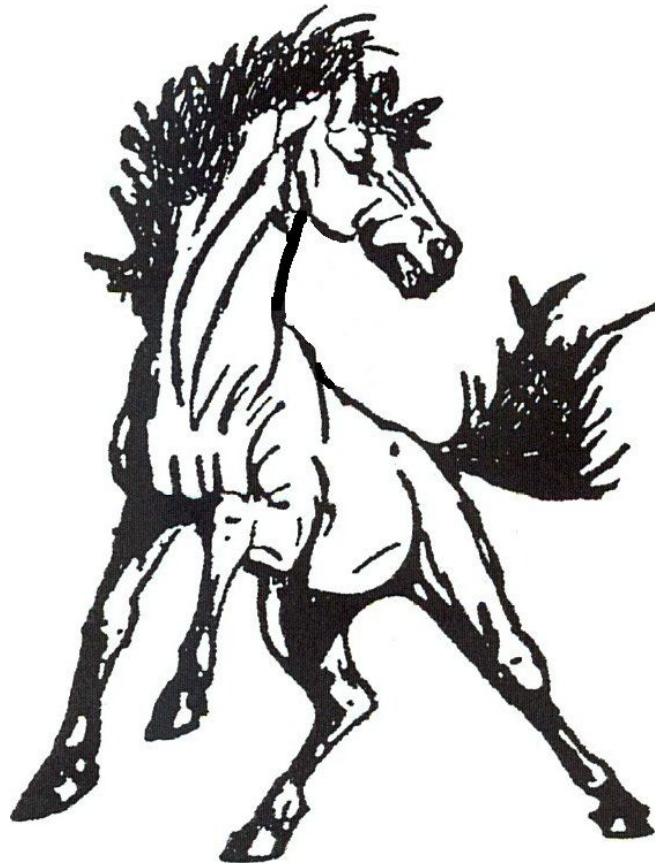


**PARENT - STUDENT -TEACHER
HANDBOOK**

2017-2018



**NORTHERN CAMBRIA HIGH SCHOOL
NORTHERN CAMBRIA, PA 15714
TELEPHONE - 948-6800**

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**NORTHERN CAMBRIA HIGH SCHOOL
PARENT-STUDENT-TEACHER HANDBOOK
2017 - 2018**

WELCOME

To the students of Northern Cambria High School:

We welcome you to Northern Cambria High School and hope that the school year will be very educational and enjoyable for you.

We challenge you to take advantage of the extensive program of study and co-curricular activities provided for you. By proper application on your part, you can prepare yourself for many future career opportunities.

This handbook was prepared to help you to become familiar with your high school and the responsibilities that you face as a student of Northern Cambria High School. It is your responsibility to learn the contents of this handbook.

This handbook will help you understand the program and opportunities of Northern Cambria High School. It will also help you to capture the spirit and ideals of your school. Northern Cambria High School is not a building, nor is it a group of teachers. It is a community of young people aiming to educate themselves under competent leadership for present and future responsibilities. It is an environment within which young people may prepare and plan for their future. You are the school, and what you are determines what your school will be. Your days at Northern Cambria High School will be worthwhile and enjoyable to the extent to which you give your best.

NOTE TO PARENTS

Good discipline originates in the home. Parents are the first teachers of their children, and should develop in them good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his report card and progress.

Your interest and support at home are important to your child, and greatly appreciated by his/her teachers.

NORTHERN CAMBRIA BOARD OF EDUCATION

- Dr. Kevin Krug**.....President
- Mr. Dennis Pawlikowski**.....1st Vice President
- Mrs. Nora Hrubochak**.....2nd Vice President
- Mrs. Norma Krug**.....Treasurer
- Mrs. Betty Krug**.....Board Secretary
- Mr. Robert Bougher**.....Board Member
- Mr. Delvin Lockard**.....Board Member
- Mr. Ron Dolansky**.....Board Member
- Mr. Ted Pawlikowski**.....Board Member

Mr. Robert J. Rocco, Superintendent
Mr. Alan J. DuBreucq, High School Principal
Dr. Joy Tibbott, Assistant Principal

**NORTHERN CAMBRIA SCHOOL DISTRICT
APPROVED
2017-2018 SCHOOL CALENDAR**

M	T	W	Th	F
---	---	---	----	---

AUGUST 7

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 20

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 21

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 18

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 15

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

<i>Day 45:</i>	<i>10/26</i>
	<i>/2017</i>
<i>Day 90:</i>	<i>1/14/</i>
	<i>2018</i>
<i>Day 135:</i>	<i>3/21/</i>
	<i>2018</i>
<i>Day 180:</i>	<i>5/30/</i>
	<i>2018</i>

M	T	W	Th	F
---	---	---	----	---

JANUARY 20

1	*2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 19

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

MARCH 20

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	*29	30

APRIL 20

*2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY 20

	1	2	3	4
7	8	9	10	*11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JUNE

		1	2	3
--	--	---	---	---

AUGUST
21 -Teacher In-service - 22 - Clerical Day
23- First Day of School

SEPTEMBER
4 - Labor Day
13 -Elem/Mid & 14 - H.S. Open House Nights

OCTOBER
9 -Teacher In-Service/Columbus Day
NOVEMBER

10- Veterans Day Holiday
22 - Holiday Dismissal
23, 24 & 27 Thanksgiving Vacation

DECEMBER

21 -Holiday Dismissal
22 - 29 Christmas Vacation

JANUARY
1 - Christmas Vacation
*2 - Built in Snow Day
15 - Teacher In-Service

FEBRUARY
16 - Teacher In-Service
19 - President's Day

MARCH
16 - Act 80 Day
28 - Holiday Dismissal
*29 - Built in Snow Day
30 - Easter Vac. (Good Friday)

APRIL
*2 -Built in Snow Day

MAY
*11 - Built in Snow Day
28 - Memorial Day
30 - Last Day of School

PSSA Test Windows
English- Language Arts - 4/9/18-4/13/18
Math 4/16/18-4/20/18 /Science -4/23/18-4/27/18

KEYSTONE Test Window

Winter Wave 2 1/8/18-1/22/18

Spring 5/14/18- 5/25/18
Snow Makeup days will be used accordingly:
(1st.-1/2/18)~(2nd. - 5/11/18)~(3rd. 3/29/18)~(4th. -4/2/18)

Built in Snow Make Up Days
are: *1/2/18[1]-*3/29/18[3]
*4/2/18[4]& *5/11/18[2]

ADDITIONAL SNOW DAYS
WILL BE ADDED TO THE

END OF THE CALENDAR

FACULTY

Name	Email Address	extension	Course(s)
Arford, Susan	sarford@ncsd.k12.pa.us	1309	Special Education
Barlick, Sarah	sbarlick@ncsd.k12.pa.us	1104	Family Consumer Science
Chunko, Joseph	jchunko@ncsd.k12.pa.us	1310	Special Education
Colonna, Susann	scolonna@ncsd.k12.pa.us	1227	
Frontino, Deborah	dfrontino@ncsd.k12.pa.us	1219	English
Hogan, Michael	mhogan@ncsd.k12.pa.us	1312	Mathematics
Hudak, Michelle	mhudak@ncsd.k12.pa.us	1301	Special Education
Jones, Lance	ljones@ncsd.k12.pa.us	1407	Band/Chorus
Kerr, MaryBeth	mkerr@ncsd.k12.pa.us	1307	
Kline, Matthew	mcline@ncsd.k12.pa.us	1112	Tech Ed/Engineering
Kline, Sarah	skline@ncsd.k12.pa.us	1222	
Koenigsberg, Colleen	ckoenigsberg@ncsd.k12.pa.us	1305	Science
Link, Edward	elink@ncsd.k12.pa.us	1406	Tech Ed/Engineering
Lombardo, Tina	tlombardo@ncsd.k12.pa.us	1221	English
Mastrine, Melissa	mmastrine@ncsd.k12.pa.us	1303	Biology
Micco, Dina	dmicco@ncsd.k12.pa.us	1102	Spanish
Montanaro, Fred	fmontanaro@ncsd.k12.pa.us	1223	Computers/Business
Mullen, Thomas	tmullen@ncsd.k12.pa.us	1404	Health/Phys. Ed.
Paronish, Thomas	tparonish@ncsd.k12.pa.us	1218	Social Studies
Perkovich III, Joseph	jperkovich@ncsd.k12.pa.us	1215	English/Soc. Studies
Persio, Donna	dpersio@ncsd.k12.pa.us	1220	Library/Soc. Studies
Previte, Daniel	dprevite@ncsd.k12.pa.us	1630	Guidance Counselor
Rescinito, Ernest	erescinito@ncsd.k12.pa.us	1306	Mathematics
Rocco, Susan	srocco@ncsd.k12.pa.us	1100	Spanish/French
Scalese, Tracy	tcalese@ncsd.k12.pa.us	1106	Art
Taranto, Paul	ptaranto@ncsd.k12.pa.us	1304	Mathematics
Westrick, Jennifer	jwestrick@ncsd.k12.pa.us		Instructional Coach
Yeager, Richard	ryeager@ncsd.k12.pa.us	1216	Science

Administrative Assistants

Sally Coover.....High School Secretary
 Sheila Dolansky.....High School Secretary

Custodial Staff

Martha Lefferts
 Betty Myers

John Dospoy

Kirk Knarr

CAFETERIA STAFF

Michelle Penksa
 Janet Barnosky

Tammy Penksa
 Joan Bacho

Sheila Wholaver
 Shirley Krug

NORTHERN CAMBRIA HIGH SCHOOL (1)
Bell Schedule

7:15 – 7:35 am	Breakfast
7:25 am	Faculty Reports
7:25 am	Students report to class with materials for morning classes
7:35 am	Late Bell
7:37 am	Announcements
7:35 am -	8:25 am Period 1
8:28 am	- 9:10 am Period 2
9:13 am	- 9:55 am Period 3
9:58 am -	10:40 am Period 4

Enrichment 10:45 - 11:06

LUNCH A

11:09 am	-	11:39 am	LunchA
11:09 am	-	11:51 pm	Period 5

LUNCH B

11:42 am	-	12:24 am	Period 5
11:54 am	-	12:24 pm	LunchB

12:27 pm	-	1:09 pm	Period 6
1:12 pm	-	1:54 pm	Period 7
1:53 pm	-		Office bell for announcements
1:57 pm	-	2:39 pm	Period 8
2:55 pm			Teacher Dismissal

Early Dismissal (2)

7:15 – 7:35 am Breakfast
7:25 am Faculty Reports
7:25 am Students report to class with materials for morning classes
7:35 am Late Bell
7:37 am Announcements

7:35 am - 8:23 am **Period 1**
8:26 am - 9:06 am **Period 2**
9:09 am - 9:49 am **Period 3**
9:52 am - 10:30 am **Period 4**

LUNCH A

10:33 am - 11:03 am **Lunch**
10:33 am - 11:03 pm **Period 5A**

LUNCH B

11:05 am - 11:35 am **Period 5B**
11:05 am - 11:35 pm **Lunch**

Approximately 11:35 am Student Dismissal and Teacher Dismissal

2hr Delay (3)

(NO bells)

NO Breakfast

9:25 Faculty Reports
9:25 Students report to class with morning materials
9:35 Students must be seated in class or marked Tardy

9:35 - 10:23 **Period 1 or 3**
10:26 - 11:06 **Period 2 or 4**

(Release Vo-Tech students for lunch by 11:02)

NO ENRICHMENT

LUNCH A

11:09 - 11:39 **Lunch**
11:09 - 11:51 **Period 5A**

LUNCH B

11:42- 12:24 **Period 5B**
11:54- 12:24 **Lunch**

12:27- 1:09 **Period 6**
1:12- 1:54 **Period 7**
1:57 - 2:39 **Period 8**
2:55 Teacher Dismissal

*** SUBJECT TO CHANGE ****

Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of specially designed instruction and have one or more of the following physical or intellectual disabilities:

- ***Autism**
- ***Emotional disturbance**
- ***Deafness**
- ***Hearing impairment**
- ***Specific learning disability**
- ***Intellectual disability**
- ***Multiple Disabilities**
- ***Other health impairment**
- ***Orthopedic Impairment due to chronic or acute health problems**
- ***Speech and language impairment**
- ***Visual impairment including blindness**
- ***Deaf-blindness**
- ***Traumatic Brain Injury**
- ***Developmental Delay**

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Northern Cambria School District provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the District Office at (814) 635-3670.

Screening

The Northern Cambria School District and Intermediate Unit 8 has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities. The Northern Cambria School District and Intermediate Unit 8 has an established an annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary. **Parents, guardians or surrogate parents may contact the Northern Cambria School District or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities.** The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.
- * Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped” students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited to**, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of

attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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

1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.
3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address, phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent

is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Northern Cambria School District or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of—

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use—

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania.

The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED.

Any nonemergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
Bureau of Special Education Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

Northern Cambria School District (814) 948-5481
Mr. Robert J. Rocco, Superintendent
601 Joseph Street
Northern Cambria, Pa 15714

Appalachia Intermediate Unit 8 (814) 940-0223 ext. 1372
Mrs. Amy Woomer, Director of Educational Services

GENERAL INFORMATION AND SCHOOL REGULATIONS

NORTHERN CAMBRIA SCHOOL DISTRICT HOMEWORK POLICY (Adopted, April 9, 1985)

PHILOSOPHY

The Board of Education, administration and faculty have an affirmative viewpoint on the use of homework as an essential part of the total educational process. Homework should be based on one or more of the following: (1) Needs; (2) Capabilities, and (3) Interests.

