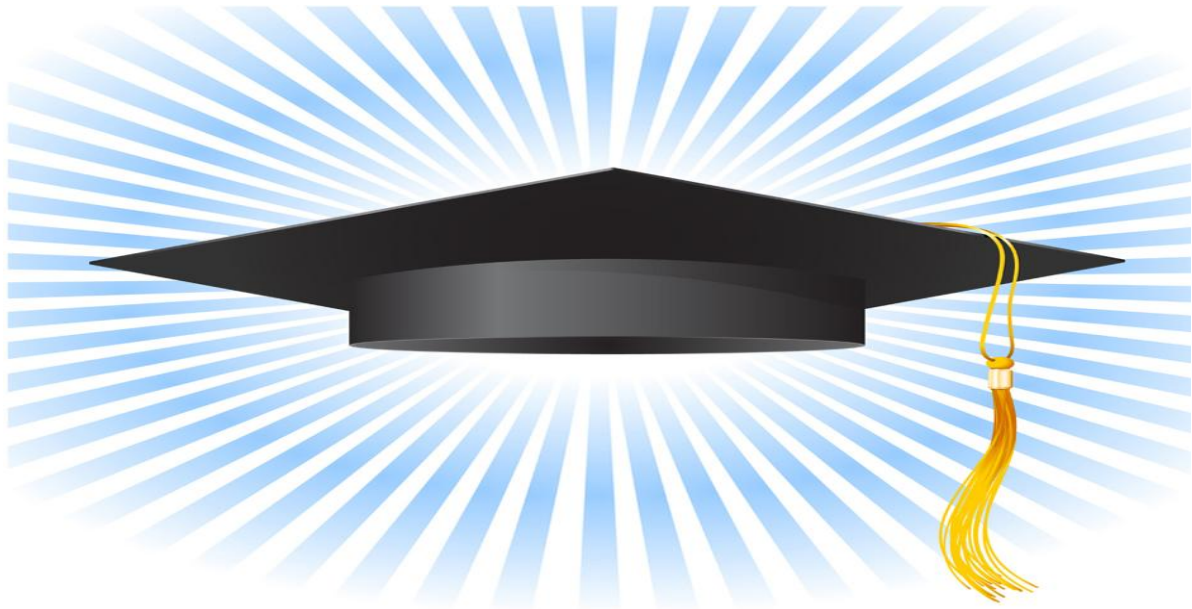


WE ARE

"Believers and Achievers"



JHS

2009-10

GRADES 7-12

STUDENT HANDBOOK

“The Jamestown Area School District creates and follows rules and regulations in order to foster an environment that promotes the health, safety, and welfare of and promotes learning for each and every student.”

Welcome Back Students,

I look ahead to another successful school year as we go about the business of working together to make Jamestown Students “Believers and Achievers.” This simple motto means that you need to believe in yourself and work hard to achieve your goals. Those goals may be short-term, such as getting a good grade on a test or working hard to meet the requirements needed for a successful career.

I look forward to working with both students and parents to make our school the best it can be. Many great things have happened here in my thirteen years at the high school and I’m excited to see how many more great things we have in store for us in terms of student achievement and progress.

A few changes are being addressed in this handbook that students and parents need to be aware of. They include:

- A major change in the Grading Policy and Procedures. Students will now be assessed on percentages rather than letter grades.
- Letter Grades will also be converted to percentages to be utilized for Class Rank.
- Grade Weighting will also now apply to our newest AP Course, AP U.S. History.
- Honor Students will be determined by percentages rather than letter grades.
- In-School Suspension can be given for “Excessive Un-served Detentions” which will now be considered to include not serving two after-school detentions and each un-served detention after that.

Please take time to read and review this handbook and sign and return the Acknowledgment Form (both student and parent) that will show that you are aware of what is contained in this handbook.

Again, I look forward to another successful and enjoyable school year as we strive together to make it a great one.

Brian J. Keyser
High School Principal

EQUAL RIGHTS AND OPPORTUNITIES POLICY (SB Policy #103)

The board declares that we will provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

TITLE IX COMPLIANCE

Any student or employee of the Jamestown Area School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity, may file a written complaint with the Title IX Compliance Coordinator. Grievance Procedures are included in Board Policy No. 103 "Nondiscrimination in School and Classroom Practices" and Board Policy No. 104 "Nondiscrimination in Employment and Contract Practices" in the district's board policy manual. Jamestown Area School District, Title IX Compliance Coordinator, Dr Douglas Allen, Jamestown Area High School, P.O. Box 217, 204 Shenango St., Jamestown, PA 16134, 724-932-5557.

AWARDS

The following awards have been recognized by the Jamestown Area School Board to promote academic excellence, leadership, character, and service.

English Award:

Given to the outstanding English student in the senior class.

Social Studies Award:

Given to the outstanding social studies student in the senior class.

Mathematics Award:

Given to the outstanding mathematics student in the senior class.

Senior Art Award:

Awarded to the outstanding senior art student.

Outstanding Journalism Award:

Given to the outstanding journalism student in the senior class.

Perfect Attendance:

Awarded to students who have no tardies and no absences from school. Students attending a recognized field trip are counted present for a day of school. **Pre-arranged** shadowing experiences, college testing and military testing may qualify as field trips. All pre-arrangements must be made with the guidance counselor, before the day of the absence.

Presidential Academic Award:

Given to students who maintain a 3.5 average through senior high school, score an equivalent of 85 percentile or higher in math or reading on an achievement test or college admissions test. A similar award will be given at the Middle School Level based on the same requirements.

John Philip Sousa Award:

Given to the senior instrumental music student who best exemplifies achievement, attendance, attitude, character, leadership, musicianship, and service.

Arion Award:

Given to the senior vocal music student who best exemplifies achievement, attendance, attitude, character, leadership, musicianship, and service.

Merle Higgins Freedom Award

Given to a male and female of the Senior Class who is chosen by secret ballot by classmates who best represents loyalty, service, and honor. Given in honor of alumnus Merle Higgins, who was killed while serving his country in the Vietnam War.

David Veverka Memorial Award

Given to a Senior who is chosen by a faculty scholarship committee as the student who best exhibits the characteristics of service, honor, and commitment. Given in honor of alumnus David Veverka, who was killed while serving his country during Operation Iraqi Freedom.

Tucker Pfouts Memorial Scholarship

Chosen by a panel comprised of family and community members. Seniors must apply and then be selected for an interview by the scholarship panel.

Don Greggs Memorial Scholarship

Chosen by the faculty scholarship committee. Given in memory of Don Greggs, former district librarian.

Bob Gay Memorial Scholarship

Given by the Jamestown Area Volunteer Fire Department in memory of Bob Gay.

ACTIVITIES

Most clubs and activities will meet at 3 P.M. when the advisor believes it is necessary. Student Council, National Honor Society and Student Outreach will meet from 7:50 - 8:15 A.M. on designated days. Students who are passing their classes are encouraged to participate in the activities provided.

Student Council - Membership will consist of representatives from each grade elected by their fellow classmates. Members must maintain a "C" average and attend the meetings to remain eligible. An election will be in May - balloting in English classes for grades 8, 9, 10, and 11.

Yearbook- Students will work through the year on various publications that will reflect upon the events involving Jamestown students and to keep the community informed of school events.

National Honor Society - Membership is based on scholarship, service, leadership, and character. The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of the Jamestown Area High School.

Students must be a member of the sophomore, junior, or senior class to be eligible. The advisor and a faculty committee review eligible candidates. Selection is made using QPA, Student Activity Information Form and a possible interview process. New members are inducted in the spring. There is a membership due of \$5.00.

Spanish Club - The Spanish Club is open to all students currently enrolled in a Spanish class and maintaining a passing grade. Past Spanish students may be permitted to join, only if space is available. (membership 30 students).

Bible Club - Open to students who have an interest in learning more about the Bible. This is a student led club.

YSU Reading Program - Provides students an opportunity to compete with students from other districts using language arts skills.

Students for Charity - 12 students (3 from grades 9, 10, 11, & 12), serve as a group to learn how a non profit, philanthropic board of directors functions. Students, led by a student chairperson and under the direction of faculty advisors conduct fund raisers and learn how to give the money away to support needs in both the local and greater community of Mercer County. Matching funds are donated by the Shenango Valley Foundation.

Art Club - The art club is open to students in grades 9-12 who are (or have been) enrolled in a senior high art class. Students may be involved in various art projects throughout the school and community.

Forensics - Student enter competition for speech and debate

Relay for Life - Students participate in the community walk to support research for the American Cancer Society.

APPOINTMENTS

The following appointments are considered excused absences:

1. Doctor's appointments
2. Emergencies as determined by the high school principal
3. Appointments to visit post graduate schools when scheduled through the guidance office. (The principal may limit the number of visits based on a student's grades, and attendance record).

If a student wishes to be dismissed from school early, he/she is required to bring a written statement to include:

1. date and time dismissed
2. time to return
3. name and location of doctor or appointment information
4. signature of parent or guardian

Approval must be given by the high school principal for an appointment. **Shadowing, Military and College placement testing that have been pre-arranged through careers class and/or the guidance office may show no time lost. A letter from the college or recruiter and a completed form for shadowing are required prior to the date of absence.**

Non-authorized appointments will be considered an unexcused absence and be subject to the provisions of the attendance regulations. Students with an appointment must sign out in the office when leaving school and sign in when returning.

ATHLETICS (Interscholastic)

Students are encouraged to become involved in interscholastic athletics as a participant or spectator. The following sports are offered for your enjoyment and to aid in your physical, emotional and social development as a student athlete.

Boys

Fall - Cross Country gr. 7-12
Golf gr. 9-12

Winter - Jr. High Basketball
Sr. High Basketball
Wrestling gr. 7-12

Spring - Baseball gr. 9-12
Track & Field 7-12

Girls

Fall - Volleyball gr. 9-12
Cross Country gr. 7-12
Jr. High Basketball
Golf - gr. 9-12

Winter - Basketball
Jr. High Volleyball gr.7-9
Cheerleading gr. 9-12

Spring - Softball gr. 9-12
Track & Field 7-12

Eligibility:

All students must meet the qualifications established by the P.I.A.A. and local school district.

1. All students must pass a physical exam and have written permission from their parents to participate.
2. Students must have passed the required number of credits the previous grading period. Students not meeting this requirement are ineligible for a three (3) week period (15 school days) of the next grading period.
3. Students must be passing at least four - full credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis throughout the season from the first day of practice until the last game.
4. Students must attend school on a regular basis and be in school by 11:30 the day of the event to be eligible for participating in a game or practice.
5. Students must remain in good standing as a student.
6. Students must abide by the policies and guidelines established by the school board, principal, and the coaches. This may include academic standards above those established by P.I.A.A.
7. Students participating on a high school team may not be a member or participate on an independent team during the same season without permission from P.I.A.A. (See the Athletic Director).
8. Students must show proof of having accident insurance.
9. The following guidelines have been developed for any student who wants to participate in a sport that we do not currently offer at Jamestown:
 - a. Students must demonstrate a genuine interest and the ability to compete at the level being considered. Qualifying score, etc. will be required.
 - b. Students who qualify will be entered in the appropriate level of competition and excused from school if necessary. c. Home schooled students are eligible to participate in JHS athletic programs.
 - d. Students must meet the eligibility requirements of P.I.A.A. and Jamestown High School.
 - e. Incidental expenses incurred as a result of participation are the responsibility of the athlete and his/her family.
 - f. A parent/guardian or designated adult, must accompany the student as coach to all events that are entered. Act 34 and Act 151 clearances must be completed prior to any student participation. The cost for these clearances will be the parents responsibility. These forms are available in the business office. Allow six weeks for these clearances to be processed.
 - g. Transportation for the student athlete will be the responsibility of the parent(s).
 - h. Accident and liability insurance for the student athlete will be the responsibility of the parents.

