



Neshannock Junior & Senior High School

2019-20 Student Handbook



Table of Contents

	<u>Page</u>
Principal's Message.....	2
Board of Directors/Admin/Clerical Staff.....	3
Nurse/Psychologist/AD.....	3
Staff Assignment.....	4
NTSD Website Information.....	5
Bell Schedule.....	5
Student Rights/Responsibilities.....	5

General Information

Health Room.....	6
Emergency Drills.....	6
Cafeteria.....	6
Elevator.....	6
Visitors.....	6
Guidance Services.....	6
Schedule Changes.....	6
Work Permits.....	6
Work Release.....	6-7
Sales.....	7
Telephones.....	7
Delays/Cancellations.....	7
Change of Address/Withdrawal.....	7
Library Information.....	7-8
Electronic Resources - Computer/Internet Service.....	8
Use of Medicines.....	8-9
Tuition.....	9
Test Return Policy/Grading.....	9
Graduation Requirements.....	9-10
Requirements for grade level placements.....	10
Weighted courses.....	10
Valedictorian/Salutatorian.....	10
National Honor Society.....	10-11
Handicapped Students.....	11
Animal Dissection.....	11
Athletic/Co-curricular Participation.....	11-13
Dance Information.....	13-14

Student Discipline

Student Discipline Expectations.....	14-21
Drug & Alcohol Policy.....	21-24
Student Code of Conduct.....	24-27
Descriptions of Disciplinary Action.....	27-28

PRINCIPAL'S MESSAGE

This planner is designed as a reference tool to assist you and your parents in recognizing and understanding the general operating procedures of the Neshannock Junior-Senior High School. This electronic document will be used along with the District calendar, website, and Facebook page as your communication tool.

Included within this handbook is the Neshannock Junior-Senior High School Discipline Code. Please take time the time to read it completely. It is critically important for the health, safety, and welfare of our students that this Code be adhered to by all parties.

You can consult the District calendar and webpage for a listing of this year's activities/events.

Please be aware that although this is an electronic document, both the student **and** parent/guardian will be **required** to sign and return and acknowledgement certification form.

Once again, on behalf of the staff and administration of Neshannock Junior-Senior High School, please accept our best wishes for a healthy and successful school year.

BOARD OF EDUCATION

The Board meets the second Thursday of each month at 7:00 P.M. in the High School LGI room. The public is encouraged to attend. The members of the Board of School Directors are:

- Mr. David Antuono President
- Mr. Michael Kalpich Vice President
- Mrs. Melissa Johnson..... Treasurer
- Mr. Patrick Cople Mrs. Karen Houk
- Dr. William CosgroveAtty. Larry Keith
- Mr. Samuel Fiorante Mr. Raymond Omer
- Mr. Michael Bonner Solicitor

ADMINISTRATION

- Dr. Terence Meehan Superintendent
- Mr. Justin DiMuccio Business Manager
- Mr. Luca Passarelli Senior High School Principal
- Mrs. Alicia Measel..... Co Junior High School Principal
- Ms. Anita Slater..... Co Junior High School Principal
- Mr. Chris Ferry Technology Director
- Ms. Karen DeCarlo Transportation Director
- Mr. Mark Ulam..... Buildings & Grounds Director
- Mr. Jason Williams Food Service Director

SECRETARIAL STAFF

- Mrs. G. Arrow.....Administration Office
- Mrs. H. Harcar Dept. of Pupil Services
- Mrs. N. Lepore High School Office
- Mrs. L. LeyaJunior High Office
- Mrs. D. Mott..... High School Office

NURSE

Mrs. J. Morrone

PSYCHOLOGIST

Ms. A. Anater

ATHLETIC DIRECTORS

Mr. R. Burkes

Mr. E. Frye

STAFF DIRECTORY

<u>Teacher</u>	<u>Voice Mail#</u>	<u>Subject</u>
Anderson, Mrs. A.	3317	Science
Antuono, Mr. F.	3313	History
Bangor, Miss L.		English
Blank, Mrs. N.	2213	Biology
Book, Mrs. D.	2214	Math
Broerman, Mrs. A.	3318	Science
Brunette, Mrs. L.	1139	Spanish
Burkes, Mr. R.	2216	Math
Busin, Mrs. L.	3315	Spanish
Cameron, Mrs. J.	1133	Special Ed.
Cavalier, Mr. M.	1136	English
Clark, Mrs. A.	3314	English
DeVincentis, Mrs. B.	5115	Guidance - Gr.10, 11, 12
Ferry, Mr. C.	5130/5131	Technology
Frye, Mr. E.	2217	Physics/Math
Hamm, Mr. J.	3303	History
Heim, Miss K.	1109	Music/Band
Held, Mr. A.	5122	Guidance - Gr. 7, 8, 9
Hilton, Mrs. A.	3316	Science
Howell, Miss J.	3301	Math
Janaszek, Ms. L.	2206	English
Johnson, Miss L.	3310	Reading
Joy, Mrs. J.	1135	Library/English
Kross, Mrs. J.	2212	Math
Lagnese, Ms. M.	1140	Special Needs
Loudon, Mr. R	1122	Health/Phys Ed
Lucas, Mrs. S.	1142	History/Yrbk/Driver Ed
Micsky, Mr. G.	1110	Tech Ed.
Morrone, Mrs. J	5117	High School Nurse
Moss, Miss R.	3307	English
Nugent, Mrs. M.	1130	Special Ed.
Paglia, Mr. B.	2204	History
Pursel, Mrs. J.	3308	Business Ed.
Rogers, Miss K.	2215	Chemistry
Shaffer, Mr. B.	5130/51/31	Technology
Sheridan, Mrs. L.	1211	Art
Slater, Miss A.	3304	History/English
Sumner-Smith, Mrs. A.	3306	Math
Thomas, Mr. J.	1204	Student Activities
Welker, Miss C.	1131	Business Ed.
Wells, Miss S.	1108	Tech Ed
Wilson, Mrs. L.	2208	Consumer Science
Wise, Mrs. D.	1102	Music/Choir
Zion, Mrs. K.	3300	Reading