We also believe that each teacher, student, and parent has a responsibility for insuring the success of homework assignments:

1. The teacher, for following district guidelines when assigning homework.
2. The student, for completing the assignments according to the criteria established by the teacher.
3. The parent, for providing the work area, times, and conditions necessary for the student to complete the assignments.

DEFINITION OF HOMEWORK (130)

Homework is a continuation of a learning process, planned by the teacher, to be completed by the student outside the classroom.

OBJECTIVES OF HOMEWORK (130)

1. To develop self-discipline, responsibility and independence
2. To reinforce school learning by further practice and application of skills
3. To prepare for classroom instruction
4. To stimulate originality and creativity
5. To enhance home/school communications
6. To provide more time to cover more of the course of study
7. To teach how to organize time and activities
8. To teach good study habits and study skills

SCHOOL VOICE MAIL AND HOMEWORK

Parents or students may call in at 948-6800 and enter the proper teacher's 4 digit extension to leave a message. This includes a Voice Mail System, where you may solicit information from or leave important messages for district employees. If possible, e-mail the respective teacher.

To check attendance, grades, homework, etc. parents and/or students may visit the following website:

<https://ncsd-sapphire.k12system.com/CommunityWebPortal/Welcome.cfm>

Homework requests must be made by 9:00 a.m. for same day pick-up. Pick-up can occur between 2:30 -3:00 p.m.

GUIDELINES FOR TEACHERS (130)

1. Homework shall:
 - a. Be structured with a clear purpose
 - b. Be of appropriate length
 - c. Be relevant to in-class activities
 - d. Be based on previously acquired skills
 - e. Be assigned with consideration that students have other academic, cultural, and social commitments
 - f. Be used as a learning device, not as punishment

2. Teachers shall:
 - a. Communicate to the student at the beginning of the course the method of evaluation and its impact on their quarterly grades.
 - b. Review each homework assignment to give value to the task. Avoid grading assignments intended to provide practice and/or reinforcement of knowledge and skills. These assignments are primarily designed for use as vehicles of instruction.
 - c. Notify parents if a student's assignment is habitually incomplete or unsatisfactory and indicate how his/her grade will be affected.

GUIDELINES FOR STUDENTS (130)

The student should:

1. Make sure he/she understands the assignment
2. Budget time to do homework
3. Request help when needed
4. Arrange to make up missed assignments
5. Develop a personal system for remembering and/or recording assignments
6. Be responsible to complete the required assignments to the best of their ability.

GUIDELINES FOR PARENTS (130)

The parent should:

1. Provide a daily environment conducive to study:
A quiet, well-lighted place, ample work space and the necessary basic materials
2. Be familiar with school homework policies
3. Motivate and encourage the student to do their best work
4. Contact the teacher regarding problems
5. Help develop a schedule around outside activities

AMOUNT OF HOMEWORK (130)

Homework will be assigned on a regular basis. In general, the minimum average amount of time per week should follow these guidelines

Grade 9 – 12: 2-2 ½ hours per week per subject

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study aids, help with home, school and/or social concerns, or discussion of any question the student has for the counselor.

Students wishing to visit a counselor should contact the counselor to arrange for an appointment.

Policies for college visits, orientations, job shadowing, job interviews, etc. must be obtained from the guidance counselor. Parents may contact the guidance department at 948-6800 ext. 1628 for information and deadlines on any of these policies.

OPEN CAMPUS FINALS

Students at Northern Cambria have Open Campus Finals. Open Campus Finals operate on a year-to-year basis. During open campus finals week, if students have their own transportation to and from school, they have to attend school only on the days of their finals at the times scheduled. Students may arrive in time for that final and leave at the end of that class period.

Ground rules Governing Finals

1. All teachers are to give their final to their classes as scheduled, except if arrangements are made through the office.
2. The respective teacher will notify all students of the final schedule.
3. **Any student who is absent from a scheduled final will fail the final unless they have a doctor's slip or legal excuse submitted on or before the final make-up day.** Parents are advised that educational trips and/or vacations are not legal excuses for the rescheduling of finals.
4. All students must sign in at the main entrance when coming into the building for finals and must sign out at the main entrance when leaving the building.
5. Only students taking finals are permitted on school property. Visitors are not permitted. There is absolutely no visiting or loitering in the halls. All students are prohibited from visiting other teachers and classes at either the high school and/or the middle/elementary schools.
6. All students are to exit school property or report to study hall in the cafeteria immediately after completion of their finals.
7. Students, who have their own transportation to/from school, may come to their scheduled final and immediately exit school property following that final. However they must remain the entire period of their final. Or, the students may go to study hall if they have another final scheduled later. No loitering on school property will be permitted. Only notes from parents permitting their son/daughter to walk home will be accepted in lieu of riding the bus.
8. Students who ride the bus and do not have a parent excuse, **must remain the entire day** and go to study halls when no finals are scheduled, then take the bus home.
9. Vo-Tech students will be bused to Vo-Tech for regular classes. They will have Open Campus Finals here at Northern Cambria only.
10. Students should not loiter at local businesses as negative contact from these businesses could jeopardize future open campus finals being offered.
11. Exemptions are at the classroom teacher discretion and must be according to the following criteria:
 - a. The student must have less than 10 days of absence
 - b. Grades: 93% or higher for each of the prior marking periods
 - c. All detentions and in-school suspensions must be completed.

Failure to adhere to the open campus rules will result in disciplinary action and future cancellation of open campus finals.

PHYSICAL EDUCATION

Physical Education is required unless excused by written request of the family physician.

AIDS INSTRUCTION

Our health curriculum includes information about the disease AIDS. School districts in Pennsylvania are required by the State Board of Education to provide instruction about Acquired Immune Deficiency Syndrome (AIDS). The instruction must include:

1. Information about the nature of the disease
2. The lack of a cure
3. The ways the disease is transmitted
4. How the infection can be prevented

If you wish to see a copy of the State Code, or to review the instructional materials, please contact the school. A student may be excused from instruction about AIDS if the student's parent or legal guardian furnishes a written request.

STUDY HALLS

All students in the study hall must have something with which to occupy themselves for study purposes. Study hall teachers may issue passes to the office and to the lavatories in emergency cases. Students desiring to see a teacher other than their study hall teacher must have previously obtained a pass from that teacher. If the student is to remain with the teacher all period, this is to be indicated on the pass.

DEFICIENCY NOTICES

Student reports may be sent anytime between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency, which needs correction, is noted. Acknowledgement of this report by a note, phone call or visit is appreciated.

REPORT CARDS AND MARKING SYSTEM

<u>Percent</u>	<u>General Meaning</u>
92-100	Superior
83-91	Above Average
74-82	Average
65-73	Below Average
64 or below	Failure
I	Incomplete

Report cards are issued every nine weeks. Parents are asked to review the report cards with their children, and to consult with school officials if they wish. The report cards are not to be returned to the school.

An I/incomplete is given when a student does not complete all requirements for a course in the prescribed time period. The student must make up the work within two weeks of the end of the report period.

An incomplete in course work, including examination, not made up in the allotted time will be assigned a grade value of 57%. Any student receiving an incomplete will not be eligible for any honor roll or for receipt of an academic letter.

FAILING A SUBJECT

A student who has failed a subject may take the course over by:

1. Taking correspondence course (with guidance approval),
2. Attending summer school in a community which offer such courses with the approval of the guidance counselor or principal.

No summer school credit will be accepted unless the student has maintained a final average of 57% to 64% in the regular classroom.

No credit will be accepted after the start of a new school year and no students will be permitted to take a course for high school credit during his term of enrollment during the school year.

No student will be removed from or transferred to another class due to a failing grade.

Parents of all students, and particularly seniors, should be aware that on occasion it is not known whether a student will pass or fail for the year until the last few days of the school year. **The reason is that the student's fourth nine weeks grade and final exam grade are needed to determine if the student passes or fails.**

CYBER SCHOOL

Northern Cambria High School does offer a cyber school options in grades grades 9-12 that offer credit recovery, advanced course work, and full time cyber options. Contact the High School office for more information.

CREDIT RECOVERY

Northern Cambria High School may grant credit for approved subjects completed by students who have failed courses during the school year by successful participation in Credit Recovery School. Note that these opportunities are for credit recovery only and, therefore, will be graded on a pass/fail basis, without grade point average significance. Both the failed course and the credit recovery course will appear on the student’s transcript. The cost and guidelines for Credit Recovery School will be the responsibility of the participating student. Please contact the guidance office at 948-6800 ext. 1628.

PROMOTION REQUIREMENTS (215)

A student’s standing as a sophomore, junior or senior depends upon the credits accumulated. A student must meet the minimum requirements to be promoted:

- Promotion to 10th grade -- 5 credits
- Promotion to 11th grade -- 10 credits
- Promotion to 12th grade -- 16 credits

All arrangements for summer classes in schools outside this school district must be approved in advance by the administration.

ACADEMIC REQUIREMENTS FOR GRADUATION

Currently, 22 credits are required for graduation from Northern Cambria High School. Students in the class of 2019 will be required to pass a total of 24.5 credits. All requirements must be passed in grades 9 through 12. Students must score proficient on the Keystone Exams or Project Based Assessments to fulfill all graduation requirements.

Credits must be earned in the following areas:

<u>COURSE</u>	<u>CREDITS Classes of 2018</u>	<u>CREDITS Class of 2019</u>
English	4	4
Social Studies	3	3.5
Mathematics	3	4
Science	3	3.5
Computers	2	2
Health	.4	.5
Physical Education	1(.25 per yr)	1
Arts and Humanities(Electives)	6+	6+

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the close of each nine weeks grading period.

To qualify for High Honors, a student must have earned an average percent of 94% or higher with no grade under 83% and no incompletes.

To qualify for the Regular Honor Roll a student must have earned an average of 88% or higher with nothing under 74% and no incompletes.

ACADEMIC LETTERS

Students must obtain three (3) consecutive marking periods of “High Honors” to qualify.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular parent conference days are scheduled twice a year according to the school calendar.

TEXTBOOKS (108)

Textbooks are on loan to pupils. Until the book is returned to the instructor, the pupil is responsible for it. If the book is lost or damaged, the pupil must cover the cost of the texts. Report cards will be held until the textbook is found or payment is made.

Teachers will determine the cost of lost and/or damaged books. Payments may be made to the office by the student. The cost of the books will be determined as follows:

- 1st year of use—full list price
- 2nd year of use—list price less 10%
- 3rd year of use—list price less 20%
- 4th year of use—list price less 30%
- 5th year of use—list price less 40%

LOCKERS

Pupils are assigned to one locker in the building and are not to use other lockers. Lockers are checked periodically, and, at the end of the year for damages. The assigned student is responsible for any and all damage to their locker. **Any damage that occurs during the year is to be reported immediately to the office.** A locker in the classroom section of the building is to be used for books and coats. A locker in the locker room is to be used for physical education clothing. It is the student's responsibility to keep lockers locked at all times. Jamming of lockers is not permitted. Each student is responsible for the contents of his/her locker.

Pupils who tamper with the locks will be held responsible for damages. Students are asked to keep lockers neat and clean. The school is not responsible for stolen articles. All lockers are subject to periodic unannounced searches, and probable cause searches throughout the school year. **Any locker found to be jammed will result in discipline and costs to the assigned student.**

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. In the event of inclement weather, consult your area television stations (WJAC TV 6, WTAJ TV 10, Fox 8, and ABC 23). The media will be informed as soon as possible, as to whether school will be delayed, dismissed early or closed. Whenever possible, the Blackboard Connect 5 Notification System will be used to call the home/parent to inform them of delays, closings, early dismissals, or other emergencies that impact the school day. Please try to avoid calling the school office during this time as the lines are often extremely busy and unnecessary calls add to the confusion.

Please be sure to notify the school office of any changes or corrections to the parent contact information provided.

BULLETINS, ANNOUNCEMENTS, DELIVERIES AND MESSAGES

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the P.A. system each morning and afternoon. Pupils responsible for putting notices in this daily bulletin must have their notices approved by their advisor and in the main office the day preceding the notice.

Special notices are posted on the bulletin board in the main lobby, outside the library or outside the guidance office.

All posters must advertise school sponsored events and must be approved by the administration.

Students are not to be called from class for any type of delivery. Parents/friends are requested to send flowers, etc, to the student's home, not the high school.

Messages to students are not to be called into the school since it may be difficult to determine if the message called in is legitimate.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio,

television or movies, the performers are very conscious of their audiences. Talking, whispering, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

Students will not be excused from assemblies to go home unless an emergency condition exists.

1. Proceed to the assembly area quietly and promptly. Students must sit in their assigned sections.
2. When the chairman of the assembly asks for your attention, give it to him or her immediately.
3. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversations.
4. Applaud in keeping with the occasion. Applause should be generous and courteous.
5. Do not leave the assembly until dismissed.

Failure to abide by these rules will result in the loss of the privilege of attendance at assemblies.

FIRE DRILLS

Fire drills shall be conducted periodically. Complete instructions are posted in each room of the school building.

Upon sounding of the fire alarm, everybody shall leave the building as calmly, quietly and quickly as possible. There shall be no boisterousness or running. Students will leave their respective classrooms and walk to the nearest exit. All windows shall be closed immediately upon the sounding of the alarm.