ATTENDANCE (SB Policy #204)

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

EXCUSED ABSENCES

The School Board considers the following conditions to constitute reasonable cause for absence from school and, **provided the proper procedures are followed**, will be considered an excused, or legal, absence from school.

1. Illness, 2. Quarantine, 3. Recovery from accident, 4. Required court attendance, 5. Death in family, 6. Family educational trips, 7. Educational tours and trips

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA, or combine 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, college visitations, and urgent reasons.

Students age 18 and over may write their own excuses, unless deemed otherwise by the principal

UNEXCUSED/UNLAWFUL ABSENCES

Absences will be considered unexcused/unlawful for the following occurrences: 1) Absence through parental neglect (including hunting and fishing), 2) Illegal employment, 3) Truancy, 4) Missing the school bus, 5) Working at home, 6) Babysitting, 7) Personal reasons *unless excused by the principal*.

UNLAWFUL ABSENCES (for students under 17 years of age)

First Unlawful Absence- Parent/Guardian receives a notice of unlawful absence from the school district.

Second Unlawful Absence- Parent/Guardian receives a second notice of unlawful absence which explains legal penalties associated with violation of compulsory attendance requirements.

Third Unlawful Absence-certified letter is sent to Parent/Guardian notifying them the next unlawful absence will result in proceedings being initiated against parent and/or student with the local magistrate.

For students at least 17 years of age, appropriate disciplinary measures may be utilized in lieu of filing charges with the local magistrate beginning with the fourth unexcused absence.

After ten (10) days of cumulative lawful absences verified by parental (not medical) notification, the superintendent or superintendent's designee may require a physician's (doctor's) excuse for each subsequent absence. The physician's excuse will be used to determine if the absence will be excused. **A physician's excuse must be presented within 5(five) days of return** or day(s) will be deemed unexcused/unlawful. The student or parent is responsible for requesting a physician's excuse at the time of the doctor appointment. No calls or faxes will be made from the high school office in regards to a doctor's excuse.

Students who miss ten (10) consecutive school days shall be dropped from the active membership roll unless evidence is provided to the school that there is a legal excuse.

PROCEDURE FOR REPORTING STUDENTS ABSENT

When a student is absent from school, parents are requested to call the high school office at (724) 932-3186 between 7:15 and 8:00 AM. A telephone call is made to the home of all absentees unless a student has been reported absent that morning.

Following an absence, a student must present a signed excuse to the high school secretary before 8:00 AM. **If a signed excuse is not turned in within five (5) school days, the absence will be considered to be unexcused.** Students must sign-in by 11:30 or will be ineligible for athletics or any after-school activities/events. Students that sign in after 8:55 AM and before 11:30 AM will receive a ½ day absence.

When a student is deemed to have an unexcused/unlawful absence(s), they **will not have the opportunity** to make-up any missed assignments for that day(s) and **will receive a "0"** for all classes missed on the unexcused/unlawful day(s). (NEW FOR 2008-09)

Students taken to the magistrate for an attendance hearing or who were required to present a physician's excuse may be required to present a physician's excuse **at any time** during the following school year, **even before** the 10 days of excused absences has been reached. (NEW FOR 2008-09)

MAKING UP WORK/ARRANGEMENTS FOR ASSIGNMENTS

It is the responsibility of the student to make necessary arrangements with his/her teachers to make up missed assignments after an absence. If it is known that a student is going to miss more than one (1) day of school a parent should call the high school office to request assignments. The assignments may be picked up 24 hours after the request is made to the high school office. It is recommended that if work is wanted for the end of the day that the high school office is notified by **8:15 AM**. Otherwise teachers may not have time get the assignments ready.

TARDY TO SCHOOL

All students who are not in their first period class by **7:55 AM** are considered tardy to school and must report to the high school office for a tardy slip. The tardy slip will be marked to indicate whether an excuse was received at the time of admittance. Tardy students must provide an excuse signed by the parent/guardian with the time, date, and reason for being tardy. Students will receive one (1) hour of detention upon the third unexcused tardy to school and an hour detention for each subsequent unexcused tardy.

PERFECT ATTENDANCE

A student is considered to have perfect attendance for a school year when they have had no absences or tardies. **Excused absences and tardies count against perfect attendance.**

BOOK BAGS

Students are permitted to bring books bags and briefcases to and from school. However, all book bags, briefcases, and oversized purses are to remain in assigned school lockers during the regular school day. Students in physical education class may use gym bags to take clothes to the locker room; but, they must be returned to the student locker immediately following physical education class.

CAFETERIA

The cafeteria supervisors are to be obeyed at all times. The guidelines set up are for your safety and to ensure that students may eat with as little confusion as possible.

1. Students are to remain seated unless returning their trays (no wandering around the cafeteria).
2. Students must have permission of the cafeteria supervisor to use the telephone, water fountain, guidance office, high school office, or restroom.
3. Students disrupting the cafeteria may be assigned seats, removed from the cafeteria, or receive other appropriate discipline.
4. Food and drink cannot be removed from the cafeteria i.e.. apples, oranges, open containers.
5. **Open containers of liquids cannot be stored in lockers.**

Lunch Prices:

\$ 1.90 a day/9.50 a week for Student Lunches

\$.40 a day/ 2.00 a week for Milk

\$ 2.50 a day/ 12.50 a week for Adult Lunch

.80 for Student Breakfasts

ALTERNATIVE LUNCH:

An alternative lunch assignment may be necessary for students who repeatedly break school/cafeteria rules. The high school principal will assign alternative lunch when other efforts have failed to bring about positive results. Alternative lunch may also be assigned as a result of a severe behavior problem during lunch.

The duration of this assignment may range from five (5) days to the remainder of the school year depending on the severity and or frequency of a problem.

The following rules apply while assigned alternative lunch:

1. choice of bag lunch from home or purchase a bag lunch from cafeteria, through the high school office by 8:00 A.M.
2. student is not permitted in the cafeteria during lunch
3. at lunch time report to the alternative lunch room before the late bell sounds
4. bring books for the class following lunch
5. no talking

CELL PHONES (SB Policy #237)

Students are permitted to have cell phones during the school day. However, the phones must be turned off, out of sight, and students are not permitted to communicate on them at any time during school unless permission is granted by the principal.

If a student violates this rule the consequences will be:

First Offense- Cell Phone will be held by the Principal until the parent/guardian can pick it up and one hour of detention will be assigned to student.

Second Offense- Cell Phone will be held by the Principal until a parent/guardian can pick it up and one hour of detention will be assigned to student.

Third Offense- Cell Phone will be held by the Principal until a parent can come and pick it up, the offending student will no longer be permitted to have cell phone for the remainder of the school year.

MORE SEVERE DISCIPLINARY ACTION WILL COMMENCE WITH ANY VIOLATION BEYOND THE THIRD OFFENSE, WHICH MAY INCLUDE IN-SCHOOL SUSPENSION!!!

CHEATING POLICY

Honesty is a virtue that all should strive toward. Cheating in any way will be considered a serious matter and subject to the following measures:

First Offense - Zero on project, test, quiz, etc. and parents notified.

Second Offense - "F" grade for the grading period and conference with parents.

Third Offense - Referred to the administration.

COLLEGE VISITS

Visiting colleges or other postsecondary schools is a valuable part of a student's career decision-making process. Seniors are encouraged to visit the schools they are interested in attending anytime during the school year. Juniors are also permitted during the 2nd Semester to visit postsecondary schools. **All college visits must be approved by the Guidance Counselor and follow the procedures set forth by that office.** Attendance, grades, outstanding assignments, and disciplinary issues will be taken into account before permission is granted. No college visits will be approved for Juniors during the weeks of state assessment testing.

CONFERENCES (Parent - Teacher)

Parents are encouraged to request a conference any time they feel it is in the best interest of their child. Please contact the guidance office to make arrangements. (932-3186)

DISMISSAL

Students are to leave the building after school is dismissed. Students or parents entering after dismissal must check in at the high school office. No one is permitted in the building after school unless given permission or attending a practice, tutoring, or an event. The high school doors are locked at 4:00 PM.

If parents wish to pick up students after school, they are to meet the students as they leave the building. You can avoid the unnecessary delay in picking up your child by meeting them before they board a bus. Please do not block the loading zone on school street.

EDUCATIONAL TRAVEL

Students may be legally excused from school attendance to participate in educational tours or trips as provided through PA school regulations. Parents or guardians should complete and have returned to the high school office the required forms **2 weeks prior to the proposed trip or tour.** Forms are available from the high school office and must be returned to the principal. The superintendent will approve or deny the request as per state law. The decision to approve or deny the request is based on the student's grades, and attendance record.

1. No trip will last longer than 10 school days.
2. No combination of educational trips will last longer than 10 school days.
3. No student may take more than three educational trips per school year.
4. *Travel will not be granted during district or state testing periods.*
5. Any exceptions to the above policy would require approval of the board of education.

EXCUSED FROM SCHOOL

No student under the age of 18 will be permitted to leave school grounds without **written permission** from their parents. There will be no exceptions for any reason other than emergency. Even students 18 and older must have an approved excuse to leave school.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

FERPA affords parents and students over 18 years of age certain rights regarding educational records. They are:

1. The right to inspect and review the student's education records within 45 days the district receives a request for access
2. The right to request the amendment of the student's education records that the parent believe to be inaccurate or otherwise in violation of the student's privacy rights
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA

FACULTY OFFICE HOURS

Faculty office hours will be from 3:00 -3:40 on Tuesday, Wednesday, and Thursday, beginning with the week of September 14. Students are encouraged to meet with teachers for tutoring, study groups, library or computer use. Parents may also schedule conferences during this time. A quarterly calendar will be posted in classrooms and sent home with report cards to inform you of which teachers will be available on what days. There will not be office hours the weeks of November 23 nor the last two weeks of school.

FINAL EXAMS

A final exam or appropriate class project will be required in each one semester course (.50 credit) and each full year course (1.0 credit). A final exam or project may be required in other courses as determined by the teacher and high school principal. Final Exam and Semester Exam grades will be recorded on report cards. A Semester Exam and Final Exam will each be worth 10% of the Final Grade for each course.

An alternative to a final exam may be a project that would serve to assess a student's performance relative to the overall goals of the course. The exam or project will be defined by the teacher during the first two weeks of class for each course. The criteria for a class project in lieu of an exam will be:

1. To reflect study or research demonstrating higher order thinking, (i.e., application, application analysis, synthesis, evaluation).

2. To reflect communication skills, (i.e., writing, speaking, presentation of some type).

The purpose of the exam or project is to provide an assessment of the student and the course being taught.