NESHANNOCK TOWNSHIP SCHOOL DISTRICT WEBSITE
Additional information regarding our School District may be accessed at www.nts.org

NESHANNOCK HIGH SCHOOL BELL SCHEDULE

7:30-8:00 Breakfast served in the cafeteria
 7:55 Faculty and pupils report to homeroom
 8:00 Tardy bell
 8:00 Flag salute, attendance

Bell Schedule Jr./Sr. High School

Period 1	8:00-8:45		
Period 2	8:48-9:31		
Period 3	9:34-10:17		
Period 4	10:20-11:03		
Period 5 (9, 10, 11, 12)	11:06-11:49	11:06-11:16 Homeroom 7 & 8	11:19-11:49 Lunch 7 & 8
Period 6 (7, 8, 11, 12)	11:52-12:35	11:52-12:02 Homeroom 9 & 10	12:05-12:35 Lunch 9 & 10
Period 7 (7, 8, 9, 10)	12:38-1:21	12:38-12:48 Homeroom 11 & 12	12:51-1:21 Lunch 11 & 12
Period 8	1:24-2:07		
Period 9	2:10-2:53		
Period 10 (Formerly 9 th period)	2:56-3:25		

STUDENT RIGHTS

Students do have rights. Having legal rights as citizens, they may not be deprived of what the law gives them. While a free society guarantees all individuals many legal and human rights, the individual must accept responsibilities in return. Copies of the Chapter 12 regulations of the State Board of Education on Students’ Rights and Responsibilities are available in the Principal’s Office for those students and parents who wish to review this document.

STUDENT RESPONSIBILITIES

Students are expected to attend school regularly, put forth a conscientious effort in classroom work, and conform to school rules and regulations. Most of all, students share with the faculty and administration a responsibility to develop a climate within the school that contributes to wholesome learning and living while maintaining a healthy and safe environment for all.

No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of all whom are involved in the educational process. If a student does not comply with school, local, state, and federal regulations; disciplinary actions may be taken.

GENERAL INFORMATION REGULATIONS

- A. Health Room** – If you become ill, unless it is an emergency, you must get a pass from your teacher before reporting to the health room. If the nurse is not in, you are to report to the office. Do not lie down without first being checked in by the nurse or principal. Students are not to call home or to have a parent or other person pick them up. The nurse or principal must do this. All medicine that students bring to school must be kept in the health room.
- B. Emergency Drills** – It is imperative that schools have a well-planned and practiced evacuation plan. Students are to move quickly without running and obey the commands of your teacher when we have a fire or severe weather drill. Talking is not permitted during drills. Your homeroom teacher and subject teacher will inform you of the correct exits to use.
- C. Cafeteria** – Students may buy breakfast at a cost of \$1 - reduced price \$.30. Students may bring their lunch or purchase lunch daily for \$2.50 - reduced price \$.40. Students have the opportunity to pay for lunch by cash or thru www.schoolcafe.com. Student ID cards will be used as debit cards. Students may put money in their account by cash or by check. Include student's name on memo line and make payable to the **Neshannock Cafeteria Fund**. Please check Policy #808, Food Services, for the most up-to-date information.
***Students are not permitted to order food from outside vendors to be delivered to the school.**
- Lost Debit Card**
1. Students who lose their ID will have to see the librarian for a new card at a cost of \$3.
 2. Any student attempting to use another student's ID will be reported to the Principal.
- D. Elevator** - Handicapped students and those who have temporary injuries are the only students who are to use the elevator. Elevator keys are issued on a daily basis from the Principal's Office. There is a \$5 charge for lost keys.
- E. Visitors** - Visitors are not permitted in the building without permission from the Principal's Office. Neshannock students must have permission from the Office before bringing a guest to school. Parents and guests are required to report to the Principal's Office before visiting.
- F. Guidance Services** - Students who wish to speak to a counselor should arrange an appointment by stopping in the guidance office before 8:00 A.M. Counselors are also available to answer your questions in the cafeteria during most lunch periods.
- G. Schedule Changes** - Every student must carry a minimum of seven full-credit classes. Any non-teacher-requested schedule changes after the first week of school require a parent conference and Principal approval. Any student who withdraws from a class after the first week of school will be issued a withdraw fail in the class, and no credit will be awarded and will be documented on their transcript.
- H. Work Permits** - If you are under eighteen years of age and have accepted employment, you must obtain a work permit. Applications and all necessary information may be obtained in the Administrative Offices. Your parent/ guardian must accompany you to sign the application. Please bring with you your birth certificate or other official state ID.
- I. Work Release Guidelines**
1. The work release program is limited to seniors. They must have a minimum of 17 credits and be scheduled to meet the 25 credits required for graduation.
 2. The work release program is limited to those seniors who can fit it into their schedule.
 3. When required, work papers must be obtained.
 4. Work release is a privilege that may be revoked at any time. Education always takes precedence over employment.