SEVERE WEATHER DRILLS

A severe weather emergency drill shall be conducted periodically.

1. ALL students on the first floor are to go to the hallway—away from windows, etc.
2. Students on the second floor are to go to the hallway and move toward the center of the building to make space for students from the third floor.
3. Students on the third floor are to move to the hallway on the second floor. ALL rooms facing west (the bus parking lot) are to go down the stairs by the office. Students in the eastern section are to go down the stairs on the former Barnesboro side to the second floor.
4. Students in the gym or auditorium are to report to the locker rooms or the hallway outside the Band and Chorus area.
5. Students on the fourth floor are to move to the hallway outside the girls' locker and chorus room.
6. Students in the cafeteria are to move to the hallway outside the cafeteria.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have an authorized hall pass from an authorized staff member.

Only authorized hall passes will be accepted. These passes are to be used to go directly to the place stated on the pass and to the floor stated on the pass. Any student who is in a location not authorized by the pass will be disciplined according to the discipline structure.

If you wish to see a teacher during his preparation period, you must arrange for this in advance. The teachers must give you a pass permitting you to be excused from study hall. You must deliver this pass to your study hall teacher at the beginning of the study hall period.

CHANGE OF SCHEDULE

1. Any and all changes must be in accordance with curriculum guidelines.
2. All schedule changes must be completed prior to the beginning of the school year. Parents and students will be notified of the schedule change date.
3. A parental note must accompany any requests for changes of classes.
4. Any changes after this period must be due to a medical or other serious exigency, which must be documented.

WITHDRAWING FROM SCHOOL (208)

A student who withdraws (quits) from school during the school year **cannot** enter school during the remainder of the school year. The student may only be considered for readmission at the beginning of the school year.

STUDENT ENROLLMENT

No student shall attend Northern Cambria High School on a part-time basis. Any student enrolled will be a full-time student and must carry a full load as described in the curriculum guidelines and must follow the prescribed course offerings as dictated for the particular curriculum he or she selects.

SCHOOL TELEPHONE

Office phones are restricted to matters pertaining to school business. Students will only be excused from classes to answer outside calls in cases of an **emergency**. Students will only be called to the office during afternoon announcements for messages.

All phone calls are subjected to monitoring/screening at the discretion of a teacher and/or administrator.

A student must obtain permission to use any phone for any reason. Students will be denied use of a phone if it is not considered an emergency reason.

CELL PHONES

The use and/or possession of cell phones by any student is prohibited during normal school hours. All cell phones must be turned off during the school day. Although it is not necessary for students to have cellphones, some teachers may permit this for educational purposes and an extension of the classroom. A parent signed permission form will be required for those teachers permitting this usage. Any other exceptions must be approved by the principal.

STUDENT DANCE REGULATIONS

1. Students must be in 9th grade or higher to attend.
2. Guests must be high school students or must be under 21 years of age and provide proof of age/show identification.
3. Guest forms are necessary for all non-Northern Cambria students. All guest forms must be approved prior to the dance.
4. Students bringing guests are responsible for their behavior.
5. Students and guests must follow all school regulations.
6. Doors will be closed for admission after the dance starts.
7. A student is not permitted to return to the dance after he or she has left the building.
8. Anyone leaving the building before the conclusion of the dance must leave the school grounds immediately.
9. All dances must have at least two (2) male and two (2) female chaperones.
10. Student dance regulations do not apply to in-school dances. All in-school dances are closed and limited to Northern Cambria students.
11. Any student that is in any alternative placement due to discipline, etc. is not eligible to attend any dance or sporting event.
12. Any Student that is scheduled to serve an after school detention and/or Saturday ISD will not be permitted to participate in any school dances until the time is served. This includes but limited to the planning stage.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, then to the school nurse.

STUDENT INSURANCE

High school students are offered low cost accident insurance as a school service. Neither the school nor anyone connected with it profits in any way from the plan. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the nurse. If the student has taken a student accident insurance policy, the nurse will then give the student a claim form which is to be submitted to the insurance company.

CLASS AND ORGANIZATION FUNDS (229)

All class, organization and activity funds are to be deposited. They will be credited to the proper accounts.

A class or organization wishing to make a purchase, a donation or contract with any agency for service of merchandise must have prior approval of its sponsor, officers of that activity and the building principal. The sponsor, in turn, must verify that funds are available in the account, charge all purchases to the class or organization, not to the school. The person making the purchase will sign the bill. Bills will be paid by check.

Please try to consolidate purchases at as few establishments as possible. Also, try to make purchases at businesses that are willing to bill the class or organization. Auditors recommend we avoid paying cash for purchases.

FUNDRAISING (229)

There shall be no soliciting from or selling to students or staff within any school without prior approval of the Principal and/or the Superintendent. There shall be no selling of fundraising activity materials by students or any organization in school during the time school is in session. Fundraising activities are designed to be sold after school hours.

WORK PERMITS

The high school office will issue general and vacation employment certificates. General employment certificates may be issued only under certain conditions.

Vacation employment certificates shall entitle a minor, fourteen to eighteen years of age, to work only at a time that does not interfere with school attendance.

To receive a work permit the following steps should be taken:

1. Take evidence of age (birth certificate) to the high school office.
2. The high school office will issue a PROMISE OF VACATION EMPLOYMENT, which must be completed by the prospective employer, a doctor, and the parent. This form then must be returned to the high school office.
3. The high school office will issue a VACATION EMPLOYMENT CERTIFICATE only after the PROMISE OF VACATION EMPLOYMENT has been completed by the parent/guardian.

AUTHORITY OF THE FACULTY/ADMINISTRATION

There is no division of authority among the faculty of Northern Cambria High School. Teachers are authorized to reprimand or correct misbehaving students at any time or any place during the school day and at any school function or activity.

Every teacher, assistant principal, dean of students and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. (Public School Code, Section 1317, amended July 25, 1963, P. L. 315). The District, through its administration, reserves the right to exercise discretion in applying exceptions, when appropriate, on a case-by-case basis.

STUDENTS RIGHTS AND RESPONSIBILITIES (235)

A copy of Northern Cambria School District's Regulations and Guidelines on Student Rights and Responsibilities appears on page 56 of this handbook. Every student and parent should read it carefully. A clear understanding of this document should aid a student in becoming a responsible member of our school.

STUDENT COMMUNICATION AND COMPLAINT PROCESS

The Board and its employees encourage students to communicate their ideas and concerns so that a positive learning environment will exist in the district.

Incidents requiring immediate response will be handled in a professional manner. Such incidents should be documented as soon as possible after the situation is resolved. Documentation is required on all occasions.

Students are strongly encouraged to communicate freely with teachers and administrators.

Any student that is witness to any breach of the discipline code should report the incident to a teacher or the building principal.

Students are encouraged to discuss differences with teachers. Teachers shall be required to respond to student's comments.

The guidance counselor will exercise one or more of the following options:

1. Meet with the teacher
2. Notify the building principal
3. Discuss the matter with students' parent(s)/guardian(s)

The guidance counselor will respond to the student within ten (10) working days. If the student is not fully satisfied with the guidance counselor's response, the guidance counselor will request the building principal's involvement.

The principal will meet with the student and his/her parent(s) or guardian(s) within ten (10) working days of the guidance counselor's request.

If the principal is unable to provide the adequate resolution he/she should request the Superintendent's involvement.

The Superintendent shall be required to:

- 1) Meet with the teacher(s) involved
- 2) Meet with the guidance counselor
- 3) Meet with the principal
- 4) Arrange a meeting with the student(s) and his/her parent(s) or guardian(s) within 10 working days of the principal's request
- 5) Provide a full report to the Board at its next meeting

DRESS CODE (221)

The guidelines listed outline the monitoring procedures for compliance with the Northern Cambria School District's dress policy.

1. The building principal and teachers shall monitor student dress and grooming in the building.
2. Clothing that is lewd, vulgar or creates a school climate of excessive showmanship, shall be considered inappropriate and subject to interpretation of the policy by the building principal.
 - a) All clothing must be worn in the manner that is appropriate for the school setting. All clothing must be sized appropriately. Clothing that is revealingly tight is not acceptable. Clothes must fit and pants must be worn around the waist.
 - b) Shoes or sandals are to be worn.
 - c) Shorts or skirts must be at least mid-thigh when standing upright.
 - d) Bare midriffs and bare shoulders are not permitted.
 - e) Cut off muscle shirts are not permitted. All shirts must fit the arm appropriately, no open sides. Men's tank top style undershirts are not permitted unless worn under another item.
 - f) Spaghetti straps or see through clothing are not permitted. **Tank tops are permitted with a shoulder strap of a minimum of 2 inches wide.**

- g) Shirts with obscene or suggestive pictures, words or letters that do not provide a positive school climate are not permitted.
 - h) No visible external body piercing of any kind other than standard ear piercing will be permitted.
 - i) Chains, exposed safety pins, needles and/or all other ornamental jewelry that could be potentially dangerous are forbidden.
 - j) Colored hair, other than natural hair colors and/or spiked hair longer than two inches is not permitted.
 - k) Head wear of any kind is not permitted without prior approval from the principal.
 - l) Bandanas are not permitted.
 - m) Any garment that reveals frontal cleavage is not permitted in the school setting. Tops lower than 2 inches below the collarbone line will not be permitted.
 - n) Any article of clothing that is considered or reveals undergarments is deemed inappropriate for the school setting.
 - o) Clothing which is revealingly or excessively tattered, such as ripped or torn jeans is not acceptable.
 - p) Coats, overcoats and jackets may NOT be worn in the building.
 - q) Hooded sweatshirts are permitted as long as the hood is not used or worn.
3. When a student is recognized as not being in compliance with the stated practices, a teacher shall refer the student to the building principal for appropriate action.
 4. The building principal or their designee shall meet with the student to discuss the reasons for the objections and render a decision following their discussions.
 5. If a student is in noncompliance with the regulations, the student will be required to make the appropriate modifications in addition to disciplinary action.
 6. If the parents and student are not satisfied with the decision at the building level, they may appeal to the superintendent.
 7. If the parents and student are not satisfied with the decision of the superintendent, they may appeal to the school board for a hearing. The Board's decision is final.

BOOK BAGS AND PURSES (221)

It is in the best interest of the students' safety and health that the Northern Cambria School Board authorizes the superintendent and principals to enforce the following procedures regarding book bags and purses:

Grade five through twelve students will be permitted to transport educational materials to and from school via approved book bags. These book bags will be placed in their lockers upon arrival and remain there until dismissal.

Students are not to carry book bags/backpacks from class to class.

Purses that will be carried throughout the day must be no larger than 8 1/2 by 11 inches.

Any student not following the above guidelines will be subject to disciplinary action.

The District reserves the right through its administration to inspect any and all book bags and/or purses with reasonable suspicion. The District further reserves the right through its administration to adjust and/or modify this policy as needed for the safety and well-being of all students and district personnel.

BAGS AND EQUIPMENT

Bags are to be left in the designated area as assigned by the A.D. and not in teacher classrooms. Please **Do Not** leave valuables in bags. Every effort will be made to secure items but the school cannot be held liable for lost or stolen merchandise.

DISPLAYS OF AFFECTION

Affection between two people is basically a matter that should be reserved for moments of privacy. The public school is neither the time nor the place for displays of affection.

Teachers will make referrals on all displays of affection. The action taken on the referrals will be according to the Discipline Code.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles, which interfere with school procedures. iPods, personal readers, tablets, laptops, cellular phones, laser pens, etc. are not permitted in school. If students bring the afore-mentioned items into school, disciplinary action will be taken. Parents are to make arrangements to pick up these items in the school office. Teachers who allow the above items for class purposes will send home a technology permission slip to make parents aware.

CORRIDORS

1. Students are restricted to the second floor breezeway.
2. Students may socialize in the corridors and lobby areas until the warning bell sounds.
3. All students must be in their homeroom by the time the homeroom bell rings.
4. Any student in the corridor during class periods must have an authorized pass.
5. Students are not permitted to:
 - a. Run in the corridors.
 - b. Loiter in the corridors except in the morning before the homeroom warning bell sounds.
 - c. Push or shove in the corridor.
 - d. Interrupt classes which are in session.

VISITORS

Only parents/guardians who have custody or shared custody will be permitted to contact their child while school is in session. No one will be permitted to visit a teacher who is involved in a class. Please make an appointment to talk to school staff.

All visitors must enter through the main entrance and report to the high school office upon entering the school to sign in and receive a visitor's badge.

Students are not permitted to bring friends or relatives to school with them for the purpose of attending classes.

CARE OF SCHOOL PROPERTY (224)

Students are not to tamper with the fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

In addition, a student will be required to pay for any damage done to school property or equipment and be subject to the discipline policy.

BEHAVIOR ON SCHOOL BUSES

Because the bus driver must keep his or her attention upon the highway and the operation of his bus, he cannot jeopardize the safety of all students because of the behavior of a few. Therefore, the following regulations shall be strictly enforced. All Bus Stop requests must be submitted in writing to the transportation director by October 1st.