FLAG SALUTE & PLEDGE OF ALLEGIANCE (SB Policy #807)

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

1. Students may decline to recite the pledge of allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

FUND RAISERS (SB Policy #229)

Student Fundraising shall include solicitation and collection of money by students in exchange for goods or services. The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity. District students are not obligated to conduct door-to-door sales for fundraising activities. Collection of money by approved school organizations must be approved by the principal. **Collections by students on behalf of school organizations outside the schools may be permitted only by the Superintendent with school board approval.**

STUDENT ASSESSMENT/GRADING (SB Policy #213)

*NEW FOR 09-10

The district's assessment system shall include a variety of assessment strategies which may include:

1. Written work by students.
2. Scientific experiments conducted by students.
3. Works of art or musical, theatrical or dance performances by students.
4. Demonstrations, performances, products or projects by students related to specific academic standards.
5. Examinations developed by teachers to assess specific academic standards.
6. Nationally-available achievement tests.
7. Diagnostic assessments.
8. Evaluations of portfolios of student work related to achievement of academic standards.
9. Federal or state-mandated annual assessments.
10. Other measures, as appropriate, which may include standardized tests.
11. Computer software, which is used to support the curriculum, may also be used for grading purposes.

Grading Key

Student progress will be reported utilizing percentages. This includes quarterly progress reports and report cards.

Grading Key:

92-100%= Superior

83-91%= Above Average

73-82%= Average

65-72%= Below Average

0-64%= Failing

I Incomplete

W Withdraw

WF Withdraw Failing

Final Grade:

Withdraw - A withdraw will be given to any student who is removed from a class after the end of the first grading period (quarter). This will be assigned provided the teacher indicates the work is beyond the student's ability or because illness or an emergency has prevented the student from completing the course.

Withdraw failing - This grade will be given to any student who drops a class for any reason other than those reasons listed.

1. The administration will determine in consultation with the teacher that it is in the educational best interests of the student to be removed from the class.
2. Illness that prevents the student from completing the required class work.
3. An emergency determined by the administration that would prevent the student from completing the course work.

Grades - Passing a Course:

A student will receive a passing grade and credit for a course if any of the following apply:

1. He/She receives a at least a final grade of 65% when calculated by using percentages, **has received a passing grade in two quarters, one of which is either 3 or 4** and has completed all course requirements and final exam or project.
2. Based on the professional judgment of the teacher, the student has demonstrated an acceptable level of competency. In this case, the teacher must consult with the high school principal before assigning the passing grade.

*NEW FOR 09-10

Grades - Class Rank (SB Policy #214):

The Board authorizes a system of class rank, by percentages, for students in grades 9-12. All students shall be ranked together.

The process for determining class rank will utilize the final year percentage for each course for a given year. Students will be ranked according to these final percentages at the conclusion of each school year.

Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding and not by the rank of the preceding person.

A student's final percentage and rank in class shall be entered on the student's record and transcripts and shall be subject to Board policy on release of student records.

Students must be enrolled their entire Senior Year to be eligible for valedictorian or salutatorian at the time of graduation. Any student who is not enrolled for the entire Senior Year will also be unranked in the ranking system.

Percentages from a public or private school will be accepted to rank students. In the instance that the sending school utilizes a different grading or ranking system, the principal will have the authority to convert the incoming student's records to the process and guidelines set forth in this policy. All attempts will be made to receive percentages from the sending school district within the first thirty (30) days of a student's date of registration. If no percentages are available within that time frame, letter grades will be converted to mid-range percentages.

***NEW FOR 09-10**

Grade Weighting (SB Policies #213 & 214)

AP COURSES

Students who take and successfully complete AP English and AP U.S. History will be given a 5% increase in their earned percentage for each of the four (4) quarters and a final exam for each course.

All Other Courses

Each of the first three (3) quarters of the school year will be given an equal weight of 24% for each course. The fourth quarter grade will be given a weight of 18% with a final exam grade being given a weight of 10%.

For Example;

<u>Q1 (24%)</u>	<u>Q2(24%)</u>	<u>Q3(24%)</u>	<u>Q4(18%)</u>	<u>Final Exam(10%)</u>	<u>Final Grade</u>
81	90	85	86	80	84.92 (85- Rounded Up)

	Earned Grade	Decimal	Percentage for Quarter	Point Value	
Q1	81	0.81	24%	0.1944	
Q2	90	0.9	24%	0.216	
Q3	85	0.85	24%	0.204	
Q4	86	0.86	18%	0.1548	
Final Exam	80	0.8	10%	<u>0.08</u>	
				84.92%	Final %
				85	Final Grade (Rounded Up)

Formula: Decimal X Percentage weight for quarter = Point Value

The Point Values are then added and converted from a decimal to a percentage

Semester courses will have each of the two (2) quarters count as 45% of the semester percentage with as semester exam counting as 10%.

Quarter courses will count as 100%.

GRADUATION PROJECT

State regulations passed into law in May 1993 requires that all students in the state of Pennsylvania must complete a graduation project to qualify for a diploma. The Jamestown School District has developed a project and adopted guidelines to comply with the Chapter 4 Regulations of the State Board of Education. The regulation reads as follows:

"In order to graduate from high school, a student shall complete a project in one or more areas of concentrated study under the guidance and direction of the high school faculty. The purpose of the project, which may include research, writing, or some other appropriate form of demonstration, is to assure that the student is able to apply, analyze, synthesize and evaluate information in addition to communicating significant knowledge and understanding.

Students will be given information on the Graduation Project during an informational meeting/seminar early in 11th grade. Students will choose topics before February 1 of 11th grade. Each student will have the 2nd Semester of the 11th grade year, the summer between 11th and 12th grade, and the 1st Semester of 12 grade to complete all parts of the Graduation Project, except the Oral Presentation (which will be done at or near the end of the 1st Semester of 12th Grade). All participating students will have until **May 1 of the Senior Year** to complete any or all "essential components" of the Graduation Project. **Failure to do so will result in not receiving a high school diploma and forfeiting graduation.**

GRADUATION REQUIREMENTS (SB Policy #217)

In addition to a graduation project, students are required to successfully complete the following courses for credit to graduate from Jamestown Area High School. In grades nine (9) through twelve (12) every student shall obtain at least **twenty-three (23)** units of credit to include the following required units of credit:

UNITS OF CREDIT	COURSE TITLE
4	English 9, 10, 11, 12 (AP English can be substituted for English 12)
3	Mathematics
3	Science
3	Social Studies
2	Arts and/or Humanities
1.4	Health/Physical Education
6.5	Students select 6.5 additional courses among those approved for credit toward graduation by the school district including approved vocational educational courses.

The following courses must be satisfactorily completed in addition to the above listed required units of credit to graduate from Jamestown Area High School.

<u>ACADEMIC</u>	<u>GENERAL</u>	<u>VO.TECH</u>
.5 Keyboard/ Comp. Lit.	.5 Keyboard/ Comp. Lit.	.5 Keyboard/ Comp. Lit.
1.00 Government	1.00 SB Math	1.00 SB Math
1.00 Current Issues	1.00 Government	1.00 Government
1.00 Life 101/Car. 12	1.00 Current Issues	1.00 Prin. of Tech
	1.00 Life 101/Car. 12	

For further description of required courses see pages 8, 9, 10, & 11 of the student scheduling manual.

Students meeting these requirements prior to the date of commencement may participate in the commencement ceremonies. Students who have not met the requirements for graduation may not participate in the graduation ceremonies. Credit for failed courses may be made up through summer school, district approved correspondence courses, college credit (official transcript) or by repeating the course at the home school or an approved high school. Courses may not be taken for remediation while the course is still in progress. Credit for remediation may be initiated only if the student has completed the course and has received a final grade in the course. Students completing correspondence courses for remediation must also pass a final exam for that course. The final exam will be administered by the guidance counselor at the high school.

GUIDANCE SERVICES

Guidance is a cooperative effort of the counselor and other staff members to help students improve their adjustment to school and to help them develop skills for dealing more successfully with problems encountered after leaving school.

In order to meet the needs of students, we will work to the best of our ability to provide the following services within the guidance program.

1. Counseling - Goals of this will be to alter or improve student attitudes toward school in relation to attendance, achievement and interpersonal relations.
2. Orientation - This will include all new students, seventh grade students from our elementary and all transfer students regardless of grade.
3. Information - This will include educational, vocational, social and personal information.
4. Student Assessment - Group and individual testing for achievement, ability, aptitude and interests.
5. Educational and Vocational Training - Career information relative to all types of training and educational materials.
6. Peer Tutoring Program - A peer tutoring program will again be available through the guidance office. Peer tutors who volunteer and are accepted will be trained and assigned to assist students having difficulty with academic subjects. A tutor must be passing all his/her subjects and have at least a "C" average in the subject they volunteer to tutor. Credit for peer tutoring will be awarded, however, no letter grade will be assigned. Peer tutors are assigned when they are available.

Students or parents requesting peer tutoring should do so through the guidance office.

Guidance Referrals will be made by parents and members of the school staff. Each observes the student from a somewhat different point of view.

HALL PASSES

Students must have a hall pass or have their student agenda/handbook signed in order to be in the hallways during scheduled class times. This is a privilege that will be granted when the teacher believes it is appropriate for students to be out of class.

HEAD LICE

With the exception of the common cold, head lice infestation affects more school-aged children than all other childhood diseases combined. The reasons for this are multi-faceted and undoubtedly reflect changes that have taken place in American society.

If lice are discovered on your child at school, he/she will be sent home for the appropriate treatment. This treatment consists of washing the individual's hair with special shampoo, washing personal articles, and treating the environment. When your child returns to school, he/she must see the nurse prior to being admitted to the classroom. The child's hair must be nit free or he/she will be sent home until the nits are completely removed.

Head lice are not harmful, but a frustrating experience for everyone. Your cooperation is necessary to maintain a lice free environment.

HIV/AIDS (SB Policy #203.1)

As required by Pennsylvania Law, our health 8 and health 10 classes will be providing instruction regarding prevention of human immunodeficiency virus (HIV) infection/acquired immunodeficiency syndrome (AIDS). Curricular materials used in this course may be examined and discussed at a parent teacher conference by calling the guidance office for an appointment at 932-3186. If a parent believes this instruction conflicts with their religious beliefs or moral principles or those of their child, they may request that their child be excused from that unit of the course. The notification must be in writing to the high school principal. Notification must be made each year that the child is scheduled for a health class.

The Board is committed to providing a safe and healthy environment for its students and employees. Current evidence suggests that the HIV virus is not normally transmitted by having casual contact with infected individuals within the school setting. Infected students have the same right to attend school and receive services as other students and shall be subject to the same policies and rules. HIV infection shall not factor into decisions concerning class assignments, privileges, or participation in any school-sponsored activity.

HOMEBOUND INSTRUCTION (SB Policy #117)

Homebound instruction is available to students who qualify in accordance with state regulations. Parents requesting information on homebound instruction should contact the high school office.

HOMEROOM

DAILY ATTENDANCE PERIOD - This will be the same as your first period class and will last from 7:55 - 8:10 for roll, permission slips for early dismissals/doctor appointments, announcements, and Channel One.

HOMEWORK (SB Policy #130)

You will be assigned homework in most classes. Assignments should be completed neatly, be on time, and be independently done (unless you are specified otherwise). It is the student's responsibility to ask for assignments when they are absent from class.

***NEW FOR 09-10**

HONOR STUDENTS (SB Policy #213)

High honor students (Principal's List) and graduates must have a minimum academic average of 93%.

Honor students and graduates must have a minimum academic average of 90%.

INSURANCE (SB Policy #211)

Accident insurance is available through a school student insurance program for:

- Coverage during the school day
- Coverage for 24 hours per day.