5. If a student on work release receives a failing grade in any subject, he or she may be required to return to a full day school schedule.
 6. The Principal or other school official may contact the place of employment periodically to ensure that the employment arrangements are being carried out as agreed.
 7. Reasonable schedule changes will be considered.
 8. Tardiness, attendance, grades during the 11th grade year, and PSSA scores may be factored into decision to permit work release.
- J. Sales** - Students are not permitted to sell any items other than those that are an approved Neshannock High School sales campaign.
- K. Telephones** - Telephones are located in each classroom. These are not for student use. Students found tampering with these telephones will be disciplined.
- L. Delays or Cancellation** - From time to time, inclement weather or other circumstances may cause a delay in the start of school or cancellation of school. If this becomes necessary, the announcement will be made via the school messenger automated phone system. Please do not call the school or radio stations.
- M. Change of Address or Withdrawal** - If your family moves to a new location, you must notify the Office of the change. If your family moves to a location outside of the District, or if you withdraw from school; you must: 1) notify your guidance counselor, 2) obtain the withdrawal form from your counselor on your last day of attendance, 3) have the forms signed by your teachers, 4) return all books and property to the office, making sure all fines and fees are paid--records will not be sent out for students who owe obligations, and 5) bring the completed form to the Office for final clearance.
- N. Library Rules** - The Neshannock Junior-Senior High School Library contains more than 18,000 resources and provides access to thousands of electronic resources through various subscription databases and the Internet. Students with a pass from a teacher are invited to the library to read silently or to do research.

PHOTO ID

Students in grades 7 - 12 will be issued a photo ID card each year after Clarks Studio has photographed all students. Students should keep the previous year's card for use until updated cards are distributed. The student must present his ID card in order to check out materials. Resources will not be checked out to anyone without a Neshannock ID card or anyone whose ID card has been defaced or mutilated. This includes but is not limited to covering the picture or cutting out any part of the card. The cost of a replacement card is \$3.

ACCESS TO THE LIBRARY

Students with a pass may come to the library before school (7:45 A.M.) Study hall students will report to study hall before coming to the library. If the library is available that period, the study hall teacher will issue a pass to the library. Students coming to the library from study hall **must** present their Neshannock photo ID cards. Students will remain in the library the entire period. Students may come to the library from class only when the classroom teacher has issued a pass for that period. Priority for all resources, including computers, goes to students in classes scheduled to be in the library. The library is available to students most ninth periods. Students are expected to read silently or to work on research during this time.

CIRCULATION

Resources circulate for ten school days. Reference books do not circulate. It is the student's responsibility to return all resources on time. The student is responsible for all resources checked out under his/her name. Students are not permitted to check out resources for others.

OVERDUE RESOURCES

Any student with an overdue resource will not be permitted to check out additional resources.

LOST OR DAMAGED RESOURCES

At the time of inventory, all unreturned resources will be considered lost. The Neshannock Township School District must be paid for any lost and/or damaged resources. Withholding of grades will result from any unpaid or unreturned resources.

PHOTOCOPYING

A photocopier for student use is available in the library. There is a ten cent (\$.10) charge per page for non-curriculum based materials.

ELECTRONIC RESOURCES

Students who have returned a signed Neshannock School District Acceptable Use Policy may have access to Intranet and Internet resources in the library. Before using any computer, the student must receive permission from the librarian. Student use of electronic resources must conform to the Neshannock School District Acceptable Use Policy and be school related.