1. Ride only the bus you are assigned.
2. Take the seat assigned to you by the driver.
3. Do not throw, shoot, or otherwise impel any paper, metal, or other substance in or around the school bus.
4. Avoid loud or profane language in or around the school bus.
5. Avoid pushing, fighting, or other unruly behavior in or around the bus.
6. Do not deliberately disobey, abuse, or otherwise show disrespect for the driver of the bus.
7. Remain seated at all times while on the bus.
8. Do not raise or lower the windows at any time without first receiving permission from the driver.
9. No student shall deliberately mar, deface, or tamper with any part of the bus. (According to Articles S, Section 1023, sub-section A., of the Pennsylvania Motor Vehicles Code, such action can result in a \$25.00 fine or ten (10) days in jail.)
10. There shall be no use of tobacco in or around the bus at any time.

11. There shall be no eating or drinking on the bus.
12. There shall be no littering from the school bus or in the school bus.
13. All students must enter the school building once the bus arrives. At no time is a student permitted to walk/drive off of school property without permission.

Riding a school bus is not a right, but a privilege, the continuation of which is dependent upon satisfactory behavior on the bus. All bus drivers are instructed to report to the high school principal the name of any student who fails to obey bus regulations. Infractions of any of the above regulations may result in suspension of bus riding privileges and the principal may take disciplinary action.

RULES AND REGULATIONS FOR VO-TECH STUDENTS

1. All Vo-Tech students must ride the school bus to and from Vo-Tech.
2. If a student is taking his/her car to Vo-Tech to have it worked on in the shops; he/she must have the proper driving permit from Vo-Tech with the instructor's' signature, the Vo-tech administrator's signature, and parents' signature.
3. If a student must drive to Vo-Tech for extremely urgent family reasons, the parents must call the high school to explain the circumstances and to receive permission.
4. A student is not permitted to transport another student to Vo-Tech in his/her vehicle.
5. All school rules apply while riding the bus to and from Vo-Tech. Parents and students should become familiar with the **Behavior on School Buses** rules found in this handbook. Violations of the bus behavior rules will result in the loss of bus riding privileges to Vo-Tech for the balance of the school year. He/she will be returned full-time to the home school.
6. The Northern Cambria High School cannot excuse a student from his Vo-Tech classes. If a student is going to be in attendance part or all of the morning at Northern Cambria but is not going to be in attendance at Vo-Tech, it is the parent's responsibility to call Vo-Tech to explain the circumstances and receive permission for the absence.
7. Regular attendance is important. A student may be returned to the home school because of poor attendance.
8. Grades are important. Failing courses at the home school could result in being ineligible to attend Vo-Tech the following year or acquiring enough credits to graduate.
9. The Northern Cambria School District and its administration realize the need of our Vo-Tech students to obtain a quality education at Vo-Tech while maintaining socialization with their peers at Northern Cambria. It is to this end that assemblies will be planned as much as possible both in the morning and afternoon and Vo-Tech students will remain at the home school for no more than three (3) assemblies.
10. Disciplinary response for behavior problems at Vo-Tech and on the bus will be handled through the regular Discipline Structure and points will be assigned.
11. Vo-Tech students will be excused approximately 3 minutes early to lunch A. They are to place all books, book bags, and materials in the spaces provided outside of the lunchroom. They are to immediately get into line for lunch or forfeit their place in line. No food, drink or containers are to be transported from the cafeteria or from home onto any bus.

STUDENT USE OF THE INTERNET

Students who are permitted to access the Internet must return their signed emergency card. By doing so, both the student and the parent agree to adhere to the District's Internet Policy prior to using any computer.

NORTHERN CAMBRIA SCHOOL DISTRICT Student Internet Acceptable Use Policy

Introduction

Every computer within the Northern Cambria School District (NCSD) network has access to the Internet. We believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Internet access provides the ability to use the World Wide Web of computers. The World Wide Web is an international network of computers. These include departments of the federal government, universities, museums, and federally funded agencies such as NASA, libraries and private corporations. It is now possible to incorporate those vast resources into classroom projects.

It is impossible to control access to all materials available through the Internet, and an industrious user may discover controversial information. Therefore, students will use the Internet in supervised settings. In addition, Northern Cambria School District requires parent permission for student Internet and local area network (LAN) access.

All students utilizing not only Internet resources but also NCSD network resources must act in a responsible, ethical and legal manner as they use these resources. Students using these resources must understand that they represent the school and that all communications carry the school domain name (ncsd.k12.pa.us). Objectionable information from the Internet may enter the school district network through visiting Internet sites, e-mail messages and attachments, or newsgroups. All school policies regarding objectionable materials also apply to information brought into the school through the Internet.

In order to assure understanding of student's rights and responsibilities regarding computer, network and Internet use, the student, parent and a sponsoring teacher must read and sign this document.

Terms and Conditions for Computer Access

1. Acceptable Use – The purpose of the Internet is to support research and education in and among academic institutions in the U. S. by providing access to unique resources and the opportunity for collaborative work. The use of your network account must be in support of education and research and consistent with the educational objectives of the Northern Cambria School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Do not use your computer privileges to transmit any material in violation of U. S. or state regulations. This includes, but is not limited to copyrighted material, threatening or obscene material, and/or material protected by trade secret. In addition, use of the Northern Cambria Network for commercial activities by for-profit institutions is not acceptable. Do not use your computer privileges for product advertisement or political lobbying.

2. All School policies regarding student conduct extend to student conduct on the Internet. Computer systems and data on the Northern Cambria School District network and the Internet are the property of others. Attempts to break in to these systems, other computer systems or unauthorized access of data is unauthorized use of school property and is subject to disciplinary actions defined in the school handbooks.
3. Privileges – The use of computers and associated resources is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. Each student who receives a network account will be part of the discussion with a faculty member pertaining to the proper use of the network. The network administrator will deem what is inappropriate use and his/her decision is final. Also, the network administrators may close an account at any time as required. The administration, faculty, and staff may request the network administrator to deny, revoke, or suspend specific user accounts and/or user access privileges.
4. Netiquette – Please abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Illegal activities are strictly forbidden.
 - d. Do not reveal your personal address, phone number or network account information to students or colleagues.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible through the NCSD network are private property.
5. Northern Cambria School District makes no warranties of any kind, whether expressed or implied for the service it is providing, and will not be responsible for any damages suffered as a result of network use. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained through Northern Cambria networks is at the user's risk. Northern Cambria School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the NCSD network and/or the Internet, you must notify a teacher or the network administrator immediately. Do not demonstrate the problem to other students. Do not use another individual's network account. Individual attempts to login to a computer utilizing administrative privileges will result in cancellation of all network access for that individual. Any user identified as a security risk or having a history of problems with other computer systems will also be denied access to Northern Cambria's network.
7. Vandalism – Vandalism will result in cancellation of privileges and possible disciplinary action. Vandalism is defined as any attempt to break in to a computer or computer network or harm or destroy data of another user or agency connected to the NCSD network or Internet. This includes, but not limited to, the uploading or creation of computer viruses.
8. Exception of Terms and Conditions for Network Use – All terms and conditions as stated in this document are applicable to the Northern Cambria School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

STUDENT USE OF AUTOMOBILES (223)

In order to guarantee the safety of all students while under the control and supervision of the school, the following regulations will be enforced.

1. Student drivers must obtain a parking pass within the first two weeks of school and display this pass on their rear view mirror.
2. Student drivers shall carry no other students as passengers unless their parents or guardians assume full responsibility and liability in case of an accident for said passenger to ride in the car.
3. Vehicles must be parked in the student parking lot located adjacent to 35th Street. Students are not permitted to park in the faculty parking lot.
4. Students must not loiter in the parking lot.
5. Students are not permitted to go to their cars during school hours.
6. Tardiness and absence from school as a result of breakdowns or problems arising from the use of private transportation cannot be accepted as a legal excuse.
7. Student drivers shall adhere to safe driving practices at all times. Any occurrence of reckless driving or discourteous infractions may lead to immediate suspension of school driving privileges and referral to the police.
8. All vehicles parked on school property are subject to unannounced searches and probable cause searches at any time.

THE CAFETERIA

The cafeteria is an integral part of the educational program. It is a place where good nutrition and healthy habits may be learned and practiced, and where desirable personal and social characteristics may be developed. All students will have an established lunch account that will allow payment in advance for purchases from the cafeteria. *Please remember to keep a positive balance in the account.*

Prices for the 2017-2018 School Year are as follows:

Breakfast \$1.35
Reduced Breakfast \$.30
Adult Breakfast \$2.10

LUNCH
High School \$2.15
Middle School \$2.05
Elementary School \$1.95
Reduced Price Lunch \$.40
Alternate Lunch \$2.35
Adult Lunch \$3.35

Free and Reduced Lunch Applications are available in the High School office.

Cafeteria Rules

1. Be courteous to your peers, cafeteria, custodial, and teaching staff.
 - Do not interfere with another person's lunch.
 - No physical contact (including arm wrestling)
 - No intentional dropping of trays

- Push in your chair when leaving the cafeteria
- 2. Please clean up after yourself – Clean your eating area when finished.
 - Place all garbage in the trash cans
 - Do not throw food or debris
 - Return all trays to the dishwashing area
 - No skipping line (Yes-this includes seniors!)
- 3. Food is not permitted to leave the cafeteria during breakfast or lunch.
- 4. Remain at your seat throughout the lunch period.
 - A pass is required to leave the cafeteria
 - You must sign in and out to use the restroom
- 5. Students who attend vo-tech are to remain in the cafeteria until the teacher dismisses you.

Disciplinary action for the above will include (but not be limited to)

- Detention or loss of cafeteria privileges;
- Waiting to eat last;
- Policing the cafeteria;
- Eating in an isolated area.

SCHOOL MEAL CHARGE POLICY

The District will provide for the nutritional needs of students while operating an efficient and economical food service program. In order to establish a uniform practice concerning charges for meals, the following practices will be followed:

1. A notice of the meal charges policy will be sent to Parent(s) and/or Guardian(s).
2. A maximum of three (3) charges will be permitted prior to providing students with reimbursable meal alternatives or denying meals.
3. There will be no charges permitted for á la carte items.
4. A written and/or verbal notice will be given to students and Parent(s) and/or Guardian(s) prior to refusal to provide additional charged meals. The warning will indicate the number of charged meals that the student has received during the current year and the dollar amount owed for previous charged meals.
5. Elementary students (k-6) will be provided with an alternative reimbursable meal. This practice will remain in effect until the student's account is paid in full.
6. The District will provide meals to those students identified by law or regulation who do not fall under this policy (i.e. pre-primary, disabled, etc.)

Positive account balances will not be refunded at the end of the year with the exception of high school seniors or others leaving the district with a balance of \$5.00 or more, or by correspondence addressed to the Food Service Director for summer refund, if the balance is \$10.00 or more.

HEALTH SERVICES

Students who become ill in school must report to the nurse, who will decide what should be done. If the nurse is not in, students are to report to the office. Students are not to leave the building because of illness without authorization.

In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed.

Any student who uses their cell phone to call home without permission from the school nurse will be marked unexcused.

SPECIAL HEALTH PROBLEMS

Students with health problems are to report to the school nurse at the beginning of the school term or when such problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit students at school.

Prescription drugs may be taken by students during school hours. Whenever possible, medicine should be given to students before or after school.

All prescription medication sent to school must be in the original pharmacy bottle with a prescription label on it. Ask your pharmacist for a second bottle that is properly labeled. A one-week supply of medicine may be kept in the nurse's office. A refrigerator is available if needed.

Medication must be left in the Health Office. No medication, including Tylenol or aspirin is to be kept in a student's possession or locker.

Non-prescription medication, supplied by the school, will be administered during school hours, if necessary, but only those checked off on *Emergency Card* that has been signed and dated by the parent or guardian. Each signed permission form is good for one year.

The following medication policy was adopted by the Northern Cambria School Board:

For the health and safety of your child, a policy governing the administration of medication to pupils during school hours has been adopted. Ideally, all medication should be given at home. However, it is also recognized that many students are able to attend school because of the effectiveness of the medication in the treatment of their condition.

Any student who is required to take medication during regular school hours must comply with the following guidelines:

- I. For those students on temporary medication such as antibiotics, etc. or long term medication, such as asthma inhalers, etc. the parents and students must comply with the following:
 - A. Completion of the Consent form for Prescription Medication by parent/guardian and physician. The form should be completed and accompany the medication before it will be administered by authorized personnel.
 - B. All medication must be in the original prescription bottle with current date and name of the student on the bottle. Please ask your pharmacist to make up a second bottle with the prescription label attached so it may be kept at school. (A one-week supply of medicine may be kept in the nurse's office). A refrigerator is available if needed.
 - C. All medication must be brought to the nurse's office or main office. **No medication** is to be kept in the student's possession or locker.
- II. The administration of non-prescription medication is discouraged and can be avoided by adjusting the time schedule around school hours. If however, your child must receive this medication at school, such as cough syrup, a form (green) can be obtained from the nurse's office. The form must be completed and accompany the medication before it will be administered by authorized personnel. The school nurse has the right to call your physician if there is a question. All medication must be sent in the original container and be clearly labeled. Medication sent to school in envelopes or baggies will **not** be accepted.
- III. Self-administration of medication: Act 187, signed into law December 2004, 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. The student is responsible for notifying the school nurse immediately following each emergency use of an asthma inhaler. Northern Cambria School District nor its school employees bears responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledges that the school entity bears no responsibility for ensuring that the medications is taken.