(Premiums to be announced in August.)

Any student participating in interscholastic athletics or cheerleading must show proof of accident insurance of some type to participate.

LIBRARY

The library is available for your use from 8:10 a.m. until 3:00 p.m. daily and from 3:00 - 3:40 on Tuesday, Wednesday, and Thursday during office hours. Daily privileges are permitted with the permission of a teacher and the agreement of the librarian.

The following procedures will be used for library privileges during a study hall:

1. Students with passes from their classroom teachers should report directly to the library before the tardy bell. These passes should be to work on a specific assignment given by the teacher who issued the pass. As much as possible, these passes will be honored, however, there are times when the library is reserved by a teacher for their entire class. In such cases, students needing computer access may be taken to the computer lab or another available computer within the school. Students who need access to printed material may be permitted to take those reference materials to their study hall for use during that period.
2. Students wishing to come to the library for browse/recreational reading (not computer use) should report to their assigned study hall. The study hall teacher will be notified as to the space available in the library and will permit students to report to the library from study hall. Students should report to the library promptly, and must make good use of the remaining time. Students on browse privileges are expected to work quietly & independently. Students are limited to one (1) browse pass per day.
3. Students may be denied browse privileges when any abuses become chronic (such as dawdling from study hall to library, excessive socializing during browse sessions) or when grades indicate that more study time is needed.

Students receiving an F on their report card or progress report will be denied browse privileges until the next progress report or report card.

Students going to the library for class assignments, research, projects, etc., must obtain a pass from their classroom teacher who assigned this work. Students will report directly to the library on time. Students should present their pass to the librarian immediately upon entering the library. (One name per pass). Teachers will issue passes between 7:45 - 7:55 each day or during class at the teacher's discretion.

The librarian will take roll each period and send a list to study hall teachers confirming who is in the library and how much space is available for browse and computer use. After receiving this list, study hall teachers should report any student who is AWOL on the absent from class form.

Circulation Policies:

1. Library Books

- a. Library books are signed out for a two-week period, with one renewal period of two weeks. Student ID may be requested at this time.
- b. Certain books may be placed on restricted circulation when being used by a teacher and students for a particular assignment. Such teacher and the library staff will determine specialized circulation rules for those titles.
- c. Reference books do not circulate, but on occasion special permission may be granted for overnight loan. Such arrangements must be made with the librarian or aide, with the understanding that the material must be returned prior to the beginning of the next school day.

2. Magazines

- a. Magazines are requested by filling out a white magazine request form and then giving it to a Library Cadet, the Librarian or the Library Aide. Students are not permitted in the magazine room. After receiving the magazines the students may sign out the magazine for one week using a pink magazine card. The date of the magazine, the student's name and their first period class number are listed on the pink magazine card.

3. Overnight Books and Magazines

- a. Overnight books and magazines are signed out at the end of the day and are to be returned before first period the next day. If a student does not return an overnight book, he or she may not sign out another overnight book or magazine, while those books are on an overnight status.

B. Overdue Books and Magazines

1. First Overdue Notice

- a. An overdue notice is sent the first week requesting the student to return the book or make arrangements to renew the book.

2. Second Overdue Notice

- a. A second overdue notice is sent the second week requesting the students to return the book or make arrangements to renew the book. A student will not be able to sign out any more library materials until they return their over-due material or make arrangements to renew the book.

3. Final Notice

- a. The final notice is sent after one (1) month requesting the student to return the book that day. The librarian will discuss the matter with the student. If the book is lost, the student will be billed by the business office for the book. If the student has not made arrangements to return the materials or make retribution, sign out privileges will be suspended.

C. Fines

1. Students will be fined \$2.00 and subjected to disciplinary action for removing bar code labels from library books.

Internet Usage:

Students and parents are required to read the information contained in Computer/Technology Rules and Contract and

to sign the Declaration of Adherence, and return this document to the librarian. Access to the technology equipment will be denied until this document is on file. **COMPUTER USAGE AND INTERNET ACCESS WILL ONLY BE PERMITTED FOR SCHOOL-RELATED ASSIGNMENTS OR PROJECTS!**

LOCKS AND LOCKERS

Students are encouraged to secure their books and belongings with a lock for their lockers. Students may obtain a lock at no charge by requesting one through the high school office. **(Only school issued locks are permitted on lockers.)** The school will not be responsible for anything taken from your locker!!! Students may not decorate their lockers in any way. Locks lost or abused must be paid for by the student at replacement cost.

LOCKERS- SUBJECT TO SEARCHES (SB Policy #226)

It is School Board policy that all lockers are and shall remain the property of the school district. As such, students will have only a limited expectation of privacy in their lockers. No students may use their locker as a place to store something that is prohibited by law. The principal may inspect a locker at any time, based on reasonable suspicion. The administration is also authorized to conduct random general searches of lockers when the school district has a compelling interest in protecting and preserving the health, safety, and welfare of the school population. Students will assume the responsibility of maintaining the security of their lockers. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any other device used to protect the health, safety, and welfare of all students. Students will be given the opportunity, if in attendance, to be present during a search of a specific locker unless the principal deems the potential contents in a locker may pose a threat to the health or welfare of students or staff.

LOST AND FOUND

Articles found should be turned into the high school office. Articles may be claimed in the office by those students who have lost the article. The office will keep lost articles for one week.

MEDICATION (SB Policy #210 & 210.1)

The Jamestown Area School district recognizes that parents have primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Before any medication is administered to or by any student during school hours, the School Board requires the written request of the parent/guardian, giving permission for medication administration and relieving the school district and its employees from liability for the administration. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When it is absolutely necessary to give medication during school hours, certain procedures must be followed:

First, **Parents Must Bring the medication to the school. (No student is permitted to bring medication to school)**. It must be labeled with the child's name, the name of the medicine, and the time it is to be given. This information is to be accompanied by a signed note stating you wish the medication given. No medication will be given if the above is not followed.

ASTHMA INHALERS

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when it is parent-authorized.

Before a student may possess/use an asthma inhaler during school hours, the following is required:

1. A written request from the parent/guardian that the school complies with the order of the physician.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of any liability.
3. A written statement from the physician which states:
 - Name of the drug
 - Prescribed dosage
 - Times medication is to be taken or situations to be taken
 - Length of time the medication is prescribed
 - Diagnosis, unless confidential
 - Potential serious side effects
 - If the child is qualified to self-administer the medication via inhaler

MESSAGES

Students will not be interrupted during classes for phone calls from home unless it is an emergency. Parents are urged **not to call** the school to leave routine messages for their child. A state law prohibits students from using telephone paging devices at school or any school-related function. **Parents are also asked not to call students on cell phone as it will be considered a violation of the school district's policy and procedures regarding cell phones.**

MILITARY RECRUITING (SB Policy #250)

In accordance with Pennsylvania regulations, JHS provides local recruiters with class lists. If you do not want your child's name to be included on the list, please inform the high school office during the first week of school.

NURSE

Mrs. Sandra Livingston is our school nurse. Her office is in the elementary school, however, she also works a few hours a day in the high school. If you have any questions concerning your child's health in school, Mrs. Livingston is available to answer your questions most days at 932-3181.

The following are some of the services provided by the school nurse for your child:

- Primary care for injury or illness
- Special screening tests
- Assisting the school physician in giving physical examinations to those students who choose this service
- Assisting the school dentist in giving dental examinations
- Classroom visitations for the purpose of enhancing good health habits
- Fluoride supplement program is available to all students k-6. A reminder to parents; If you wish to have your child taken out of the fluoride program, you must notify the school nurse in writing.

Students are required to report to the office before reporting to the nurse. If you have an emergency and the nurse is in the elementary building, she will be called to assist you.

PARKING

Students who drive to school are encouraged to park in the school lot. However, students must have a valid parking permit issued by the high school principal. Student parking is not permitted anywhere on the hill behind the school or along the athletic field on Shenango Street. Requests must be made on the appropriate form available in the high school office. Loitering in the parking lot before or after school is prohibited and consequences may be issued. Student smoking in the school parking area is also prohibited and if caught, charges will be filed with the local magistrate.

Strict adherence to the flow of traffic signs (entrance - exit) is required for all students using the parking lot. At dismissal all traffic must turn left when exiting the parking lot.

PHYSICAL & DENTAL EXAMS (SB Policy #229)

The State Department of Health requires that all 7th grade students have a dental exam, and that all 11th grade students receive a physical. These exams can be provided by the school with parental permission, or provided by the family dentist or doctor. Parents who choose to have the exams done privately must have the dental and physical forms returned to the school nurse before the last day of school. If the appropriate form or forms are not returned to the nurse prior to the last day of school, the student's report card will be held in the office.

PHYSICALS for SPORTS

All student athletes must pass a physical exam. The exam is free of charge when students schedule through the school nurse to have the school doctor provide the exam. Students who miss this opportunity or who choose to use a family physician may do so at their own expense.

PHYSICAL EDUCATION

Physical education is a required course. Students must dress appropriately and participate to earn credit. Proper dress is: gym shorts, clean tee shirt, socks, tennis shoes with laces tied, sweat shirt, sweat pants, or warm ups. Consequences for not dressing properly will be reflected in a student's grade.

Valuables will be secured by the instructor, however, valuables are not the responsibility of the instructor or the district.

Students can miss 1 class each 9 weeks without having their grade affected. Doctor's excuses from PE due to illness or injury should be presented to the high school office. Gym class may be made up during office hours. Students should expect skills tests. However the fate of each student's grade lies within the individual and his/her approach to physical education. If the student is positive and eager to participate then the learning situation is enhanced.

PROGRESS REPORTS (SB Policy #212)

Progress Reports will be mailed home at mid-term each quarter to the parents of students who receive unsatisfactory reports from their teachers.

PROMOTION/RETENTION (SB Policy #215)

Promotion at Jamestown Area Middle & Senior High School will be determined by the courses satisfactorily completed for credit. Accountability for the 23 credits required for graduation will begin with the freshman year. Promotion standards are:

Class

Senior

Junior

Sophomore

Freshman

Eighth

Examples

17 credits from 9th, 10th, and 11th grades or

Schedule that will enable a student to graduate with their class.

11 credits from 9th and 10th grades (7 from English, math, science, social studies).

5 credits from 9th grade (3 from English, math, science, social studies).

4.5 credits from 8th grade (3 from Lang. Arts, math, science social studies).

4.0 credits from 7th grade (3 from Lang.

Arts, Math, science, social studies).

The high school administration, in consultation with the guidance counselor may make placement in some cases based on circumstances, which would serve in the best interest of the student.

PROTECTION OF PUPIL RIGHTS (SB Policy #235)

Prior consent of the student (if the student is an adult or emancipated minor) or in the case of a non emancipated minor, prior written consent of the parent is required for any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Additionally, in any covered program, all instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any survey, analysis or evaluation or part of any applicable program shall be available for inspection by the parents or guardians of the children.

PSSA TESTING

Chapter 4 regulation established by the state of Pennsylvania requires that for a student to graduate, he or she must be proficient in the area of reading, writing, and mathematics. Proficiency in these subjects can be demonstrated by scoring Proficient or above on the state assessment test administered in 11th grade. This test, known as the PSSA, is given in the spring.

Even though the state does allow the local district to determine if a student is proficient in these subjects, all juniors who fail to meet proficiency will be required to retake the areas of deficiency during the fall of the senior year. If proficiency is still not shown, a district assessment will be given to allow the student another chance to show proficiency for graduation.