Electronic Resources (subject to change) include:

Microsoft Office

OPAC (Online Public Access Catalog)

SIRS Knowledge Source includes

**SIRS Renaissance*

**SIRS Researcher*

**SIRS Government Reporter*

Power Library includes

**AP Images*

**Auto Repair Reference Center*

**Biography Reference Bank*

**Book Collection: Nonfiction*

**Business Searching Interface*

**Business Source Premier*

**Consumer Health Complete*

**Contemporary Authors*

**EBSCO Animals*

**EBSCOhost*

**Facts for Learning*

**GreenFile*

**History Reference Center*

**LitFinder*

**Middle Search Plus*

**netLibrary*

**NextReads*

**Novelist*

**Novelist Plus*

**Novelist K-8*

**Novelist K-8 Plus*

**Oxford Art Online*

**Oxford Music Online*

**Oxford Reference Center*

**Regional Business News*

**SIRS Discoverer*

**Student Research Center*

Literature Resource Center

Student Resource Center Bronze

- O. **Use of Medications** - The School needs to regulate the taking of medication in order that it has some means to control illicit drug taking; thus all medications and performance supplement enhancements must be brought to the health room by the student when the student arrives at school. The medication must be brought to school in the original dispenser or properly labeled container. Students must provide a note from a parent authorizing permission for the school nurse to administer or oversee the taking of the medication. The student's physician must complete the District's approved prescription form for maintenance of long-term medication (longer than two weeks). These forms must be renewed annually. Medication cannot be altered in any way. It must be in a recognizable form. A nonprescription medication will not be given in school unless it is accompanied by parental or guardian permission; and the medication is in the original container and labeled with the student's name, dosage, and frequency of administration. Please see School Board Policy #210.

Standing orders such as Tylenol, Emetrol, etc., will not be administered to students unless pre-approved by the parent or guardian and authorized by the school physician.

In special situations, such as an allergic reaction to a bee sting where an antidote must be administered; written approval will be required in advance from the parent or guardian along with the physician's order.

- P. **Tuition Students** - Tuition students are accepted on a limited basis with approval of the Principal. Tuition students who become behavior problems will be dropped from the school attendance roster.
- Q. **Test-Return Policy** - NTSD encourages a cooperative effort by the parent and teacher to arrange for a conference to review the test materials/results together. School law clearly provides for "access" to student educational records, and access is not limited to a parent-teacher conference. If arranging a conference becomes burdensome for either party, the test or a copy thereof shall be sent home.
- NOTE: All student-generated work shall be returned to the student in a timely fashion.

R. **Grading**

English Department policy: NTSD does not tolerate plagiarism. The grading of a paper will be adjusted according to the degree of misrepresentation. For instance, if the paper is properly cited, no deduction will be made. If, however, 40% of the paper is not original language; 40% of the value of the assignment will be deducted. Since the English faculty incrementally teach the research process beginning in 7th grade, and the instructors in 10th & 11th grade are thorough in their explanation of proper paraphrasing and of correct citation; the students will be held responsible for the product they produce. Any senior (12th grade) student who fails to submit his/her research paper will fail English for the year.

Grading in grades 7-12 will be conducted as follows:

1. Quarterly grades will be reported as a percentage of points earned for that grading period.
2. Final grades will be determined by averaging the four nine-week grading periods.

*The maximum percent earned in an unweighted course cannot exceed 100% for grades 7-12.

Grading scale for grades 7-12 will be as follows:

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
Below 60%	Failing

- S. **Graduation Requirements** – for 2018-2019, Neshannock High School requires the completion of 25 credits. These totals include the required physical education credits, health, driver education, and assessment prep, and the successful completion of the graduation project. The required units are as follows:

Graduating Seniors must have accumulated:

English	4 credits
Social Studies	4 credits
Science	3 credits
Mathematics	4 credits
Computer Skills and Applications	.5 credit
Electives (1 must include tech)	6 credits
PE	1.5 credits
Assessment Prep & Wellness/Dr Ed	1 credit
Graduation Project	1 credit
Applicable state assessment requirements	

25 credits

*If requirements are not met, students will NOT participate in the commencement ceremony. Starting with Class of 2023, students will require 25.5 credits (.5 video tech).

T. Requirements for Grade Placement –

Senior Status - passed 11th grade English and accumulated 15 credits.

Junior Status - passed 10th grade English and accumulated 10 credits.

Sophomore Status - passed 9th grade English and accumulated 5 credits.

Promotion & Retention-grades 7 & 8 - students failing one or two subjects must attend summer school to qualify for advancement in the next grade level. You are required to attend for two hours for one failure and four hours for two failures. Students failing three or more subjects will be retained at the same grade level.

U. Weighted Courses - Advanced Placement (AP) courses are college level courses taught in High School. Neshannock offers seven AP courses: AP English (Senior's only), AP Calculus, AP Chemistry, AP Economics, AP U.S. History, AP Art History, and AP Biology. Because these courses are more academically challenging, the grades earned in these courses will be weighted when determining a student's quality point average. The AP Courses will be weighted in the following manner: A=5 quality points, B =4 quality points, C=3 quality points, D=2 quality points, and E=0 quality points. Advance Placement courses will receive a 10% additive; i.e., 87% will become 97%; 94% will become 104%. Honors English courses will receive a 5% additive, i.e., 87% will become 92%; 94% will become 99%.

V. Valedictorian/Salutatorian - The senior earning the highest GPA, will be recognized with the Valedictorian Honor. Similarly, the senior earning the second highest GPA will be recognized with the Salutatorian Honor. The two top GPA's will be invited to speak at the Commencement Ceremony. A student must complete four semesters at Neshannock Senior High School in order to be considered for either Valedictorian or Salutatorian honors.