Act 195, signed into law October 31, 2014, permits students who have a physician's diagnosis of a life-threatening allergy to food, insects, latex, medication or other triggers, parental permission and who demonstrate responsible behavior to carry their Epinephrine Auto-injector with them. In the event that the student cannot administer the Epinephrine Auto-injector the school nurse or trained school employee will administer the emergency medication. School-stocked epinephrine will be used when anaphylaxis's occurs for the first time in a student or if the known student does not have their emergency medication with them.

Parents and physician are required to complete the **Consent Form for Prescription Medication**. Forms are available in the health office.

You are requested to date and sign this notice and return it immediately that you are aware of the revised medication policy. If you have any questions, please call the school nurse at the high school (948-6800) or Mrs. Dianne McMullen, R.N. at the elementary-middle school (948-5880).

NORTHERN CAMBRIA HIGH SCHOOL

STUDENT ATTENDANCE GUIDELINES (204)*

The following attendance regulations are being instituted for the purpose of addressing a growing nationwide concern over the lack of student attendance and promptness. We strongly believe students should not be absent from school unless absence is absolutely necessary. Many times poor grades and lack of school success can be related to school absenteeism. In today's competitive job market, potential employers carefully review the records of applicants for employment. Individuals with records of excessive absence and tardiness are considered undependable and poor prospects for employment; therefore, the attendance and tardy records are extremely important parts of a student's permanent record card.

Pennsylvania School Laws require that all students, upon admission to school, must attend regularly until the age of seventeen (17) unless issued a certificate or permit as prescribed by law. Legal excuses as prescribed by law are limited to illness, quarantine, court appearances, death in the family and religious holidays. A certified letter will be sent to the parent or guardian when the student has accumulated from one (1) to three (3) days of unlawful absences from school. Northern Cambria School District's policy requires the principals or attendance officer to file charges after three days of unlawful absences once notification has been served to the parent/ guardian.

Each student returning to school after an absence must bring a written excuse signed by the parent/guardian stating the reason for the absence. If the absence due to illness extends to three (3) days or longer, or if attendance is irregular, school officials will require a physician's statement showing such an absence to be justifiable. If a student does not turn in an excuse within three (3) days after returning from an absence, the absence will be determined unexcused and/or unlawful.

No student, regardless of age, will be dismissed from school without a written note from their parent/guardian. If a student is driving to their appointment, the written note **MUST** state this. If anyone other than the parent or guardian is to be picking up the student, this **MUST** also be stated on the written excuse.

Students must be in attendance for at least 4 full periods of the school day to be counted ½ day in attendance.

CLOSED CAMPUS (204)

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus.

Students must bring a **written parental request** to the office to leave the campus for any reason. If it is necessary to leave school for any other reason, an excuse must be signed by the parent, doctor or dentist and returned when the student returns to school. **PARENTS MUST COME TO THE OFFICE TO SIGN STUDENTS OUT. ANYONE THAT IS SIGNING OUT A STUDENT MUST BRING PHOTO ID. PARENTS MUST PROVIDE A SIGNED PERMISSION SLIP FOR THE STUDENT TO DRIVE THEMSELVES.**

DEFINITIONS

Excused Absence: One in which proper documentation is provided to the school attesting to the reason for the absence and signed by parent/guardian or a physician or appropriate court official.

The following reasons will constitute an excused absence; however, these days will be counted toward the fifteen (15) days placing the student on doctor's slips:

1. A signed note from the parent or guardian attesting to the student's illness.
(However, once the student has accumulated fifteen (15) such absences, a doctor's excuse will be required.)
2. A prior approved educational trip, not exceeding seven days, limited to one (1) per school year. **This form must be submitted to the Principal's office five (5) school days before the student's departure. Once approved, the student will receive a copy to show each teacher when they will be out.**
3. Sponsored school activities where the student is in attendance away from school i.e. Job Shadowing, etc. Students **must** attend school for at least four (4) full periods; otherwise, it will constitute a full day absence.

4. College visits, in accordance with Northern Cambria's policy as developed through the guidance department.
5. Armed service testing/physicals, in accordance with Northern Cambria's policy as developed through the guidance department.
6. In order to participate in extra-curricular activities, a student must provide a medical slip for any and all absences after 8:30 a.m. including early dismissals and attend a minimum of four full periods.

*Attendance for special education students will be governed by state and federal regulations.

Legal Excused Absences: The following constitute legal school absences according to the Pennsylvania School Code and do not count toward the twenty (20) days' retention policy.

1. A signed statement from a physician stating the illness or injury, date and time (including dental slips)
2. Court appearances
3. Death in the family
4. Religious holidays
5. Those other prescribed by law

The following are examples of excused absences that count towards the fifteen (15) and twenty (20) day attendance policy:

1. A signed note from the student's parent or guardian attesting to the student's illness
2. Approved educational field trips. **Educational Field Trips will not be approved for any student who is placed on doctor's slips as they count towards the twenty (20) days' retention policy.**
3. College visits (when proper policy is not followed)
4. Armed service testing/physicals (when proper policy is not followed)

Unlawful Absence: One in which the student is less than seventeen (17) years of age fails to provide school officials with the proper documentation regarding his or her absences.

Unexcused Absence: One in which the student is seventeen (17) years of age or older and fails to provide school officials with the proper documentation regarding his or her absence.

Parents and students:

Please be aware of the current truancy laws:

Act 29 extensively revises penalties for truancy. The act increases to \$300.00 the fine placed on parents for truancy and requires parents to pay court costs or be sentenced to complete a parenting education program. Under **Act 29** both the truant child and the parent must appear at a hearing by the district justice. In addition, **Act 29** removes from truant juveniles their vehicle operating privileges for 90 days for a first offense and six months for a second, while juveniles who are unlicensed are prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense), commencing upon their sixteenth birthday.

ABSENCE MONITORING SYSTEM

The purpose to step by step attendance regulations is to ensure student attendance and increase communication between Northern Cambria and the student's home. In order to ensure consistency throughout the district, Northern Cambria has designed the following student attendance policy:

1. For eight (8) to ten (10) days of absence, a letter will be sent to the student's parent/guardian informing them of the number of days the student has been absent. The principal or dean of students will meet with the student regarding attendance. This measure is intended to help the student to understand the attendance policy and prevent future problems with his/her attendance. The parent and student will be advised that when the student reaches fifteen (15) total days of absence, they will be required to produce a doctor's slip for each additional absence, or the days will be marked unlawful/ unexcused. The parent will also be advised that excessive absence from school deters the learning process and significantly reduces the student's academic performances.

2. On the fifteenth (15th) day of absence a letter will be sent to the parent/ guardian informing them that the maximum number of absence days has been reached and that they will be required to produce a doctor's excuse for each absence from that time until the end of the school year. At this time, a Truancy Elimination Plan will be developed with the student, parent, guidance counselor and principal in an attempt to avoid any further absences. Students who do not comply with this policy will be subject to an administrative review of their participation in extracurricular activities and may be suspended from all activities. If it has been determined that within the fifteen (15) days there are legitimate reasons for the absences, a letter placing the student on doctor's slips will not be sent. (Legitimate reasons are doctor's slips of five or more consecutive days with prior notification to the school when possible.) If there are no exceptions, a letter will be sent placing the student on doctor's slips for any further absences.
3. On the twentieth (20th) day of absence without doctor's excuses, the student will be required to repeat all the subjects taken that year.

TARDINESS (204)

Individuals with records of excessive absence and tardiness are considered undependable and poor prospects for employment.

Tardiness: A student who arrives in homeroom on or after the 7:35 a.m. bell or class after the scheduled starting time will be considered tardy. A student that arrives to school late up to 8:30 a.m. will be considered tardy, unless a doctor's slip is provided. Students must be in school by 8:30 a.m. to be eligible to practice, try out, or participate in extra-curricular activities (academic and athletic). Students who arrive to school after 8:30 a.m. without a doctor's excuse must leave the school grounds by 2:50 p.m. and not attend practice, try outs, or games/contests. Any physical therapy session should be scheduled during study halls or after school.

Tardiness: Tardy time is considered unlawful/unexcused and will be accumulated in the following manner:

- a. All unlawful days resulting from accumulated tardy time will be treated as an unlawful day with the parents/guardians subject to fines following the legal limit. Tardiness will be evaluated weekly and notification will be made regarding minutes and unlawful absences.
- b. All tardy occasions will be treated as discipline measure(s) and subject to the punishment(s) outlined in the student handbook.

Three Times :	1 st offense =	Warning
Four – Six Times:	2 nd offense =	1hr. detention
Seven – Ten Times:	3 rd offense =	2hr. detention
Eleven:	Saturday detention and loss of driving privileges	

- c. Tardiness to class – after the student accumulates three (3) tardies to class the teacher will complete a discipline referral and send it to the office.
- d. Tardiness and absence from school as a result of breakdown or problems arising from the use of private transportation cannot be accepted as a legal excuse.

CLASS ATTENDANCE (204)

Students are expected to attend all classes and study halls. Any student cutting a class or study hall will make up the time in detention. Any offense — one 2 hour detention.

The Northern Cambria School District Board of Directors does not sanction a “skip day” of any nature. To comply with state laws, all students are expected to be in attendance at all times except those instances where students are legally absent.

MAKE-UP WORK

Any student who has been absent from school due to illness will be granted the privilege of making up work missed. It is the student's responsibility however; to approach all of his/her teachers on the first day he/she returns to school and

make arrangements to meet with the teacher at the teacher's convenience to complete the work missed. Students will be granted the same number of school days in which to make up the work as days that were missed.

PASSES FOR LEAVING SCHOOL (204)

Students are not permitted to leave the school grounds at any time during the school day without a permit from the school office. If you must leave the building because of illness or any other emergency, you must sign out at the office. Failure to follow the proper procedure will be considered an unexcused absence. All requests for leaving school early must be signed by the parent or guardian and the reason for leaving early stated on the request. Parents must sign students out in the office or the excuse must read that students are to drive themselves.

**DISCIPLINE POLICY
(218)**

AND

STUDENT DRUG AND ALCOHOL POLICY

SCHOOL RESOURCE OFFICER – Northern Cambria School District, in conjunction with the Northern Cambria Police Department, employs a full time school resource officer for the district. The officer will be available in each building and will be responsible for school safety both during the school day and at after school events. The officer will provide educational programs for students, and will assist and/or lead in investigations regarding school discipline.

DISCIPLINE: LEVELS, CONSEQUENCES, AND DEFINITIONS

LEVEL 1	
DISCIPLINE ACTIONS: Administration/Student contact, Staff/Parent contact, Letter sent home. 1st offense – warning given, 2nd offense – becomes a LEVEL 2 (See Below) Possible Actions: Suspension of extra-curricular activities.	
LEVEL 1 INFRACTION LISTING	DEMERITS
Horseplay	0
Inappropriate Dress and Appearance	0
Littering	0
Public Display of Affection	0
Misconduct On School Vehicle	0
Possession/Unauthorized Use of Cell Phone and/or Electronic Devices	0
Tardy to Class	0
Truancy – Illegal Absences	0
LEVEL 2	
DISCIPLINE ACTIONS: Administration/Student contact, Staff/Parent contact, Letter sent home. 1st offense – 1hr. detention, 2nd offense – 1hr. detention, 3rd offense – 2hr. detention, any further offenses – 2hr. detention. Possible additional actions: suspension of extra-curricular activities, hall restriction, payment of damages and/or fine, driving privileges revoked, Parent pick-up of cell phone/electronic devices.	
LEVEL 2 INFRACTION LISTING	DEMERITS
Missing Detention	3
Throwing Objects/Substances	3
Disruptive Conduct	3
General Misconduct	3
Horseplay- Resulting in injury	3
Repeat Offenses From LEVEL 1	3
LEVEL 3	
DISCIPLINE ACTIONS: Administration/Student contact, Administration/Parent contact, Staff/Parent contact, Letter sent home. 1st offense – 2hr. detention, 2nd offense – 2hr. detention, 3rd offense – two (2) 2hr. detentions, any further offenses – Saturday detention, contact with local law authority, Alternative Education Placement. Possible additional actions: driving privileges revoked, suspension of computer use, removal of co/extra-curricular activities, Contact with legal authorities.	
LEVEL 3 INFRACTION LISTING	DEMERITS
Bullying – 1 st offense	4
Forging school documents	4
Internet Policy violation	4

Possession of a lighter	4
Profanity	4
Obscenity	4
Slander	4
Stolen property	4
Traffic violation on school property	4
Failure to follow procedures	4
Trespass	4

LEVEL 4

DISCIPLINE ACTIONS: Administration/Student contact, Administration/Parent contact, Staff/Parent contact, Letter sent home. **1st offense – 2hr. detention, 2nd offense – two (2) 2hr. detentions, 3rd offense – Saturday detention, further offenses – Saturday detention, Contact with local law authority, Alternative Education Placement.** Possible additional actions: Driving privileges revoked, suspension of computer use, removal of co/extra-curricular activities, contact with legal authority, Alternative Education Placement.

