services
Crisis intervention provides 24/7 intervention on an emergency basis via telephone, mobile crisis workers and a walk-in center.

Center for Community Resources – Walk in Center currently open M-F 10AM – 8PM
91 South Progress Ave
Pottsville, PA. 17901
1-877-993-4357

Early Intervention Services
Early intervention services are offered to pre-school children that have developmental disabilities. SAM offers service coordination for children ages 0-3 years old. The Schuylkill IU#29 offers services for children ages 3-5.

Early Intervention Service Coordination
Service Access & Management
590 Terry Reilly Way
Pottsville, PA. 17901
(570) 621-2700

Schuylkill IU #29
Early Intervention Program
17 Maple Ave.
Marlin, PA. 17951
(570) 544-9131 X12

Juvenile Probation Department
Schuylkill County Courthouse
401 North Second Street, 3rd Floor
Pottsville, Pa 17901
(570) 622-5570
To supervise youth on probation and parole, and to perform a variety of related services which aid in the rehabilitation of offenders.

Office of Vocational Rehabilitation (OVR)
OVR offers a number of employment programs and services for those individuals who qualify based on established criteria.
Office of Vocational Rehabilitation
3602 Kutztown Rd. Suite 200
Reading, PA. 19605
(610) 621-5800

Pennsylvania Department of Health
To provide clinical services, conduct follow-up for reportable communicable diseases, and home visits for teaching and health education.
103 One Norwegian Plaza
Pottsville, Pa 17901
(570) 621-3112

Rape and Victim Assistance Center of Schuylkill County
To provide supportive services to victim of sexual assault and their families, and to increase public awareness about these crimes through community education and crisis intervention.
17 Westwood Center
Pottsville, Pa 17901
(570) 628-2965

Redco Group Behavioral Health
16 – 18 South Center Street
Pottsville, Pa 17901
(570) 628-5234
To provide individual, family, and group counseling for children and adults.

Student Assistance Program (SAP)
The Student Assistance Program identifies students with possible mental health and/or drug and alcohol problems, and provides intervention via a screening. School based services are available paying particular attention to support, aftercare, and re-entry. A SAP contact person is available within all districts at the all school levels.
Child & Family Support Services
2276 West Markey Street
Pottsville, Pa 17901
(570) 622-9860

Schuylkill County Children & Youth Services
410 North Center Street
Pottsville, Pa 17901
1-800-722-8341 or (570) 628-1050
To provide services to youth in Schuylkill County identified as at risk, including counseling, foster care, and group home facilities.

Schuylkill County Society for Pediatric Orthopedics
The core mission of the organization is to improve the lives of children with disabilities, specifically those with orthopedic needs.
121 Progress Avenue, Suite 330
Pottsville, Pa 17901
(570) 622-3991