W. National Honor Society (Senior High)

Basic Requirements

1. Students must have spent at least two full semesters at Neshannock High School.
2. Students must demonstrate the four components of National Honor Society.

Scholarship: Students must have at least a 91.25% GPA by the end of the first semester in the year they are making application.

Service: Students must complete at least nine hours of peer tutoring per year of service.

Leadership: Students will indicate the minimum of three school community activities by filling out an activity packet.

Character: Students must demonstrate outstanding character through their contact with peers, teachers, and administrators. Students will write an essay on how they personally demonstrate the following traits:

Character Traits (from the National Honor Society Handbook)

1. Takes criticism willingly and accepts recommendations graciously.
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
3. Upholds principals of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps rid the school of bad influences or environment.

Membership Selection

1. At the beginning of the school year, all students who think they may be academically eligible should see the guidance counselor to begin the eligibility process.
2. In February, the Guidance Department will notify all academically eligible students.
3. A meeting will be held in late February or early March with all eligible candidates to explain procedures and forms.
4. Eligible candidates are then asked to complete the activity packet, and submit it to the National Honor Society advisors. All completed forms will be verified. You **MUST** be involved in at least three school/community activities per year.
5. The Principal appoints a chapter faculty council of five staff members to evaluate the candidates on the basis of character (see list of character traits), leadership, and service; using the information from the activity packet as a guide.
6. The entire faculty will be surveyed for their input.
7. Final selection of each member will be by majority vote of the five member, Principal-appointed, faculty committee.

National Honor Society Notes

1. Current NHS members must maintain a 91.25% GPA.
2. Seniors must maintain a 91.25% GPA and be in good standing by the end of the fourth term of their Senior year in order to receive the NHS seal on their diploma and wear the NHS chord at Commencement.

X. Policy Regarding Handicapped Students

The NTSD wants to be sure that you are aware that all handicapped students will be provided with an equal opportunity to participate in extra-curricular programs and activities as are non-handicapped students. Handicapped students will be provided with reasonable support services or accommodation in accordance with individual needs.

Anytime you feel that a handicapped student is in need of additional support services or if you have any questions concerning this; please contact the Director of Pupil Services at 658-4793.

Y. Pupils' Rights to Refuse Animal Dissection

Neshannock students have the right to decline to participate in an education project involving animal dissection. An alternative education project will be given to students who exercise their right not to participate. Dissection projects are scheduled for eighth grade life science, general biology, and AP biology. A notice to parents and students will be given to students at least three weeks prior to any dissection activity.

Z. Athletic/Co-Curricular Program Participation

Pay to Participate Fee - A \$50 fee will be assessed for each sport and for the High School musical with a \$250 per family maximum unless the student is eligible for free and reduced lunch. Students who qualify for free and reduced lunch will have the Pay to Participate fees waived.

In order for the student athlete or play participant to be eligible to participate, the fee must be turned in to the Athletic Office/High School Office within one week of starting practice. If a student drops out of the athletic program or play, his/her money is not refundable. If cut from the program/play, the fee is refundable.

Random Drug Testing - When a student registers to participate in athletics or extra-curricular activities, he/she will be subject to the District's Random Drug Testing Policy.

ATHLETICS

STANDARDS FOR ATHLETIC ELIGIBILITY

1. We will follow the PIAA guidelines except for the additions below, which are more stringent.
2. Students can have one subject with a grade of 59% or lower. Students who attend LCCTC will be held to NTSD eligibility standards.
3. Should a student experience a failure(s), he/she will be granted **one probationary period, for one week, per season** to bring failing grades up to passing. The athlete is **required** to meet with the teacher(s) in the subjects in which they are experiencing difficulty during the probationary period. The students **will** be permitted to practice but **will not** be permitted to compete in contests.
4. Subsequent failures within that sport season will result in automatic ineligibility until the passing grade is attained.
5. Eligibility will begin after the **first 10 school days** commencing any class.
6. These requirements and probationary periods will be in effect for each sport season, i.e.; fall, winter, and spring seasons. This will provide **three (3) probationary periods** per school year; but no more than one per sport.
7. Students must be on time for school, practice, and bus trips. Failure to be on time may result in the student not being permitted to participate in that day's activities.
8. Any student who is unexcused absent or unexcused tardy is not permitted to participate in that day's athletic activity.
9. It is a privilege to be a member of a sports activity. Students are expected to display proper behavior in the classroom and in competition.
10. A zero percent tolerance level will be upheld for possession and/or use of illegal drugs or alcohol. This is a violation of state and federal laws and will result in immediate dismissal from the team. In addition, sanctions will be administered as identified in the Neshannock Junior-Senior High School Discipline Code.
11. Smoking on school property is forbidden. If a student is found to be in possession of or using tobacco products on school property or at a school-related event, he/she will be disciplined according to District Policy.
12. The individual coach will set proper dress for road trips. Students are representing Neshannock Junior-Senior High School and should do so with dignity.
13. The Neshannock School District will follow WPIAL and PIAA policies governing academics and athletics. Students are required to maintain passing grades in a minimum of four one-credit classes to remain eligible.
Regarding student eligibility, coaches and sponsors are to consult with the Principal/designee.
14. The proper care and use of personal equipment and physical facilities must be displayed. If equipment is lost or damaged (except under game or practice conditions), the student will be responsible for restitution. Failure to return equipment within a reasonable time period will result in withholding of grades/diploma until equipment is returned.