LEVEL 4 INFRACTION LISTING

DEMERITS

Disrespect to Teacher/Staff	7
Bullying – any offense after 1 st	7
Leaving the building without permission	7
Petty theft under \$50	7
Defacing school property	7
Physical and/or Verbal threats to other (student to student)	7
Introduction of virus or tampering with computer setup without permission	7
Cheating and/or Plagiarism	7
Cutting class or lunch	7
Hazing	7
General misconduct	7
Violation of School Internet Use Policy	7

STATE REPORTABLE OFFENSES

PENNSYLVANIA DEPARTMENT OF EDUCATION

LEVEL 5

DISCIPLINE ACTIONS: Reported to the PA Department of Education, Notification of parents, Notification of local law enforcement for suspected criminal action, Mandatory payment of damages and/or fines if applicable, Student Assistance Program (SAP) referral, School punishment – **minimum of 1 to 10 day out of school suspension**, Criminal prosecution when appropriate, Alternative Education Placement, Referral to School Board for possible expulsion, Removal from co/extra-curricular activities.

STATE REPORTABLE OFFENSES

DEMERITS

Simple Assault on Student	15
Aggravated Assault on Student	15
Simple Assault on Staff	21
Aggravated Assault on Staff	21
Rape	21

Involuntary Sexual Deviate Intercourse	21
Statutory Sexual Assault	21
Sexual Assault	21
Aggravated Indecent Assault	21
Indecent Assault	21
Indecent Exposure	21
Open Lewdness	21
Obscene and other sexual materials and performances	21
Sexual Harassment	15
Racial/Ethnic Intimidation	21
All Other Forms of Harassment/Intimidation	15
Fighting	15
Minor Altercation	15
Stalking	21
Kidnapping/interference with Custody of Child	21
Unlawful Restraint	21
Threatening School Official/Student	21
Reckless Endangering	21
Robbery	21
Theft	15
Attempt/Commit Murder/Manslaughter	21
Bullying	21
Suicide-Attempted	21

STATE REPORTABLE OFFENSES (continued)	DEMERITS
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Suicide – Committed	21
Burglary	21
Arson	21
Vandalism	15
Criminal Trespass	21
Rioting	21
Bomb Threats	21
Terroristic Threats (excluding bomb threats)	21
Failure of Disorderly Persons to Disperse upon Official Order	21
Disorderly Conduct	15
Possession of Handgun	21
Possession of Rifle/Shotgun	21
Possession of Other Firearm	21
Possession of Knife	21
Possession of Cutting Instrument (razor, box cutter, etc.)	21
Possession of Explosive (bomb, missile, etc.)	21
Possession of BB/Pellet Gun	21

Possession of Other Weapon	21
Possession/Use of a Controlled Substance	21
Sale/Distribution of a Controlled Substance	21
Sale, Possession, Use, or Under the Influence of Alcohol	21
Possession, Use or Sale of Tobacco	15

DEMERITS

Students who reach or exceed 21 demerits will be considered for outside programs/alternative education. A meeting will be held once a student reaches 21 demerits with parent/guardian, student, guidance counselor, principal and special education director to discuss these options.

DEFINITIONS

Detention: 1 or 2 hour mandatory study time after the regular school day

In-School Detention: Same as detention but served Saturday and for 3.5 hours

Short Term Suspension: 3 –5 days

Long Term Suspension: 6 – 10 days

Suspension of Extracurricular Activities:

Any student scheduled to serve detention and/or ISD will not be permitted to participate in any school functions until the detention/ISD is served. This includes, but is not limited to, practices, try outs, games, contests, performances, prom or other school dances, including the planning process, etc. Minimum of one week and/or until the discipline is served.

**No summer activities can be used to serve as time toward suspension of extracurricular activities.

Should school be canceled, for any reason, on the day of detentions and/or suspensions, then the detention or suspension is to be served on the next scheduled date.

Should the school year end before the penalty is complete, the violations will continue into the next school year.

*Discipline for special education students will be governed by state and federal regulations.

COMMUNITY SERVICE IN LIEU OF DETENTION

The Northern Cambria School District realizes that students sometimes make poor choices and find themselves owing detention after school. The school district also realizes that the students must assume responsibility for these choices. One avenue to assuming this responsibility is through Community service.

Any student may obtain: one hour of community service in lieu of one hour of detention; or two hours of community service in lieu of two hours of detention providing that they complete the community service prior to the scheduled detention. This community service will be in addition to a student’s graduation project requirement and cannot be used to satisfy the three (3) hours that are required each year.

This community service must be approved by the principal prior to the scheduled detention date. Each student is responsible for obtaining the proper form in the office and handing it in with the proper information and required signature verifying that the community service was performed satisfactory no later than the day before the scheduled detention. Forms will not be accepted the day of the scheduled detention and the student will be required to serve the scheduled detention regardless. This option may be used one time throughout the school year.

The parents of any student who wishes to utilize this option must assume full responsibility and liability for transportation and medical insurance, should an accident occur.

Point Reduction Guidelines

Goal: To provide a positive modifier that will enhance student discipline outcomes.

Purpose: To judiciously enforce discipline while allowing options that will promote improved outcomes of student behavior through reward and recognition.

Criteria: To be eligible for participation in the Point Reduction Option, the student, at the discretion of the principal will demonstrate improving behavior prior to acceptance with one or more of the following stipulations;

- An accumulated point total no greater than 12
 - No more than 8 of the accumulated points will be for classroom discipline.
 - The student has been recommended for this opportunity by a teacher or administrator.
- OR**
- The student is at the risk of withdrawal.

Students will be permitted to earn a point reduction within one of the following categories;

- **Disruptive Conduct** = a total **one time** yearly deduction of 1 point
- **Failure to Follow Procedures** = a total **one time** yearly deduction of 2 points
- **Late to School and/or Class** = a total **one time** yearly deduction of 1 point **to school** and a total **one time** yearly deduction of 1 point **to any class**.

The point reduction will be applied to the student record when the conditions have been met for the category identified.

In order to be eligible for the point deduction for **Disruptive Conduct**, the student must not be disruptive in any class for one month.

In order to be eligible for the point deduction for **Failure to Follow Procedures**, the student must not have any failure to follow procedures infraction for one month.

In order to be eligible for the point deduction for **Late to School and/or Class**, the student must not have any other lates to school for a month or no more lates to class for one month.

The students will be responsible to keep their own monthly records and notify the office when they have completed their infraction free month. The office will check the student records to verify completion of the conditions of participation. If the student has met the conditions of participation, then he or she will receive the point deduction. If not, then the student forfeits the reduction for the year due to their inaccurate record keeping.

WEEKDAY AND/OR SATURDAY IN-SCHOOL DETENTION:

RULES AND PROCEDURES FOR ASSIGNED STUDENTS:

1. Saturday In-School Detention is in the cafeteria from 8:00 a.m. to 11:30 a.m.
2. The doors will be locked at 8:01 a.m. school time for Saturday ISD.
3. You will leave the Weekday and/or Saturday In-School Detention by permission only.
4. Constant working is required. Bring all of your books, paper, pencils, etc., and working materials. You will not be permitted to go to your locker.
5. There will be one restroom break.
6. Desk and furniture will be checked before and after detention. Any vandalism will be repaired at the cost of the student.
7. Students must stay alert. Positively no sleeping or daydreaming.
8. Positively no talking permitted unless told to be done so by the monitor. Raise your hand if you wish to talk. There shall be mutual respect between the monitor and student. Students should be respectful and courteous. Students who violate the no talking rule will be required to leave In-School Detention and will have additional discipline added.
9. You must complete all work assigned by your subject teacher and the Weekday and/or Saturday Detention monitor. Once you start an assignment, complete it, then go to the next assignment.
10. All regular school rules and regulations will be in effect during detention.
11. Students will not participate in or attend any after school practices, activities or events until their detention is served. The time period for this exclusion will be not less than one week.
12. Failure to live up to any of the above rules and regulations will result in an additional Weekday and/or Saturday being added to your detention.
 - 1st missed--An additional Weekday and/or Saturday being added to your detention.
 - 2nd missed --Saturday ISD
 - 3rd missed--One (1) day out of school suspension plus parent meeting with administration.
 - 4th missed--Alternative Education Placement

If sick/absent, you must make up your detention time by seeing the principal immediately upon returning to school. Excuse of illness must be accompanied with a doctor slip on the first school day after the in-school detention, all suspension of extracurricular activities will continue until detention is completed.

OTHER CLASSIFICATIONS

The board of directors and administration recognize that Federal/State law or other district policy governs certain student misconduct actions. Listed below are violations that fall within such classifications. They are addressed in detail and have their own set of consequences for violations. The list below represents many of the infractions but should not be considered all inclusive:

1. Tobacco use or possession
2. Bus disturbances
3. School attendance
4. Alcohol possession
5. Drug possession or use
6. School tardiness

STUDENT SMOKING AND TOBACCO CONTROL POLICY (222)

The Board recognizes that smoking presents a health hazard, which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the board.

For purposes of this policy, “smoking” shall mean all uses of tobacco, including cigar, cigarette, electronic and/or vapor cigarettes, pipe, chewing tobacco and snuff.

Pupils are prohibited from smoking or using tobacco in any form on school property. No student shall possess or use any tobacco product in any school building or school vehicle at any time, or on the school grounds during the school

day, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event or field trip.

Student violators will be disciplined according to the provision of Act 128, Section 10.1, subsection i:

1. **First Offense:** a violation shall be punishable by referral to the policy/district magistrate and the student and/or his parent will be responsible for the fines and costs. Regardless of the magistrate's decision, the student found using or in possession of tobacco will also be excluded from participation or attendance in extracurricular activities or events for a 10 day period from the date of occurrence. Also, the student will be assigned one (1) day Out-of-School Suspension. Should the school year end before the penalty is complete, the violation will continue into the next year.
2. **Second offense:** a violation shall be punishable by arrest and the student and/or his parent will be responsible for the fines and costs. Regardless of the magistrate's decision, the student shall receive three days out-of-school suspension. Additionally, the student found using or in possession of tobacco will be excluded from participation or attendance in extracurricular activities or events for a 10 day period from the date of occurrence. Should the school year end before the penalty is complete, the violation will continue into the next year.
3. **Each subsequent offense** shall also be subject to referral to policy and appropriate authorities and the student and/or parent will be responsible for the fines and costs. Also, the student will be assigned three (3) days of Out-of-School Suspension plus one additional day of Saturday Detention for each additional occurrence. In addition, the student will be excluded from participation or attendance in extracurricular activities or events for 45 days from the date of occurrence. The violation will continue into the school year. Any employee who knowingly undermines this policy will be subject to reprimand and/or dismissal. As a reminder, those students involved in extracurricular physical activity are responsible for their own physical conditioning.

6642.1 The Board prohibits smoking by professional employees, support staff employees and visitors in school buildings, or school grounds, on school buses, district owned vehicles or in any classroom, hallway or instructional area.

WEAPONS AND DANGEROUS INSTRUMENTS (218)

No student shall knowingly possess, handle, or transmit any knife, razor, ice pick, explosive, loaded cane, sword cane, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, or other objects that can reasonably be considered a weapon or dangerous instrument in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event, or function before, during, or after school hours.

Weapons Policy

The Northern Cambria School District requires that the weapons policy be adhered to pursuant to Act 26 of 1995 of the Pennsylvania School Code, Section 1317.

Possession of Weapons Prohibited

1. Any student who is determined to have brought a weapon onto any school property, or any school property, or any school-sponsored activity, shall be expelled for not less than one calendar year.
2. No student shall possess, handle, or transport a weapon. The term "weapon" is defined as a "firearm" (as defined in 18 U.S.C., Section 921, which is part of the Federal Criminal Code), and shall also include, but not be limited to, a knife, cutting tool, nunchuck, shotgun, rifle, and any other tool or instrument capable of inflicting serious bodily harm.
3. The Superintendent or appointed designee shall in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act, Public Law 91-250, 20 U.S.C. 1400 seq.

- a. The term firearm means any weapons, including a starter gun, which will or is readily designated to or may readily convert to or expel a projectile by the action of an explosive, the frame or receiver of such weapon, any firearm muffler or firearm silencer, or any destructive device.
- b. Destructive device is defined, in part, as meaning any explosive, incendiary, or poison gas bomb, grenade, rocket, mine or similar device.
4. Students who bring a copy of a firearm, knife, club, etc., to school or use to harm or threaten another individual will also be expelled for one year.
5. The District, through its administration, reserves the right to exercise discretion, in applying exceptions when appropriate on a case-by-case basis.

REPORTING

1. The Office shall conduct a survey as necessary of all school entities. "Office" shall mean the Office for Safe Schools. "School Entity" shall mean any public school district, intermediate unit or area vocational-technical school.
2. All school entities shall report all incidents, acts of violence or possession of a weapon by any person on school property on a form provided by the office.

DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES (227)

Preface

This policy, including its rules, regulations and guidelines is a coordinated effort by the Northern Cambria School district to openly and effectively respond to the potential and current uses and abuses of drugs, alcohol and mind altering substances by members of its entire student policy.

Drug Testing Policy

The Northern Cambria School District through its adopted drug testing policy, reserves the right to test any student whose appearance and/or behavior is questionable. Said student shall be referred to the school nurse where they will be examined and, if the results of the examination warrant, a drug test shall be administered to said student. A student's refusal for testing shall be viewed as an admission of said student possessing, using or being under the influence of drugs, mood altering substances, or alcohol on school property and being uncooperative. Disciplinary action will be according to the drug policy. Results of the test given to cooperating students will then be referred to the drug policy for disciplinary action where necessary.

Statement of Policy

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Northern Cambria School District will work to educate, prevent and intervene in the use and abuse of all drug, alcohol and mind altering substances by the entire student population.