Any questions concerning the PSSA results should be directed to the Guidance Office.

RESIDENCY (SB Policy #200)

Legal documentation must be shown providing evidence that a student is residing in the school district. This may include custody agreements, guardianship transfers, mortgage or rental statements, utility bills, tax bills, or driver's licenses. Students attending school in the JASD must spend the majority of evenings overnight in the district. If the administration is made aware of a student who is not legally residing in the district an investigation may commence and additional documentation may be required by the parent or guardian of record. **Also, if a student transfers to another district and is believed to still be residing in this district, the administration of the receiving district will be informed of the potential violation. If there is a transfer due to potential "athletic intent" to another district, both District 10 and PIAA officials will be contacted.**

RESTROOM PRIVILEGE

You will be permitted to use the restroom when needed. When a student abuses this privilege, a teacher may refuse to issue the pass. If you insist it is an emergency, you must notify a staff member and proceed and report to the office, where you may use the facilities. In this circumstance, it will be necessary for you to obtain a pass from the office to return to class. Students are encouraged to use the restroom during class changes and during lunch period.

RODGERS EDUCATIONAL FUND

Loans (up to \$2000.00) are available to Jamestown Area School District students furthering their education at an accredited institution beyond high school. This money is interest free while the student continues in school and at a very low rate of 1% after completion of schooling. For detailed information, see the guidance counselor. Applications may be obtained from the Guidance Office beginning April 1 and are due back to the Guidance Office by April 30.

SCHEDULING

Scheduling will be handled by the Guidance Office. Course selection sheets for the following year will be available in January & February.

All students will make final decisions on their schedules by July 15. After that, all schedule changes must be made through the high school office. Student schedules will be changed only upon the recommendation of the classroom teacher or high school principal due to difficulty of course content.

SCHOLARSHIPS

Financial aid is available for training beyond the high school level. We will attempt to keep both the student and parent aware of what is available and the deadlines for applications.

In general terms, this aid can be divided into two categories.

1. Grants
2. Loans

In both cases you must apply; neither of these are automatic.

SCHOOL CANCELLATION

When school is canceled due to inclement weather or icy roads the announcement will be on the following tv/radio stations before 6:30 A.M.:

Television:

KDKA Channel 2 WKNB Channel 27
WYTV Channel 33 WICU Channel 12

Radio:

Cool 101.7 FM WZPR/WMGW 100.3 FM/1490 AM

SENIOR TRIP

Each year the Board of Education may authorize a trip for the seniors. The money to finance the trip will be the responsibility of each student attending. Some of the money to defray the expense may come from the treasury of the class. Only Seniors who are good school citizens and who are meeting academic graduation requirements will be eligible for the trip. There will also be a pre-determined number of Seniors who are committed to attending and have paid any initial fees or raised the money via fundraising, before the final preparations are made for the trip. This number of attendees will be decided upon annually by the Principal and Senior Class Advisor.

SOCIAL EVENTS (SB Policy #231)

Middle school and senior high school events will be scheduled separately whenever possible. Students attending events are expected to follow the rules and regulations outlined for each event. The following general guidelines apply to all events.

1. Students that leave a function (including athletic events) before it is over may not return.
2. Persons attending must be enrolled in the school and in good standing.
3. All students must behave like ladies and gentlemen and are expected to follow the instructions of the chaperones.
4. To attend an after school event, the student must have been in attendance during the day.
5. Dances will be scheduled for Friday evenings from 7:30-10:30. Grade 7, and 8 students attending dances must stay for the entire dance, unless a parental note has been provided to the high school office in advance and the parent is the person picking the student up.
6. No beverages are permitted in the new gym.
7. Beginning with their third (3) detention hour each year, students issued detention will not be permitted to participate in or attend any school related activity until all detention time owed is made up.
8. The Junior class sponsors a Prom held each year in the spring. The time and place must be approved by the high school principal. Students attending must report by the designated time and cannot return if they depart early. Guests (anyone not attending JHS) must be registered with the junior class sponsor 1 week before the prom. Sophomores in good standing may attend the prom only if escorted by a junior or senior for the evening. The after prom is open to all JHS juniors and seniors; you must report to the after prom by the designated time. The after prom is a school-sanctioned event and falls under the jurisdiction of school district policies and procedures.

SPECIAL NEEDS STUDENTS (SB Policy #113 & 114)

Special needs students and parents will receive counseling each year to determine the best possible placement and vocational training.

1. Public Awareness of Special Education – support. All students in the Jamestown District are eligible for screening activities to identify anyone in need of deaf or hearing impaired service support, blind or visual support, and speech or language location of screening activities to be held by the district are as follows:

High School and Grades 7 & 8:

- A. Hearing - September-October, nurses office
 - B. Vision - September-January, nurses office
 - C. Speech/Language - identified in elementary years and/or by referral from staff or parents. (Specific times vary according to student schedules but will be during the school day).
2. Protected Handicapped Student - Parents should be aware that the Jamestown Area School District does not discriminate against protected handicapped students. Students that qualify for protected handicapped must meet the following qualifications:
 - * Be of an age at which public education is offered in the school district (6-18).
 - * Have a physical disability which substantially limits or prohibits participation in or access to an aspect of the student's school program.
 - * Not eligible for special education services

Should you feel that your child might meet these qualifications you may request an evaluation of your child as a "Protected Handicapped" child. An evaluation may be requested by contacting the building principal or the school psychologist. There is no cost to you, the parent, for these services.

STUDENT ASSISTANCE PROGRAM (SAP) TEAM

This is a highly trained team of professional individuals from the Jamestown High School Staff and also various county agencies. Their purpose is to offer assistance to students and families who are considered "at risk." A referral process is used to initiate contact with students and/or families. The SAP Team can be accessed by contacting the Guidance Counselor or High School Principal.

The SAP Team also works with and monitors those students who have violated the Unauthorized Use/Drug and Alcohol Policy relating to extra-curricular activities.

STUDENT RECORDS (SB Policy #216)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

STUDENT RECRUITMENT (SB Policy #250)

In accordance with the law, the Board shall permit disclosure of required student information about secondary students to representatives of postsecondary institutions and of the armed forces of the United States. If a parent/guardian does not wish to have their student's information released they need to make a written request to the principal each school year.

STUDENT SERVICE CREDIT

Several opportunities are available for students to earn credit by being of service to the student body. Peer tutors, library cadets, photography assistants, student office helpers, lab assistants, art assistants, elementary school tutors and technology assistants are options for this year. Students should apply in the guidance office.

STUDY HALLS

These periods are provided for you to prepare for your classes. Students are expected to use them accordingly. All students must have study materials with them when they report to study hall. Failure to consistently comply with study hall rules will result in disciplinary consequences.

SUMMER SCHOOL

Students who desire to attend summer school for credit may do so with approval of the high school principal. Courses taken for remediation must receive prior approval through the guidance office. Courses taken for advanced credit must receive prior approval. Students permitted to take correspondence courses for remediation must also pass a final exam to earn course credit.

SURVEYS

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Board before being administered to students

TARDY TO CLASS

Students are expected to be on time for class. Any student who has been detained in a class should obtain a pass signed by that teacher. Any student who is late for class without a pass or acceptable reason will be subject to the consequences established by that teacher.

TEACHER QUALIFICATIONS

Any parent/guardian residing in the Jamestown Area School District has the right to know the professional qualifications of their child's teachers. Contact the Superintendent's Office to request information relevant to the qualifications of your child's teachers.

TESTING PROGRAM

Various tests are given to the students during the course of the year. The purpose of these tests is to provide the staff and the parents with information concerning each student's ability, achievement, and interests.

Grade 7	PA System of School Assessment (Spring)
Grade 8	PA System of School Assessment (Spring)
Grade 10	APTITUDE TESTING (Fall) INTEREST TESTING (Fall)
Grade 11	ASVAB (September) PA System of School Assessment (Spring) P.S.A.T. (mid October) S.A.T. (March) A.C.T.
Grade 12	S.A.T. and A.C.T. As scheduled PSSA Re-test (October)

TEXTBOOKS/OBLIGATIONS

Students are expected to care for the books and equipment issued to them by the school. Textbooks must be protected by book covers at all times. Any **damaged or lost books** or equipment must be paid for by the student. Students with obligations due cannot participate in commencement exercises and will not be issued a 4th quarter report card.

TRANSPORTATION (SB Policy #810)

SCHOOL BUS REGULATIONS

Pupils eligible for bus transportation are given bus assignments by the superintendent of schools. It is violation for a pupil to ride a bus other than the one to which he/she is assigned and to meet or leave the bus at a stop other than his or her assigned stop. Change of buses may be granted only upon written request from the parent and must have the approval of his building principal. This is only permitted in emergency situations.

When the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait a "reasonable" length of time, dependent on weather conditions.

If the bus does not arrive after a "reasonable" wait (at least one-half hour in inclement weather), the pupil is to return to his/her home and remain at home until contacted by the school. Failure to be at home will result in an unexcused absence.

There are certain rules that are designed for all the discipline and safety of the occupants of a school bus. It is the pupil's responsibility to know and obey these rules and regulations. Failure to comply with these rules may result in loss of riding privileges.

A. Previous to loading

- * Be on time at the designated school bus stop--keep the bus on schedule.
- * Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting.
- * Wait until the bus comes to a complete stop before attempting to enter the bus. Enter in an orderly manner.
- * Be careful in approaching bus stops.
- * Respect the property rights of people who reside at or near the bus stop.

B. While on the bus

1. Remain in the seat while bus is in motion.
2. Always take a seat assigned by the driver.
3. Keep feet on the floor of the bus when seated.
4. Keep laughter, talk and noise at a low level.
5. Pushing and shoving while getting on or off the bus is prohibited.
6. Eating, drinking, or smoking are not permitted on buses.
7. Do not extend hands, arms, or head out of windows.
8. Fighting is not permitted.
9. Swearing is not permitted.
10. Students are expected to follow instructions of the driver at all times.
11. Transportation by school bus is a privilege and not a right.
12. Treat bus equipment as you would valuable furniture in your own home.
Damage to seats, windows, etc., must be paid for by the offender.
13. Never tamper with the bus or any of its equipment.
14. Keep the aisle clear.
15. Do not throw anything out of the bus window.
16. The school bus driver has the same authority on the bus as the teacher has in the classroom.
17. Throwing objects is prohibited on the bus.

C. After leaving the bus

1. When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to a danger signal from the driver.
4. Do not leave school property without permission after your bus arrives at school.

D. If a student misbehaves on the bus the following procedures will be instituted:

The bus driver will warn the student of the inappropriate behavior. After a warning has been given then the student comes under the following procedure:

1. **First Offense:** Driver will report the incident to the principal. The principal will confer with the student and driver and will deal with the incident according to severity.
2. **Second Offense:** Driver will again report the incident to the principal. The principal, depending on the severity of the incident, will discuss the matter with the student and place the student on probation.
3. **Third Offense:** The driver will report the incident to the principal who could suspend the student from riding the bus for three (3) days.
3. **Any Further Incidents:** Could result in the loss of bus privileges up to ten (10) days. When a formal hearing precedes the suspension, the child could be suspended for longer than ten days.

A violation could result in loss of riding privileges immediately. Some of these are: **Smoking or using drugs or tobacco in any form; destroying bus property; striking matches or lighting firecrackers; consuming alcohol;** and anything that **impairs or endangers the lives** of the students or drivers.