15. Practice is a cornerstone of any successful athletic program. Unexcused absences from practice will affect participation in competition.
16. Athletes failing to complete the season, other than those injured or sick, will be ineligible for post season awards.
17. Athletes are to travel to and from events on the provided school transportation. In emergency situations, a student may be permitted to have a signed excuse from their parent(s) that has been approved by the administration or coaching staff.
18. Students must display appropriate respect for peers and coaches both in school and outside of school.

SPORTS SCHEDULES

Please visit www.neshannockwpial.org for all sporting events, updates, and cancellations.

CO-CURRICULAR ACTIVITIES

1. Students must be on time for school, rehearsals, competitions, performances, meetings, bus trips, etc. Failure to be on time may result in the student not being permitted to participate in that day's activities. Students who are not in attendance the equivalent of 3.5 hours may not participate in an extracurricular event.
2. It is a privilege to be a member of co-curricular activity. Students are expected to display proper behavior in the classroom and in the activity.
3. A zero percent tolerance level will be upheld for possession and/or use of illegal drugs or alcohol. This is a violation of state and federal laws and may lead to immediate dismissal from the activity. In addition, sanctions will be administered as identified in the Neshannock Junior-Senior High School Discipline Code.
4. Proper dress for activities will be set by the individual staff member, i.e. teacher, advisor, director, etc. Students are representing Neshannock Junior-Senior High School and should do so with dignity.
5. The Neshannock School District will follow the Neshannock High Discipline Code policies governing academics and activities. Regarding student eligibility, coaches and sponsors are to consult with the Principal/ designee.
6. Students will be issued equipment and are expected to take care of it. The proper care and use of the physical facilities must also be displayed. If equipment and/or material is lost or damaged, the student will be responsible for restitution. Failure to return equipment within a reasonable time period will result in withholding of grades/diploma until equipment is returned.
7. Attendance is a cornerstone of any successful activity. Unexcused absences will affect participating in the activity.
8. Any student who is unexcused absent or unexcused tardy is not permitted to participate in that day's co-curricular school activity.
9. Students are to travel to and from co-curricular activities on the provided school transportation. In emergency situations, a student may be permitted to have a signed excuse from their parent(s) that has been approved by the administration or staff member, teacher, advisor, director, etc.
10. Students must display appropriate respect for peers and adults, both in school and outside of school.
11. Students in grades 10-11-12 are welcome and encouraged to participate in the annual Homecoming and Prom events conducted at Neshannock High School. Additionally, students in grade 9 are welcome to attend the Homecoming Dance if invited by a Neshannock student in grades 10-11-12. The Prom at Neshannock High School is limited to grades 10-11-12.

12. Students and parents may be asked to sign a release form signifying that they are aware of and comprehend the consequences of violating the Student Code of Conduct and the Neshannock Township School Board Policies.

HOMECOMING DANCE

Open to all students in grades 10, 11, & 12. Guests/dates may be invited from grades 9, 10, 11, & 12. Guests/dates from other schools may be invited with permission from the Principal's Office (same grade level policy applies).

****STUDENTS MUST BE PRESENT ALL DAY THE SCHOOL DAY (FRIDAY) PRIOR TO THE HOMECOMING DANCE AND THE PROM IN ORDER TO ATTEND THESE EVENTS****

JUNIOR-SENIOR PROM

Open to students in grades 11 & 12. Guests/dates may be invited from grades 10, 11, & 12. Guests/dates from other schools may be invited with permission from the Principal's Office (same grade level policy applies). Maximum age for a guest to attend Prom at NHS is 20 years of age on the day of Prom. NO guest who will be 21 years of age by the date of Prom will be permitted to attend!

The junior/senior prom and after-prom theme is to be selected by the student prom committee members with guidance from the student activities director and the members of the parent prom and after-prom committee. Attendance is a cornerstone of any successful activity. Unexcused absences will affect participating in the activity. Any student who is unexcused absent or unexcused tardy is not permitted to participate in that day's co-curricular school activity.

JUNIOR-SENIOR PROM FORMAT

The established format for the N.H.S. Junior-Senior Prom is a combined prom & after-prom party (8:30 P.M. until 5:00 A.M.) and a grand march at the high school prior to the start of the prom.

ATTENDANCE AT ALL OTHER SCHOOL DANCES

NHS students unless otherwise specified.