As an extension and in conjunction with the parent-student-teacher handbook, the following rules, regulations and guidelines shall be used by all district personnel when responding to drug, mind-altering substance and alcohol related situation.

Definition of Terms

Student Assistance Team- a multi-disciplinary team composed of school personnel to include teachers, administrators, school nurse and counselors. This team has been trained to understand and work in the issues of adolescent alcohol/drug use and will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in the Northern Cambria School District Student Drug and Alcohol Policy.

Licensed Drug and Alcohol Provider

A licensed specialist with expertise in the area of alcohol and drug use along with the school based assessment.

Drug/Mind Altering Substance/Alcohol

Shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvent, glue, anabolic steroids, look alike substances and any capsule or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

Drug Paraphernalia

Includes any utensil or item, which in the school's judgment can be associated with the use of drugs, alcohol, or mind altering substances. Examples include but are not limited to roach clips, pipes, and bowls.

Possession

Possess or hold, without any attempt to distribute, any alcohol, drug or mind altering substance determined to be illegal or as defined by this policy.

Distributing

Deliver, sell, pass, share or give any alcohol, drug or mind altering substance, as defined by this policy, for, one person to another or to aid therein.

Cooperative Behavior

Shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the members of the Student Assistance Team including full disclosure to the authorities.

Uncooperative Behavior

Resistance or refusal, verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative student behavior. Uncooperative student behavior shall also include the refusal to comply with the recommendations of the members of the Student Assistance Team.

Student Drug and Alcohol Policy

A drug/alcohol offense remains on record through a students schooling. Should the school year end before the penalty is complete, the violation will continue into the next year. Suspensions from extracurricular activities include participation or attendance at events from the date of occurrence.

SITUATIONAL CATEGORY	IMMEDIATE ACTION BY SCHOOL PERSONNEL	INVESTIGATION	NOTIFY PARENTS	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ REHABILITATION
1. A student volunteers in-formation about personal drug or alcohol use and asks for help.	The student is referred to SAP team.	Collection of data by SAP team.	If student requests SAP services, only with the written consent of the student, unless there is a clear and immediate danger.	Not applicable.	Not applicable.	No discipline.
2. A student contacts a staff member in regard to the drug or alcohol use of another student.	Referral of student suspected of drug and alcohol use to SAP team.	Collection of data by SAP team.	If there is a clear and immediate danger and if data warrants it.	Not applicable.	Not applicable.	No discipline.
3. The possible use of drugs, alcohol, or mood-altering substance by a student is indicated, but there is no evidence of violation of law or school regulations.	Referral to SAP team.	Collection of data by SAP team.	If data warrants it.	Not applicable.	Not applicable.	No discipline.
4. The student has a drug, mood-altering substance, or alcohol related medical emergency.	The school nurse will be summoned immediately. All standard first aid procedures will be followed.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes, if the emergency indicated drug or alcohol use.	Analysis will be made by medical facilities and a report will be given to school and legal authorities.	Referral to the SAP team. If there is evidence of a Drug and Alcohol policy violation, see appropriate situational category.
5. A student possesses drug related paraphernalia on school grounds at any time.	Paraphernalia is confiscated. Principal is summoned. Staff members write an anecdotal report of the incident.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes.	Confiscate for analysis and maintain for evidence.	Referral to the SAP team. Assessment by licensed drug and alcohol provider when evidence of drug & alcohol violation exists & compliance with its recommendations. Failure to abide with recommendations

						will result in a Board hearing. 1st offense--mandatory 3 days out-of-school suspension & 10 days suspension from extra-curricular activities. 2nd offense--5 days out-of-school suspension & 20 days suspension from extra-curricular activities. Additional offense--10 days out-of-school suspension & 180 days suspension from extra-curricular activities and referral to school board for expulsion hearing.
6. A student is found to be in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending a school sponsored function and is a member of that function.	Evidence is confiscated. The chaperone will contact the group advisor and principal. An anecdotal report of the incident will be written and submitted to the principal.	The principal will investigate the incident. This may include a search of the student, his/her locker, car & other possessions.	Yes, by phone.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug and alcohol provider & compliance with its recommendation. Failure to abide with recommendations will result in Board hearing. The student will be detained until a parent/ guardian can accompany the student home or the student will be accompanied home by the chaperone/police at parent's expense. Further discipline as provided by appropriate situational category.
SITUATIONAL CATEGORY	IMMEDIATE ACTION BY	INVESTIGATION	NOTIFY PARENTS	NOTIFY POLICE	DISPOSITION OF SUBSTANCE	DISCIPLINE/ REHABILITATION

	SCHOOL PERSONNEL					
7. A student possesses uses or is under the influence of drugs, mood-altering substances, or alcohol on school property at any time. 1st offense-- Fully cooperative including full disclosure to authorities.	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug and alcohol provider & compliance with its recommendations. Failure to abide with recommendations will result in Board hearing. Ten days out-of-school suspension. Exclusion from extra-curricular activities for 20 days. The student will be detained until a parent/guardian can accompany the student home or the student will be accompanied home by the chaperone/police. The assignment of points shall be either 11 points or 21 points depending on the student being fully cooperative.
8. A student possesses, uses, or is under the influence of drugs, mood-altering substances, or alcohol on school property at any time. 1st offense--uncooperative.	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Referral to SAP team. Assessment by licensed drug & alcohol provider and compliance with its recommendations. Failure to abide by recommendations will result in Board hearing. Ten days out-of-school suspension. Exclusion from extra-curricular activities for 45 days.

9. A student is caught again in possession, use, or under the influence of drugs, mood-altering substances or alcohol on school property at any time. 2nd offense	Principal is notified. Student will not be left alone. Staff member writes an anecdotal report of the incident.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Ten days out-of-school suspension 180 days exclusion from extra-curricular activities. Formal Board hearing for expulsion. Conditions for returning to school following an expulsion will be an assessment at a licensed drug/alcohol facility and abide by its recommendations. The student will be detained until a parent/guardian can accompany the student home or the student will be accompanied home by the chaperone/police.
10. A student is distributing or selling a drug, mood-altering substance, or alcohol on school property at any time.	Principal is notified. Staff member writes an anecdotal report of the incident. Police notified.	The principal will investigate the incident. If warranted the school nurse becomes involved. Principal may search the student, locker, car, & other possessions.	Yes, immediate parental conference is arranged.	Yes, and charges will be filed.	Confiscate and give to police for analysis.	Same as number 9.
11. Student is found to be in possession, use or distribution of medication to include prescription or non-prescription on school property without approval.	Principal and school nurse will be contacted and medications confiscated.	Principal and school nurse will investigate the incident. This may include a search of the student, his/her locker, car and other possessions.	Yes	No	Confiscated and kept in school health office.	1st offense--2 hour detention. 2nd offense--2 - 2 hour detention 3rd offense--Weekday and/or Saturday In-School Suspension
12. A non-student is found to be in possession using or distributing drugs on school property.	Principal will contact police.	Police will handle investigation from a legal point of view.	NA for non-students.	Yes	Substance will be turned over to the police.	NA for non-students. (To be handled by police.) Letter of trespass served on non-students.

Bullying/Cyberbullying Policy (Adapted September 16, 2008)

Purpose

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

Definitions

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

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

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

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

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

Delegation of Responsibility

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

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

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

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

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

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

Education

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

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.

Referral to law enforcement officials.

NONDISCRIMINATION POLICY STATEMENT
(Adopted by the Northern Cambria School Board.
August 10, 1976. Revised September 9, 1980
and January 19, 1990)

The Northern Cambria School District is an equal opportunity education institution and will not discriminate on the basis of age, marital status, creed, race, color, national origin, sex, handicap or limited English proficiency in its activities, programs or employment practices as required by Title IX and Section 504.

All activities and courses, including industrial arts, vocational-technical education, home economics, music, adult basic education, and physical education courses are available to all students. If there are pre-requisites, they are based on the ability and aptitude, not on the race, color, national origin sex or handicap of the individual.

If you have questions regarding civil rights, equal education opportunities, policies and grievance procedures, complaints of harassment or discrimination or information regarding services, activities and facilities that are accessible to and usable by handicapped persons, the district has a designated coordinator. Please feel free to contact:

Title IX and Section 504 Coordinator
Northern Cambria School District
601 Joseph Street
Northern Cambria, PA 15714
(814) 948-5481

NORTHERN CAMBRIA SCHOOL DISTRICT

REGULATIONS AND GUIDELINES ON STUDENT RIGHTS AND RESPONSIBILITIES

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1.1 Free Education and Attendance.

- (a) All persons residing in the Commonwealth between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools.
This right extends to migratory children and pregnant or married students. Intellectually Disabled children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.
- (b) Parents or guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.
- (c) Students may not be asked to leave school merely because they have reached seventeen years of age if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from public school or from extracurricular activities because of being married or pregnant.

1.2 Student Responsibilities.

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

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

(b) Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

(c) It is the responsibility of the students to:

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- (2) Be willing to volunteer information in matters relating to the health, safety and welfare of the school, community and the protection of school property.
- (3) Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the education processes.
- (4) Assume that until a rule is waived, altered or repealed it is in full effect.
- (5) Assist the school staff in operating a safe school for all students enrolled therein.
- (6) Be aware of and comply with state and local laws.
- (7) Exercise proper care when using public facilities and equipment.
- (8) Attend school daily, except when excused and be on time at all classes and other school functions.
- (9) Make all necessary arrangements for making up work when absent from school.
- (10) Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- (11) Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

1.3 School Rules

- (a) The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited; it must operate within the statutory and constitutional restraints. A school board has only those powers which are enumerated in the laws of the state, which may reasonably be implied or necessary for the orderly operation of the school.
- (b) School boards may not make rules, which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) School rules are assumed to be “reasonable” until they are rescinded or waived. Students, therefore, should obey school rules while working through channels to help change those of which they do not approve.
- (d) Each student shall receive a handbook at the beginning of the student school year. This booklet will outline the rules and regulations of the Northern Cambria School District regarding student behavior.

1.4 Discrimination

No student shall be denied access to a free and full public education, on account of race, religion, sex or national origin. (See Title VI, Title IX, and Section 504)

1.5 Corporal Punishment

- (a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline. 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 property

1.6 Exclusions from School (Suspension and Expulsions). (233)

- (a) A student of the Northern Cambria School District may be excluded from school for committing the following offenses:

- (1) Physical assault on a member of the faculty or staff.
 - (2) Selling, supplying or distributing alcohol or drugs on school property.
 - (3) Action which endangers another's life.
 - (4) Arson on school property.
 - (5) Instigating a riot on school property.
 - (6) Storing, possessing, or carrying dangerous weapons on school property.
 - (7) Conviction for a criminal felony committed on school property.
- (b) The following offenses, if documented and recorded by school officials as continual and/or excessive, may lead to exclusion from school;
- (1) Vandalism
 - (2) Incurigibility
 - (3) Possession of or use of alcohol or drugs on school grounds or at school events.
 - (4) Truancy or unexcused absenteeism
 - (5) Tardiness
 - (6) Cutting of classes
 - (7) Theft
 - (8) Fighting
 - (9) Disruptive on school bus
 - (10) Persistent violation of rules and regulations regarding use of tobacco
 - (11) Deliberate defiance of school authority
 - (12) Accumulation of 21 points, as defined in Part 3 of this handbook
- (c) Exclusion from school may be effected by temporary suspension; full suspension; or expulsion.
- (1) "Temporary Suspension" shall mean exclusion from school for an offense for a period of up to three school days, by the principal, without a hearing, in accordance with policies of the board of school directors.
 - (2) "Full Suspension" shall mean exclusion from school for an offense for a period of up to ten school days, after an informal hearing before the principal is offered to the student and the student's parents, in accordance with policies established by the board of school directors.
 - (3) "Expulsion" shall mean exclusion from school for an offense for a period exceeding ten school days and may be permanent expulsion from the school rolls.
- (b) No student may receive a temporary 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. All full suspensions require a prior informal hearing, and all expulsions require a prior formal hearing, in accordance with the procedures of Section 1.8 on Hearings.
- (c) The maximum period a student may be suspended for an offense shall not exceed ten school days. A temporary suspension may be followed by a full suspension for the same offenses, provided that the ten school days limitations are not exceeded. Temporary or full suspensions may not be cumulated or made to run consecutively beyond this ten school day limitation.
- (d) During the period prior to the temporary suspension, the full suspension or the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his or her normal class.
- (e) Students who are excluded from school for misbehavior are permitted to make up missed work and exams according to the following procedures:
- (1) The student must contact the teacher involved within three school days after returning to school to state a desire to make up missed work and exams; and
 - (2) The teachers will present the student with a schedule of work to make up missed assignments and tests. This schedule will allow the student a minimum of two school days to complete the make-up work for each one day of expulsion beginning with the day after the schedule is presented to the student; and

- (3) A student not adhering to the above-mentioned procedure will forfeit his right to make up missed work and exams because of his exclusion from school.
- (h) If, when expulsion proceedings are initiated, it is determined, after an informal hearing, that a student's presence in his or her normal class would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of a full suspension, the student may be excluded from school for more than ten school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.
- (i) Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable, the school district must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.
- (j) Whenever a student is expelled, the behavior and progress of the expelled student shall be reviewed periodically, at least once a year, and a decision made by the School Board at that time on whether the expulsion is to be continued or whether the student is to be readmitted.

1.7 (Reserved.)