TUTORING (SB Policy #116)

Peer tutoring may be available to students having difficulty. Students or parents requesting peer tutors should do so through the guidance office. There is no fee for peer tutoring on school time, however, professional tutoring expenses will be the responsibility of the parents.

VO-TECH/MCCC (SB Policy #115)

The guidance office distributes and processes all applications to the Mercer County Career Center. A tenth grade tour to the MCCC is scheduled in October. Parents are encouraged to contact the guidance office for both general and specific information concerning applications, selection process and programs of study available. MCCC is available to juniors and seniors. In accordance with school board policy it may be necessary for MCCC students to take some course work through correspondence or other means as approved by the high school principal. **THE COST FOR SUCH COURSE WORK IS THE RESPONSIBILITY OF THE CHILD AND THE PARENT.**

All students are encouraged to investigate the training and opportunities available at the Mercer County Career Center. The following standards must be met before students are assigned to the Mercer County Career Center:

1. **Attendance Standard:**

- Fewer than **9 days** absent from the previous year of school
- Fewer than **4 days** absent the first semester of the current year
- A long-term illness or special circumstances, as determined by the high school principal, will be taken into consideration

2. **Citizenship Standard:**

- Compliance with school rules
- No more than **six detentions** the previous year unless an exception for special circumstances is made by the high school principal in consultation with the counselor and staff.

3. **Academic Performance Standard:**

- Enough credits to qualify to be a junior or senior in good standing (projected grades of sophomore or junior year included).
- On track to meet the outcomes necessary to qualify for graduation

Students enrolled in the Mercer County Career Center are expected to maintain. The standards set above during the year(s) of attending the Center. A student who falls short of meeting any one of the standards set for attendance, citizenship, or academic performance may be removed from the Career Center until which time the student demonstrates improved performance in the area of deficiency. Proper notice will be given to the parents and students as any one or more of these areas becomes a potential problem area for the student.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must obtain a withdrawal form from the high school office. The form must be completed and returned to the high school office before withdrawing. All books and school owned equipment must be turned in before withdrawing. No student under the age of seventeen may withdraw from school.

WORK RELEASE

Eligibility

1. A job that required early release.
2. Seniors
3. Ability to open schedule for study halls period 7 and/or period 8. (Also could apply to periods 1 and 2, if the student has a job that requires them to work early mornings).
4. Maintain a "C" average.
5. Parental approval under age of 18.
6. Good behavior.
7. Approval by the administration - students qualifying should pick up a form and submit it to the high school principal.

STUDENT DISCIPLINE POLICIES/STUDENT RIGHTS & RESPONSIBILITIES (SB Policy #218)

PHILOSOPHY OF DISCIPLINE

Appropriate student behavior should be encouraged by all those in a supervisory capacity. It is recommended that reprimands be handled by the individual who is directly involved with the student and has witnessed the behavior. This will afford immediate reinforcement of guidelines and protect the authority, autonomy, and credibility of the supervisor involved. The administration should be involved when the discipline measures available to the supervisor have proven to be ineffective or the behavior warrants immediate attention due to its severe nature.

Parents/Guardians must play an active role when their child's behavior warrants discipline. The professional staff of Jamestown Area School District believes that a cooperative effort between the home and school will assist the child in recognizing his/her responsibility as a citizen of the community and school.

Teachers are responsible for a student's behavior within the classroom, in common areas, and on school grounds. Teachers will follow the Progressive Discipline Model adopted by the Jamestown Area School District Administration. Unless an emergency exists, a student should be sent to the administration only after all the steps of Progressive Discipline have been exhausted.

CORPORAL PUNISHMENT/REASONABLE FORCE

Corporal Punishment of students is not permitted. However, the use of Reasonable Force may be used by district personnel and school authorities in the following circumstances:

1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

DETENTION

Two different forms of detention are available to discipline students for violating the district's behavior and discipline policies and school rules:

1. Teacher detention- Students are kept by the teacher after school. It is the teacher's responsibility to make arrangements with parents/guardian prior to keeping the student.
2. School-operated detention hall- Detentions must be given directly to the student by the teacher or administrator and must include a discussion of the offense and expected behavior.

DETENTION HALL PROCEDURES

When a student in Grades 7-12 receives a detention they will have a date scheduled to stay after school for one hour. It is the responsibility of the parents/guardians to provide transportation home from detention hall.

1. Teachers will maintain the detention hall on a pre-scheduled basis
2. Detention hall will last from 3:00 until 4:00 PM (One hour per day)
3. Violation of detention hall rules will mean additional detention time added. One (1) additional hour per violation.
4. Parents/Guardians of students in Grades 7-8 will be notified by mail of detention hours at least 2 (two) days in advance.
5. All students will be required to present a signed detention slip (by parent/guardian) when reporting to detention hall.
6. The teacher/administrator is responsible for making the student aware of the assigned date to serve detention on the detention form.
7. Students in Grades 9-12 who do not have a signed detention slip must stay on the assigned date but will receive a one-hour penalty. Students in Grades 7-8 may not stay for detention without a signed slip.
8. Seniors must make up all detention time prior to graduation.
9. Students who ignore detention will have one (1) hour added to the original outstanding detention.
10. Unless a student is excused from school prior to the dismissal bell, no excuse will be valid for the missing of an assigned detention, unless approved by the principal.
11. Teachers may assign only one (1) detention per offense.

After a student has been suspended for three (3) or more days, he/she is subject to the three (3) detention rules, i.e., upon the third detention following a suspension, and for all detentions thereafter, the student must serve the detention(s) before attending or participating in any after school activities, athletics, etc.

EXPULSION

Expulsion is an exclusion from school by the School Board for a period exceeding 10 school days. Expulsion requires a formal hearing before the School Board. An expulsion can be given up to 1 (one) school year. (Also See HEARINGS)

IN-SCHOOL SUSPENSION (ISS)

The High School Principal will assign students to the ISS program when the student has demonstrated behavior that violates Level I or II Infractions of the discipline code. Also, if a Level I Infraction is deemed a "more serious offense" by the principal then an ISS placement may be given as a consequence. **Placement of a student in ISS will consist of a period from 1 to 10 school days, based on the level of infraction and the seriousness of the behavior or situation.** Students placed in the ISS program must comply with the following rules/requirements:

1. Report directly to the ISS Room upon arriving at school
2. Obey all rules within the ISS Room
3. Complete all assigned work provided by the student's teachers

4. Participate in any activities directed by the ISS monitor
5. Order a bag lunch from cafeteria or bring own lunch and drink. Food and drink will only be permitted to be consumed during the allocated lunch time. There will be no hot lunches provided by the cafeteria unless a doctor's excuse is given to the High School Principal in advance of the time of suspension stating the reason why a hot lunch is needed by the student.

*No student will be suspended without the reasons given for the suspension and the opportunity to be heard by an administrator. The parent/guardian will also be informed of the suspension action taken by the school.

OUT-OF-SCHOOL-SUSPENSION (OSS)

The High School Principal will assign students to the OSS Program when it is deemed that the student would not be able to properly function in the ISS setting or when the safety or well-being of another student or staff member is at question. Students who are assigned to OSS must complete all assignments while completing their OSS days, just as students in ISS would. **Placement in OSS will consist of a period from 1 to 10 school days.**

STUDENT BEHAVIOR

Levels of student behavior, or misbehavior, require progressively severe disciplinary responses by the district. As a student's inappropriate behavior increases in severity, frequency and/or seriousness, the disciplinary response imposed by the administration must be correspondingly severe and serious.

The district's Student Behavior and Discipline Code is, therefore, established on a system of specific categories of behavioral offenses which trigger a specific range of possible disciplinary consequences in accordance with various levels.

Disciplinary consequences include the following:

1. Warning- verbal or written
2. Teacher/Student conference
3. Teacher/Student/Parent conference
4. Administrator/Parent/Student conference
5. Detention
6. In-school suspension
7. Out-of-school suspension
8. Report of incident to appropriate law enforcement officials
9. Referral to alternative education program
10. Referral to the School Board for expulsion

LEVEL I INFRACTIONS

A student violation of a Level I offense shall be subject to the following range of possible disciplinary consequences:

1. Warning
2. Teacher/Student conference
3. Teacher/Student/Parent conference
4. Administrator/Parent/Student conference
5. Detention
6. In-school suspension

The following behaviors shall be considered Level I offenses:

1. Accumulations of excessive and/or un-served detentions (***NEW FOR 09-10: Beginning with the second un-served detention, a student may be considered to have an accumulation of "excessive un-served detentions" and may be given In-School-Suspension on the second un-served detention and each one after that**).
2. Cheating
3. Disrespect
4. Electronic devices
5. Frequent tardiness
6. Inappropriate touching- intentional physical contact
7. Insubordination- refusal to obey a directive from any staff member
8. Loitering- "hanging around" school property after being asked to leave
9. Plagiarism- to steal someone else's work
10. Profane or vulgar language or gestures
11. Truancy
12. Violation of acceptable school dress codes
13. Violation of minor school rules- disturbances, misusing hall passes, etc.

LEVEL II INFRACTIONS

A student violation of a Level II offense shall be subject to the following range of possible disciplinary consequences:

1. Detention
2. In-school suspension
3. Out-of-school suspension
4. Report of incident to appropriate law enforcement officials

The following behaviors shall be considered Level II offenses:

1. Two (2) or more violations of a Level I offense
2. Classroom/laboratory/school safety violation- any action which endangers oneself or others
3. Computer misuse- violation of Computer/Internet Acceptable Use policy
4. Disruptive behavior- verbal, physical, written, etc., actions, which are distracting, detrimental, or not conducive to the learning environment
5. Failure to fulfill the conditions of an assigned Level I or Level II disciplinary consequence
6. Fighting- any physical conflict between two (2) or more persons (it could possibly escalate into an act of assault, a Level II offense)
7. Forgery- falsely making or altering a writing or other document
8. Gambling- the making of any bet or wager
9. Smoking- use or possession of tobacco or tobacco products on school property, including school transportation
10. Trespassing- entering or remaining on school property when unsupervised

LEVEL III INFRACTIONS

A student violation of a Level III offense shall be subject to the following range of possible disciplinary consequences:

1. Detention
2. In-school suspension
3. Out-of-school suspension
4. Report of incident to appropriate law enforcement officials
5. Referral to alternative education program
6. Referral to School Board for expulsion

The following behaviors shall be considered Level III offenses:

1. Two (2) or more violations of a Level II offense
2. Assault/physical act of violence- a deliberate or reckless attempt to cause physical pain or injury to another student or district personnel or the deliberate or reckless attempt by physical menace to put a student or district personnel in fear of imminent physical or injury
3. Disorderly conduct- fighting, threatening, violent behavior, unreasonable noise, obscene language or gestures, etc.
4. Endangerment- arson, bomb threats, riots, setting off fire alarms, tampering with fire extinguishers
5. Extortion- obtaining money, property, or articles by threats of force
6. Failure to fulfill the conditions set forth in a Level II or Level III suspension
7. Harassment
8. Hazing
9. Sexual conduct- any physical contact of a sexual nature between students
10. Stealing
11. Terroristic threats/Terroristic acts
12. Unauthorized substances violation (in all probability a 45-day expulsion will occur)

Process For Suspicion of Alcohol/Drugs (NEW FOR 2008-09)

The possible use of drugs, alcohol, or mood-altering substances by a student is indicated. Examples: odor, slurred speech, motor skills impairment, personal appearance, atypical behavior.