STUDENT DISCIPLINE CODE DESCRIPTION

At a regular meeting of the Neshannock Township School Board, policies were adopted as recommended by the State Board of Education for the control of students. This handbook will explain these policies to you along with additional information about the operation of Neshannock High School. Levels of Offenses are listed in this handbook.

* STUDENTS REPORTED FOR REPEATED OFFENSES MAY BE SUBJECT TO ESCALATING LEVELS OF DISCIPLINE.

STUDENT DISCIPLINE EXPECTATIONS

Failure to comply with the following regulations may result in disciplinary action as established in the Code of Conduct.

- A. Tobacco Products** - Any student found smoking, using, or possessing tobacco products of any kind; including electronic cigarettes, vapor cigarettes, and hookah tobacco on school property; parking lot, vehicles, school sponsored activities, or buses; will have charges filed with the District Justice

under Act 145 of 1996, Section 6306.1 of the School Tobacco Control Act, and will be disciplined accordingly.

- B. Fighting/Disorderly Conduct** - All students have a right to attend school in a safe environment without being threatened. Any behaviors exhibited that specifically intend to physically harm another student are considered "fighting." Horseplay often leads to fighting; therefore, it is not permitted. Those students involved in a fight or provoking a fight in school or at any school sponsored activity may have disciplinary action to include suspension and notification of the police. Students may appear before the District Justice for fighting/ disorderly conduct and face additional consequences that he/she may impose.
- C. Disrespect/Harassment** - Disrespect to teachers, students, or other school employees will not be tolerated. Students will be disciplined for being disrespectful to school employees or their peers at any time either on or away from school property. Any form of harassment including verbal, sexual, physical, ethnic and/or religious intimidation to include but not limited to taunting, threats, assaults, name calling, belittlement, etc. are all considered forms of disrespect/harassment to others. This will not be tolerated and will be dealt with as a disciplinary infraction. Neshannock students are reminded that taunting, verbally and/or physically, at athletic and co-curricular events will not be tolerated. Students are expected to be respectful of their peers and competitors at all athletic and co-curricular activities.
- D. Profanity or Abusive Language** - Any student using profanity at school or at a school activity in writing, gestures, and especially verbal outbursts will be disciplined as disorderly conduct.
- E. Destruction of Property** - The student will be required to pay for damages and may be disciplined for intentionally destroying property of the Neshannock Township School District, property belonging to another school, or property belonging to any other person of the Neshannock Township Schools. Further disciplinary action including notification to the police will occur.
- F. Disruption of School/School Function** - Disruptive behavior is not permitted. Disruption may include, but is not limited to; bomb threats, unauthorized use of fire alarm, unauthorized use of fire extinguishers, arson, etc. Disciplinary measures will occur along with notification of the police.
- G. Projectiles** - In order to prevent injuries, no items are to be thrown, shot, flung, etc. Examples may include but are not limited to pencils, pens, wads, snowballs, etc.
- H. Insubordination** - Students are expected to comply with the directive of any teacher or Principal. Students must conduct themselves in an appropriate manner when carrying out the directives.
- I. Truancy and Leaving School Without Permission** - Truancy is failure to attend school or class without the appropriate permission. No student is permitted to leave class, or the building, without the permission of a professional staff member, nurse, or Principal. Permission to leave school grounds will be approved by the nurse or Principal after parental permission is received. Students are not to telephone home to have relatives or friends pick them up at school during school hours without first securing permission from the Principal or nurse.
- J. Stealing** - Stealing is taking property that does not belong to you. No stealing will be tolerated during school hours, at school sponsored activities, or on school property. The police will be involved depending on the severity of the theft. Restitution and further disciplinary measure will also be required.
- K. Gambling** - Unauthorized gambling is illegal according to Pennsylvania State Law; therefore, gambling is not permitted on school property or at any school activity.
- L. Conduct at Athletic Contests** - All students are urged to join in the enthusiasm common to interscholastic sports. Appropriate sportsmanlike behavior is expected at all times. Unsportsmanlike behavior includes, but is not limited to: inappropriate behavior during the playing of the national anthem, taunting of opponents or game officials, use of profane language or gestures, etc. PIAA or WPIAL student conduct rules will be enforced. Students demonstrating inappropriate behavior will be ejected from the game and may face further disciplinary actions.

M. Attendance - It is the policy of Neshannock High School that **no credit** be awarded to any student who is **absent from school or class on forty or more occasions during a school year**. In situations where a class meets for only one semester, credit will not be given to students who are absent on twenty or more occasions during the semester. For classes that meet for nine weeks, no credit will be awarded when a student has been absent for ten or more days. For classes that meet for six weeks, no credit will be awarded when a student has been absent for seven or more days. Students on homebound instruction and those who are excused for activities under the direct supervision of a Neshannock teacher or coach are considered present when excused from class. Student absences for illness, death in the immediate family, quarantine, or bona fide religious holidays are the only reasons for legal absence. All other absences are illegal or unexcused. Final determination on legal/illegal absences will be made by the Building Principal. Parents of students who have missed ten days or more will receive written notification and will be asked to telephone the school when their child is absent. Students will be required to submit a physician's excuse in cases of chronic absence (20 days or more). Students and parents are advised that situations involving chronic absenteeism may be referred to the local magistrate. Excuses signed by anyone other than a physician will be coded illegal or unexcused. A written excuse from the parent addressed to the homeroom teacher must be presented to the **attendance secretary** following an absence or tardy. The excuse must state the date(s) of the absence, the reason for the absence, and signature of the parent. If no excuse is presented within **FIVE DAYS** following return to school, the absence will be coded illegal or unexcused. Seniors who are absent due to college visitation will be excused provided they present a note from their parents.