1.8 Hearings. (233)

- (a) Education is a fundamental right and, students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing; which is a fundamental element of due process.
- (b) In cases involving possible expulsion a formal hearing will be held before the board of school directors. A majority vote of the entire school board is required to expel a student.
- (c) At the formal hearing, the following due process requirements are to be observed:
- (1) Notification of the charges in writing, sent to the parents or guardian by certified mail, and to the student.
 - (2) Sufficient notice of the time and place of the hearing.
 - (3) The right to an impartial tribunal.
 - (4) The right to be represented by counsel.
 - (5) 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 right to demand that any such witnesses appear in person and answer questions or be cross-examined.
 - (7) The student's right to testify and produce witnesses on his own behalf.
 - (8) A record will be kept of the hearing; either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - (9) The proceeding will be held with all reasonable speed.
- (d) If requested by the student or the student's parents, the hearing shall be held in private.
- (e) Where the student is dissatisfied with the results of the hearing, recourse can be had to the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for a relief in the appropriate federal district court.
- (f) The purpose of the informal hearings 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, to demonstrate that there is some compelling reason why the student should not be suspended. The informal hearing also encourages the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

- (g) At the informal hearing, the following due process requirements are to be observed:
 - (1) Notification of the reasons for the suspension in writing, given to the parents or guardian and to the student.
 - (2) Sufficient notice of the time and place of the informal hearing.
 - (3) The right to cross-examine any witnesses.
 - (4) The student's right to speak and produce witnesses on his behalf.

1.9 Freedom of Expression (220)

(a) Policy Statement on Freedom of Expressions.

- (1) Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, or encourages unlawful activity, or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies group meetings, buttons, armbands and other means of communications, provided that the means of communication is submitted to the principal at least two days prior to its distribution or use by the student(s). A board of review consisting of the principal, guidance director, school activity sponsor (if an activity is involved), and the class presidents of grades 9 through 12 shall study the material in questions. Each member of the board of review has one vote and a majority vote shall determine the disposition of the material under study.

(b) Bulletin Boards

- (1) School authorities may restrict the use of certain bulletin boards to school announcements. Bulletin board space should be provided for the use of students and student organizations. The following general limitations on posting may be applied:
 - i. School officials shall prohibit material which is obscene according to current legal definitions; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption of the orderly operation of the school.
 - ii. Identification on any posted notice may be required of student or student group, including the name of at least one person of the group, posting such notice.
 - iii. The school officials may require that notices or other communications be officially dated before posting, and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(c) School Newspaper and Publications

- (1) Students have the responsibility to refrain from libel and obscenity, and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors of other newspapers to report the news and to editorialize.
- (2) School officials should supervise student run newspapers published with school equipment and remove obscene, libelous, or offensive material, as well as edit material that would cause a substantial disruption or material interference with school activities.
- (3) Students, who are not members of the newspaper staff and other members of the school community, should have access to its pages. The criteria for submission of material by non-staff members should be published and distributed to all students.
- (4) Staff members shall be held responsible for materials, which are libelous or obscene, and such publications may be prohibited.

(d) Unofficial Publications

The constitutional right of freedom of speech guarantees the freedom of public school students to publish on their own, material other than those sanctioned by the school. The school has no responsibility to assist students or to provide facilities in the publishing of such materials, nor may the school be held responsible for any statements published in them. The newspaper staff members themselves have sole responsibility for any statements published. Unofficial publications have moral and legal obligations to observe the rules of responsible journalism.

(e) Distribution of Literature, Leaflets and Newspapers. (6740)

- (1) Courts have ruled that school authorities may prohibit the distribution or dissemination of student-originated material on school grounds only when such material would materially and substantially interrupt the education process or intrude upon the rights of others (the rationale of the United States Supreme Court in the Tinker Case.)
- (2) The printed material must be submitted to the building principal at least two days prior to its distribution or use so that the board of review may vote on its status.
- (3) The board of review will set forth the time and place of distribution so that the distribution would not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place set for distribution is one, which would give the students the opportunity to reach fellow students. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- (4) All printed matter and petitions distributed on school property must bear the name of the sponsoring organization and the name of one individual of such organization.

(f) Buttons and Badges.

The wearing of buttons, badges, or armbands bearing slogans and sayings shall be permitted as another form of expression, unless the message thereof falls within the restrictions of paragraph (b) (2) (i). No teacher or administrator shall attempt to interfere with this practice on the grounds that the message may be unpopular with the student or faculty. Use of buttons, badges, or armbands is subject to the provisions of paragraph (a) (2) of this section.

(g) Access to School Facilities.

It is the policy of this school board that facilities of the school district should be made available as much as possible to the students within the school district. Thus, the various buildings are available to students within the school district at no cost for properly supervised events according to the terms established here.

- (1) Use of the building must be approved by the school administration in advance so that the board will know what the nature of the activity is and so that there be no conflicts in scheduling.
- (2) The sponsoring organization will be responsible for proper supervision, cleanliness of the building, public liability, and any damage, which may occur.
- (3) Adequate security or policy protection will be provided, inside and outside.
- (4) There will be no smoking in the building.
- (5) Cost of additional janitor expenses will be paid by the sponsoring organization.
This does not apply to use of the building by students for school activities and functions.
- (6) Admission prices to be charged by the sponsoring organization are subject to the approval of the school board.
- (7) Purpose for using the building is for student benefit in the opinion of the school board.

1.10 Flag Salute and the Pledge of the Allegiance.

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, 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. This right has been affirmed by the United State Supreme Court in the case of West Virginia State Board of Education v. Barnette, 319 U. S. 624 (1943). Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent. The parents and/or guardians of students who choose not to participate will be required to acknowledge and state the reasons for their child's non-participation in writing.

1.11 (Reserved.)

1.12 Confidential Communications.

- (a) Information received from a student in confidence by:
 - (1) a guidance counselor; or
 - (2) a school nurse; or
 - (3) a school psychologist in public or private schools while in the course of that person's professional duties is privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parents.
- (b) However, such information may be revealed without the student's consent to the student's parents, to teachers or to principals.
- (c) An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which the recipient is under legal duty to report to the authorities.

1.13 (Reserved).

1.14 Searches. (226)

- (a) 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, juvenile, or criminal proceedings.
- (b) The Courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing, in loco parentis, school authorities are charged with the safety of all students under their care and supervision. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power in the interest of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.

1.15 Student Government

- (a) Students are encouraged to participate in student government that provides all students a voice in school affairs through a representative system. Student government should represent the interests of the students in the formulation of school policies, curriculum development and disciplinary procedures, in a cooperative effort with the school faculty and administration.
- (b) Students are permitted to participate in the conception and development of the charter for their student government, subject to administration and school board approval. The charter should establish policies concerning: (1) the purposes of the organizations; (2) the rules of conducting elections and campaigns including provisions insuring non-discriminatory practices; (3) the degree to which the student body has power to allocate student activity funds; and (4) the extent of the organization's access to the school's communications resources within guidelines established by the school board of directors.

1.16 Student Organizations.

- (a) Any group of students which has an approved faculty sponsor is permitted to establish an organization that may make use of school facilities.
- (b) Student organizations should not advocate or be formed for illegal purposes, nor may they discriminate against applicants in terms of race, creed, sex or national origin.

DIRECTORY INFORMATION: Information which is labeled "directory information: by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. Directory information that may be released to the public consists of student and parent or guardian names, addresses, phone numbers (unless "unlisted"), date and place of birth, "from and to" dates of enrollment, and student's participating in school activities, including heights and weight for sports and awards received. As a matter of practice, the District uses extreme caution with the directory information to protect your child's privacy. If you do not want some of all of this information about your child released, you may prevent its disclosure by writing the school district. Please address these requests to the appropriate building principal by September 15 of this school year.

Request for Prior Written Parental Consent

Student's Contact Information to Military Recruiters

I, _____ (name of student OR parent), in accordance with Section 9528 of the *No Child Left Behind Act of 2001* (Public Law 107-110)*, do hereby request that the name, address and telephone listing of _____ (name of student), a student at _____ (name of school), **NOT** be released to military recruiters **without prior written parental consent**.

Signed by: Student Parent (check one)

Signature: _____ Date: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

This request may be signed by a student OR a parent. A student **does not** require parental consent to complete and submit this request. Any **parent** of a secondary school student or any secondary school **student**, regardless of age, is authorized by *federal law** to submit this request. The completed request should be submitted to your school's administrative office. (This request is **not** applicable to elementary school students.)

* Public Law 107-110, Sec. 9528, (a), (2): "Consent.-A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request."

ACTIVITY AND ATHLETIC ELIGIBILITY AND PARTICIPATION REQUIREMENTS

ACADEMIC (122)

Each sponsor or coach is expected to inform the students of his/her academic responsibility and requirements for participation and to make periodic checks on the academic progress of his squad or team. Any significant change in the academic progress of the students should be brought to the attention of the Guidance Department. This is a professional responsibility of every sponsor or coach and should not be overlooked in the organizational program.

RULES GOVERNING ELIGIBILITY (122) FOR EXTRA-CURRICULAR ACTIVITIES

1. A physical examination is required of all athletic participants for each season.
2. Insurance - Athletics
3. P. I. A. A. - Athletics
4. Extracurricular program is part of our school program. Our first and foremost interest is the personal educational progress of each student; thus it is mandatory he/she maintain satisfactory grades.
5. Any student absent from school all day or who arrives after 8:30 a.m. without a doctor's excuse will not be permitted to practice or participate in an activity or sport on that day. Students must be in attendance a full day in order to participate in extra-curricular activities.
6. Extenuating circumstances, such as funeral, a doctor or dental appointment will be subject to the review of the high school principal.
7. Each student has a responsibility to fulfill in representing Northern Cambria as a participant in any activity. Cooperation and personal honor are important.
8. Athletes must be passing four (4) credits to remain eligible and will be monitored by weekly checks.

ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES (122)

To be eligible for competition, a student must pursue a curriculum defined and approved by the principal. This curriculum or its equivalent must be approved by, and conform to the regulations of the State Board of Education and the law, as well as any local policies established by the Board. The following are the requirements to be eligible for participation:

1. Pupil must be passing four (4) full credits of its equivalent.
2. Eligibility shall be cumulative from the beginning of a grading period and be reported on a weekly basis to be turned in every Friday.
3. If a student is not eligible because of academic standards, he/she shall be ineligible from the immediately following Sunday through the next following Saturday.
4. In cases where a student's work in any preceding grading period does not meet the standards (passing four credits), said student shall be ineligible for the first day report card issued, except as follows:
 - a. 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 his/her eligibility for the next grading period.
 - b. A student who attends summer school and corrects his/her deficiencies shall be eligible.

RULES OF CONDUCT

1. Sportsmanship is a most important asset and one of the main reasons for sponsoring a complete activity program. The best in sportsmanship from students, coaches or sponsors is expected-victory or defeat.
2. Conduct in school should be above reproach. Athletes are expected to be school leaders and examples. Failure to abide by school rules and regulations will lead to suspension of athletic eligibility.

3. Possession and use of tobacco in any form during school or at activities or practice will result in discipline response from the activity in accordance with the policy.
4. A student determined to be using or in possession of alcoholic beverages and/or drugs during school or at activities or practices shall be suspended from the activity in accordance with the policy.

Awards and Scholarships
AWARDS PROCEDURE

Student awards are presented annually at athletic and academic ceremonies throughout the year.

ACADEMIC AND SERVICE AWARDS: .

Many awards for academic achievement and service are given to students of Northern Cambria High School based on selection guidelines outlined by the institution or agency sponsoring the award. These guidelines are forwarded to the Northern Cambria High School Faculty Awards Committee, which adheres to these guidelines when nominating a recipient for each award. This committee is comprised of the high school principal, guidance counselor and four or five faculty members representing all major departments of instruction in the high school. The committee faculty members change annually.

ATHLETIC AWARDS: (Presented at the All-Sports Banquet) See Athletic Director for details.

Awards will be given to individual athletes in recognition of their outstanding contribution in a specific sport or as a scholar/athlete. There are two categories of Athletic Awards, (1) Senior Awards and (2) Underclassman Awards in varsity sports.

MUSIC AWARDS: (Presented at the Band and Choral Concerts) See Band and Choral Director for details.

Awardees must have contributed significantly to the overall general good of the Band/Choral department by demonstrating outstanding performance and skill in the area of music.

STUDENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT
STUDENT HANDBOOK ACKNOWLEDGEMENT OF UNDERSTANDING

OVERVIEW

At Northern Cambria High School, the 2017-2018 Student-Parent Handbook is for your use as a source of information about our high school and school district. The handbook clearly defines school district regulations, policies and other information relevant to current high school students. Both parents and students are responsible for reading, understanding, and adhering to statements of policy and procedures outlined in the handbook; individuals are encouraged to forward any policy questions to school administration.

STUDENT HANDBOOK ACKNOWLEDGEMENT & SIGNATURES

By our signatures below, we state that we have received a copy of the 2017-2018 Student-Parent Handbook and have read the information provided therein. We agree that these policies and procedures are necessary in order to maintain an effective, safe school environment. We further understand that non-compliance with school policies will result in appropriate sanction by school administration.

RETURN DATE

Each student is required to return this form to their Homeroom teacher by Friday, September 1, 2017. ***Both a student and parent signature is required.***

Student Name PLEASE PRINT (required) Date of Acknowledgement

Student Signature (required) Date of Acknowledgement