During the school day

1. The student is escorted to the nurse's office.
2. The nurse will conduct an interview/examination and will involve the principal.

If suspicion is positive:

- a. The Greenville UPMC hospital will be contacted immediately if it is an emergency situation
- b. The police will be contacted by the principal
- c. Parents/Guardians will be contacted by the nurse of principal
- d. Will follow appropriate drug and alcohol policy procedures

School Activities on School Property (Games, Dances, Concerts, Etc.)

A sponsor (or coach) notifies a principal for confirmation of suspected use; if a principal is not available, at least one (1) other employee or responsible adult.

If suspicion is positive:

- a. The Greenville UPMC hospital will be contacted immediately if it is an emergency situation.
- b. A sponsor (or coach) or a principal contacts security and/or police immediately.
- c. Parents/Guardians will be contacted as soon as possible.
- d. The police will be contacted by the principal

- **Student will be escorted by school officials to testing facility. Any refusal to cooperate will be considered a positive test result. (this applies to either during school day or school activities on school property)**
- Students can be held out of school up to 10 days or unless the test results come sooner.

13. Weapons- Note: PA law requires that any student who violates the weapons policy shall be expelled for a period of not less than one (1) year, unless the Superintendent recommends a modification of that consequence
14. Vandalism- damaging or defacing of district property
15. Weapons- Note: PA law requires that any student who violates the weapons policy shall be expelled for a period of not less than one (1) year, unless the Superintendent recommends a modification of that consequence

HEARINGS

Suspension- When a suspension exceeds three (3) days an informal hearing will be conducted by the building principal or his/her designee. In some instances, the informal hearing can be done over the phone. The informal hearing will include:

- II. Notification of the reasons for the suspension shall be given to the parents in writing
- III. Sufficient notice of the time and place of the informal shall be given
- IV. The student has the right to question any witness against them at the hearing
- V. The student has the right to speak and produce witnesses on their own behalf
- VI. The informal hearing should be held within the first five days of the suspension

*A hearing via the telephone should be requested by the parent/guardian by directly contacting the principal upon receipt of the suspension notice

Expulsion- When an expulsion is required a formal hearing by the School Board will be held. A majority vote of the School Board is required to expel a student. **The formal hearing will include the same guidelines as an informal hearing with some additions, which are:**

- I. Notification of charges will be sent by certified mail
- II. The hearing will be in private unless a public hearing is requested by the parent or student
- III. The student has the right to be represented by legal counsel
- IV. The student has the right to be given the names of witnesses against them, including written statements
- V. The student has the right to request that any witness against them appear in person to answer questions
- VI. A record must be kept of the hearing, by a stenographer or tape recorder. The student is entitled, at own expense, a copy of the transcript
- VII. The proceedings must be held with reasonable speed

*Any student under the age of seventeen (17) who is expelled is not excused from compliance with the compulsory attendance statute. The initial responsibility for providing the required education rests with the student's parents/guardians. If they are unable to provide an education for their student they shall submit a written statement to the district within thirty (30) days that they are unable to do so. The district then will make provisions for the student's education. The Board may provide an educational program immediately upon the expulsion and waive the thirty (30) day period.

WEAPONS (SB Policy #218.1)

The definition of a **weapon** shall include but not be limited to the following:

BB guns, firearms, ammunition (bullets or shells), knives, metal knuckles, straight razors, razor blades, noxious, irritating, or poisonous gases (including mace and pepper spray), poisons, explosive materials, bombs, missiles, chains, metal objects, or any other object designed for protection or to harm others, or any object intended by the student to do bodily injury or threat of bodily injury to another.

The definition of **possession of a weapon** is when a weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on school transportation, on property being used by the school, at any school function or activity, at any school event held off school property, or while coming to or from school

When a student transfers to our school district who is serving an expulsion due to a weapons violation, he/she may be assigned to an alternative assignment.

TERRORISTIC THREATS/ACTS (SB Policy #218.2)

Terroristic threat- a threat to commit violence to another, to cause evacuation of the building, or cause serious public inconvenience

Terroristic act- an offense against property involving danger to another person

Any student who is involved in any way with a terroristic threat (such as a bomb scare) will be suspended from school and may be referred to the School Board for expulsion. In addition, the district will report the incident to the police for prosecution. No student will be admitted to school until they can provide competent and credible evidence that they do not pose a risk of harm to others. This will be done by having a mental health assessment conducted, usually at the parent's expense.

STUDENT COMPLAINT PROCESS (SB Policy #219)

The Board recognizes that students have the right to request redress of complaints. A **student complaint** is one that arises from actions that directly affect the student's participation in an approved educational program.

Guidelines for submitting a complaint:

1. Make the complaint known to the staff member most closely involved, if none is identifiable seek out the guidance counselor and attempt to resolve the issue formally and directly
2. If not able to be resolved, the student will prepare a written statement of his/her complaint which will include:
 - a. Specific nature of the complaint and a brief statement of relevant facts
 - b. Manner and extent to which the student believes he/she has been adversely affected
 - c. Relief sought by the student
 - d. Reasons why the student feels entitled to the relief soughtThe complaint should then be submitted to the principal, the Superintendent, and the School Board

DRESS & GROOMING (SB Policy #221)

The School Board authorizes the principal to monitor student dress and grooming and enforce school rules prohibiting student dress/grooming practices as follows:

1. No dressing or presenting of oneself that disrupts the educational function of the school. Adornments or alterations to one's appearance that disrupt or cause damage to the school are prohibited
2. **Standard of dress-**
 - a. **Skirts and shorts must be fingertip length (includes culottes)**
 - b. **Midriffs must be covered**
 - c. **Shoulders must be covered (no tank tops)**
 - d. **Shoes, sneakers, or sandals must be worn**
 - e. **No clothes with holes or tattered edges**
 - f. **Shorts that are loose fitting and fingertip length may be worn when designated by the principal**
 - g. **No Spaghetti strap tops**
 - h. **No Halter-tops**
 - i. **No Outer wear attire (coats, jackets, etc.)**
 - j. **No Inappropriate foot apparel**
 - k. **No Fishnet or see-through shirts**
 - l. **No Clothing displaying offensive, provocative or inflammatory words, sayings, symbols, or pictures, including those related to controlled substances, such as tobacco, alcohol or other drugs is unacceptable.**
 - m. **No sleeveless apparel**
 - n. **No low collar shirts or blouses**
 - o. **No Biking shorts or swimming trunks**
 - p. **No Hats, bandanas and hoods**
 - q. **No Exposed undergarments**
 - r. **No type of inappropriate chain. Inappropriateness will be determined by the administration.**
3. Students may be required to wear certain clothes while participating in physical education classes, labs, extracurricular activities, etc.

Violations of Dress Code:

1st Offense- A change of clothes or making necessary arrangements in appearance. The parent/guardian may be informed

2nd Offense- Student will be removed from the mainstream for the remainder of the school day. The parent/guardian will be informed and a detention will be assigned

3rd Offense- Student will be suspended and placed in the in-school suspension program. Parent/Guardian will be notified

4th Offense- Mandatory parental conference to correct the problem

TOBACCO USE (SB Policy #222)

Tobacco use is defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe, other lighted smoking product, and smokeless tobacco in any form. Tobacco use and possession by students is prohibited at any time in a school building, on school property, buses, vans, and vehicles that are owned, leased, or controlled by the district. The district will initiate prosecution of a student who possesses or uses tobacco in violation of this policy.

USE OF MOTOR VEHICLES (SB Policy #223)

The School Board permits the use of motor vehicles by secondary students in accordance with district rules, provided that students have followed established procedures, obtained the required permit, and have the permission of the principal to drive a motor vehicle on school grounds. The Board is not responsible for motor vehicles that are lost, stolen, or damaged. Any student driving or riding in a private vehicle to the career center, for any reason, must have written permission from the principal.

SEARCHES- (SEE LOCKERS) (SB Policy #226)

PREGNANT STUDENTS (SB Policy #234)

No student can be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood.

A pregnant student under the age of seventeen (17) is not excused from the compulsory attendance requirements for the reasons of pregnancy or maternity.

ELECTRONIC DEVICES (SB Policy #237)

Electronic devices fall under three (3) categories:

1. Permitted electronic devices- include, but not limited to, laptop computers, palm pilots, and any other similar device used for educational purposes
2. Prohibited electronic devices- include, but not limited to, laser pointers, radios, headphones, video games, walkie-talkies, two-way communication devices, and any other technology used for such purposes
3. Restricted electronic devices- include, but not limited to, cell phones (see CELL PHONES), wireless communication devices of any kind, pagers, beepers, and any other technology that sends or receives an electronic signal

Consequences for possessing a prohibited electronic device are as follows:

1. First Offense- Confiscation of the device and parent/guardian contact who (parent/guardian) will be required to appear and collect the device
2. Second and Subsequent Offense- Confiscation of the device and parental contact who (parent/guardian) will be required to appear and collect the device. Student will also be assigned an out-of-school suspension. Student shall also lose the privilege to possess/use any electronic devices on school property, at school-sponsored events, or on any district transportation for one (1) calendar year.

NOTE: if an electronic device is used in connection with another behavior offense (Bomb Threat, Cheating/Plagiarism), the disciplinary consequences shall apply as well as the above consequences.

UNLAWFUL HARASSMENT (SB Policy #248)

The Board prohibits all forms of unlawful harassment of students. Harassment consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, gender, age, disability, sexual orientation, religion, or other legally protected class. The Board directs that complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. Bullying is a form of harassment and is also prohibited.

Students who allege to have been harassed should report such incidents to the principal, guidance counselor, or Superintendent.

Any student who is found to have, after conclusion of the district's investigation, shall be subject to discipline (see Level III Offenses) ranging from a minimum of five (5) days of out-of-school suspension up to and including expulsion. The incident may also be reported to appropriate law enforcement officials who may file subsequent charges.

UNAUTHORIZED SUBSTANCES/EXTRA-CURRICULAR ACTIVITIES (SB Policy #227 & 227.1)

Any student who is a participant in extracurricular activities (including, but not limited to, student athletics) will be subject to the district's Unauthorized Substance/Extra-Curricular Policy. This policy only applies to offenses that are committed on school property, at a school function, or any other school-sponsored event, or on any type of school provided transportation. Students participating in extra-curricular activities will be notified each year of this policy at the beginning of each season of activity by the coach or advisor and be given the policy in writing to share with parents/guardians.

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CLASS SCHEDULE

<u>Period</u>	<u>Time</u>	<u>Days of Week</u>	<u>Class</u>	<u>Teacher</u>	<u>Room</u>
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

BELL SCHEDULE

<u>High School</u>	<u>Grades 7 & 8</u>
Period 1 7:55-8:55	7:45-9:08
Period 2 8:58-9:44	9:11-10:07
Period 3 9:47-10:33	10:10-11:06
Period 4 10:36-11:22	11:09-12:05 (RR Use until 12:10)
Lunch A 11:25-11:54 (Grades 9-12)	
Lunch B 12:12-12:44 (Grades 7-9) *9 th Graders may eat either lunch period, depending on their 5 th period Class	
Period 5 11:57-12:44	No Per. 5 for 7&8
Period 6 12:47-1:28	12:47-1:28
Period 7 1:31-2:12	1:31-2:12
Period 8 2:15-2:59	2:15-2:50
	2:50-2:59 Homeroom

ASSIGNMENTS

Mon. 8/24 – FIRST DAY OF SCHOOL!!

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Tues. 8/25

Period 1 _____
2 _____
3 _____
4 _____
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7 _____
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Wed. 8/26

Period 1 _____
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4 _____
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7 _____
8 _____

Thurs. 8/27

Period 1 _____
2 _____
3 _____
4 _____
5 _____
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7 _____
8 _____

Fri. 8/28

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Mon. 8/31

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Tues. 9/1

Period 1 _____
2 _____
3 _____
4 _____

Period 5 _____
6 _____
7 _____
8 _____

Wed. 9/2

Period 1 _____
2 _____
3 _____
4 _____

Period 5 _____
6 _____
7 _____
8 _____

Thurs. 9/3
Period 1 _____
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7 _____
8 _____

Fri. 9/4
Period 1 _____
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4 _____
5 _____
6 _____
7 _____
8 _____

NO SCHOOL WEEK OF 9/7-11 (JAMESTOWN FAIR)

Mon. 9/14
Period 1 _____
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5 _____
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7 _____
8 _____

Tues. 9/15
Period 1 _____
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7 _____
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Wed. 9/16
Period 1 _____
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4 _____
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7 _____
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Thurs. 9/17
Period 1 _____
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7 _____
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Fri. 9/18
Period 1 _____
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5 _____
6 _____
7 _____
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Mon. 9/21
Period 1 _____
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7 _____
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Tues. 9/22

Period 1 _____
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7 _____
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Wed. 9/23

Period 1 _____
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4 _____
5 _____
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7 _____
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Thurs. 9/24

Period 1 _____
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5 _____
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7 _____
8 _____

Fri. 9/25

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Mon. 9/28

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Tues. 9/29

Period 1 _____
2 _____
3 _____
4 _____
5 _____
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7 _____
8 _____

Wed. 9/30

Period 1 _____
2 _____
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6 _____
7 _____
8 _____

Thurs. 10/1

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Fri. 10/2

Period 1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____

Mon. 10/5

Period 1 _____
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 3 _____
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 5 _____
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 7 _____
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Tues. 10/6

Period 1 _____
 2 _____
 3 _____
 4 _____
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 7 _____
 8 _____

Wed. 10/7

Period 1 _____
 2 _____
 3 _____
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 5 _____
 6 _____
 7 _____
 8 _____

Thurs. 10/8

Period 1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____

Fri. 10/9 (ACT 80- ½ Day)

Period 1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____

Mon. 10/12

Period 1 _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 7 _____
 8 _____

Tues. 10/13

Period 1 _____
 2 _____
 3 _____
 4 _____
 5 _____
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 7 _____
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Wed. 10/14

Period 1 _____
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4 _____
5 _____
6 _____
7 _____
8 _____

Thurs. 10/15

Period 1 _____
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4 _____
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7 _____
8 _____

Fri. 10/16

Period 1 _____
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Mon. 10/19

Period 1 _____
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Tues. 10/20

Period 1 _____
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7 _____
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Wed. 10/21

Period 1 _____
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7 _____
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Thurs. 10/22

Period 1 _____
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7 _____
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Fri. 10/23

Period 1 _____
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3 _____
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7 _____
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Mon. 10/26

Period 1 _____
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4 _____
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7 _____
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Tues. 10/27

Period 1 _____
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3 _____
4 _____
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6 _____
7 _____
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Wed. 10/28

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Thurs. 10/29

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Fri. 10/30 (End of Qtr. 1)

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Mon. 11/2

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Tues. 11/3

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Wed. 11/4

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Thurs. 11/5

Period 1 _____
2 _____
3 _____
4 _____
5 _____
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7 _____
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Fri. 11/6 (ACT 80- ½ Day)

Period 1 _____
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4 _____
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Mon. 11/9

Period 1 _____
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3 _____
4 _____
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Tues. 11/10

Period 1 _____
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3 _____
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7 _____
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Wed. 11/11

Period 1 _____
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5 _____
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Thurs. 11/12

Period 1 _____
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4 _____
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7 _____
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Fri. 11/13

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
8 _____

Mon. 11/16

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
8 _____

Tues. 11/17

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
8 _____

Wed. 11/18

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
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Thurs. 11/19

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
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Fri. 11/20

Period 1 _____
2 _____
3 _____
4 _____
5 _____
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7 _____
8 _____

Mon. 11/23

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
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Tues. 11/24

Period 1 _____
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Wed. 11/25

Period 1 _____
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4 _____
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7 _____
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Thanksgiving Break 11/26-11/30

Tues. 12/1

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Wed. 12/2

Period 1 _____
2 _____
3 _____
4 _____
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Thurs. 12/3

Period 1 _____
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3 _____
4 _____
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Fri. 12/4

Period 1 _____
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3 _____
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Mon. 12/7

Period 1 _____
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Tues. 12/8

Period 1 _____
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Wed. 12/9

Period 1 _____
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Thurs. 12/10

Period 1 _____
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Fri. 12/11

Period 1 _____
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5 _____
6 _____
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Mon. 12/14

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Tues. 12/15

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Wed. 12/16

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
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Thurs. 12/17

Period 1 _____
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7 _____
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Fri. 12/18

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
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Mon. 12/21

Period 1 _____
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Tues. 12/22

Period 1 _____
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Wed. 12/23

Period 1 _____
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CHRISTMAS BREAK 12/24 – 1/5/09

Tues. 1/5

Period 1 _____
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4 _____
5 _____
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7 _____
8 _____

Wed. 1/6

Period 1 _____
2 _____
3 _____
4 _____
5 _____
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Thurs. 1/7

Period 1 _____
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4 _____
5 _____
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7 _____
8 _____

Fri. 1/8

Period 1 _____
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4 _____
5 _____
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7 _____
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Mon. 1/11

Period 1 _____
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3 _____
4 _____
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Tues. 1/12

Period 1 _____
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Wed. 1/13

Period 1 _____
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Thurs. 1/14

Period 1 _____
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Fri. 1/15

Period 1 _____
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7 _____
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MON. 1/18 – NO SCHOOL (1st Snow Make-Up Day)

Tues. 1/19 (End of Qtr. 2)

Period 1 _____
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7 _____
8 _____

Wed. 1/20

Period 1 _____
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Thurs. 1/21

Period 1 _____
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Fri. 1/22

Period 1 _____
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Mon. 1/25

Period 1 _____
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Tues. 1/26

Period 1 _____
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Wed. 1/27

Period 1 _____
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4 _____
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7 _____
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Thurs. 1/28

Period 1 _____
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Fri. 1/29

Period 1 _____
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Mon. 2/1

Period 1 _____
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Tues. 2/2

Period 1 _____
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7 _____
8 _____

Wed. 2/3

Period 1 _____
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7 _____
8 _____

Thurs. 2/4

Period 1 _____
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3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Fri. 2/5

Period 1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Mon. 2/8

Period 1 _____
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3 _____
4 _____
5 _____
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7 _____
8 _____

Tues. 2/9

Period 1 _____
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7 _____
8 _____

Wed. 2/10

Period 1 _____
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7 _____
8 _____

Thurs. 2/11

Period 1 _____
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3 _____
4 _____
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7 _____
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MON. 2/15 (NO SCHOOL)

Fri. 2/12

Period 1 _____
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4 _____
5 _____
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7 _____
8 _____

Tues. 2/16

Period 1 _____
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3 _____
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Wed. 2/17

Period 1 _____
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7 _____
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Thurs. 2/18

Period 1 _____
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Fri. 2/19

Period 1 _____
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7 _____
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Mon. 2/22

Period 1 _____
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Tues. 2/23

Period 1 _____
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Wed. 2/24

Period 1 _____
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Thurs. 2/25

Period 1 _____
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Fri. 2/26

Period 1 _____
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Mon. 3/1
Period 1 _____
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Tues. 3/2
Period 1 _____
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Wed. 3/3
Period 1 _____
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Thurs. 3/4
Period 1 _____
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Fri. 3/5
Period 1 _____
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Mon. 3/8
Period 1 _____
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Tues. 3/9
Period 1 _____
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Wed. 3/10
Period 1 _____
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Thurs. 3/11

Period 1 _____
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Fri. 3/12

Period 1 _____
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Mon. 3/15

Period 1 _____
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Tues. 3/16

Period 1 _____
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7 _____
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Wed. 3/17

Period 1 _____
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7 _____
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Thurs. 3/18 (ACT 80- ½ Day)

Period 1 _____
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3 _____
4 _____
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6 _____
7 _____
8 _____

MONDAY 3/19 (NO SCHOOL)

Mon. 3/22

Period 1 _____
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Tues. 3/23

Period 1 _____
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Wed. 3/24

Period 1 _____
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Thurs. 3/25 (End of Qtr. 3)

Period 1 _____
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Fri. 3/26

Period 1 _____
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Mon. 3/29

Period 1 _____
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Tues. 3/30

Period 1 _____
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Wed. 3/31

Period 1 _____
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4 _____
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EASTER BREAK (4/1-4/5)

Tues. 4/6

Period 1 _____
2 _____
3 _____
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7 _____
8 _____

Wed. 4/7

Period 1 _____
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3 _____
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Thurs. 4/8

Period 1 _____
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Fri. 4/9

Period 1 _____
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Mon. 4/12

Period 1 _____
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Tues. 4/13

Period 1 _____
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Wed. 4/14

Period 1 _____
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Thurs. 4/15 (**PSSAs BEGIN!!!**)

Period 1 _____
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Fri. 4/16

Period 1 _____
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Mon. 4/19

Period 1 _____
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Tues. 4/20

Period 1 _____
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Wed. 4/21

Period 1 _____
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Thurs. 4/22

Period 1 _____
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Fri. 4/23

Period 1 _____
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Mon. 4/26

Period 1 _____
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Tues. 4/27

Period 1 _____
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Wed. 4/28

Period 1 _____
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Thurs. 4/29

Period 1 _____
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Fri. 4/30

Period 1 _____
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Mon. 5/3

Period 1 _____
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Tues. 5/4

Period 1 _____
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Wed. 5/5

Period 1 _____
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Thurs. 5/6

Period 1 _____
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Fri. 5/7

Period 1 _____
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Mon. 5/10

Period 1 _____
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Tues. 5/11

Period 1 _____
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Wed. 5/12

Period 1 _____
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Thurs. 5/13

Period 1 _____
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Fri. 5/14

Period 1 _____
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3 _____
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Mon. 5/17

Period 1 _____
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Tues. 5/18

Period 1 _____
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Wed. 5/19

Period 1 _____
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Thurs. 5/20 (Seniors Finals 5/20-25)

Period 1 _____
2 _____
3 _____
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7 _____
8 _____

Fri. 5/21

Period 1 _____
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Mon. 5/24

Period 1 _____
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Tues. 5/25 (Final Exams 5/25-27)

Period 1 _____
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 4 _____
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Wed. 5/26 (Seniors Last Day)

Period 1 _____
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Thurs. 5/27

Period 1 _____
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Fri. 5/28 (FIELD DAY)

MONDAY 5/31 (NO SCHOOL)

Tues. 6/1- 8:15 AM (Awards Assembly)
 11:30 AM (Graduation Practice)

Wed. 6/2 (ACT 80- 1/2 day for students)

Thurs. 6/3 (Graduation 7:00 PM Passavant Center- Thiel
 College)