*Any tardies or absences, either excused/unexcused, will disqualify a student for "perfect attendance" recognition.

N. Tardy/Late Arrival to School - Students not in their homerooms by 8:00 A.M. are tardy.

Please note the following cut-offs:

8:00-10:00	Tardy
10:01- 1:00	Half Day Absent
After 1:00	Absent--No Credit

Students who have been to a medical or dental appointment must bring in a medical or dental card for the absence to be coded excused. Students who have slept in, missed the bus, had car trouble, were needed at home, etc. will be marked unexcused tardy. Students who are repeatedly tardy to school due to minor illness will make up classes they missed during ninth period. Students who are tardy to class may be assigned 9th period detention by their classroom teacher. Students who are tardy to school will be assigned detention each time beginning with the fourth unexcused incident of tardiness. You will be notified of this from the Office.

The consequences for unexcused tardies are as follows:

<u>Unexcused tardy(ies)</u>	<u>Consequences</u>
1-4	None
5	Verbal warning
6-8	1 detention
9-11	2 detentions
12	Saturday detention
13	Saturday + 1 week loss of driving privileges

14	Saturday + 2 weeks loss of driving privileges
15	Saturday + 3 weeks loss of driving privileges
16	Consequences continue

Please note, tardies accumulate for the entire school year

If the need arises, there will be individual consequences established for students habitually late to class and/or school.

- O. **Early Dismissal** - Students requesting early dismissal must bring a written excuse to the office by 8:00 A.M. the day of the dismissal. The excuse should state the time of the early dismissal, reason for dismissal, date, and parent signature. Students returning from an appointment must report to the office before going to class. Telephone confirmation with parents must be made for excuses submitted after 8:00 A.M. Other than parent approved dismissals, students are NOT permitted to leave the building upon arrival. This includes going to their vehicle for any reason.
- P. **Eligibility of Co-Curricular Activities** - Any student who is unexcused absent or unexcused tardy is not permitted to participate in that day's extra-curricular school activity.
- Q. **Student Drivers** - All students who wish to drive to school are required to register their vehicle with the office and to file an application for a driving permit. Driving privileges will be allowed to those students who have a need based on but not limited to helping support their families, after school jobs, participation in athletics and other extra-curricular activities, etc. All student drivers are to park in the parking lot in front of the building. Due to the limited number of parking spaces available, parking permits will be issued based on a student's class level, i.e., senior-junior-sophomore. After the first month of school, parking permits will be issued on availability of spaces. Students are to adhere to the following rules and regulations governing driving privileges:
 1. No student may drive to school without first having a student driving permit approved and on file in the Office.
 2. The speed limit on school property is 15 MPH.
 3. Upon entering school property, student drivers should proceed immediately to the student parking lot. Students are to enter the building immediately after parking their vehicles.
 4. Students are to park in the student parking lot only. Students are to take only one space.
 5. Loud music played from car stereos on school property is prohibited.
 6. In case of emergency situations, students must notify the Office upon arrival if they are driving a car not on file.
 7. Student drivers are required to be in homeroom by 8:00 A.M.
 8. Students are not to go to their car during the day without the permission from the Principal's Office.
 9. Driving Permits must be properly displayed.
 10. If you come in contact with any situation that is not covered on this set of rules, you are to contact a Principal.
 11. Students accumulating over twelve (12) morning tardies will lose their driving privileges on a ratio of one tardy per week of driving.

Any violation of the rules and regulations may result in a loss of driving privileges, suspension from school, or having a vehicle towed away at the owner's expense.
- R. **Student Valuables** - Students are discouraged from bringing electronic devices to school as they are a learning distraction and are targets of theft. If a student chooses to bring such items to school, the devices should be turned off during the school day. If the electronic device is accessed by a student, the consequences are as follows:

First offense - verbal warning

Second & Third offense - ONE 9th period detention

Fourth & Fifth offense - TWO 10th period detentions

Sixth - Eighth offenses - Saturday detention

Ninth and Subsequent Offenses - Suspension from school

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit, or receive messages or images; or provide wireless, unfiltered connection to the internet. Examples include but are not limited to IPODS, head phones, IPADS, cellular telephones, personal gaming systems, and laptop computers.

Taking, storing, disseminating, transferring, viewing, or sharing images of obscene, pornographic, lewd, or otherwise illegal activities is prohibited and subject to legal proceedings and school-based disciplinary consequences.

The District shall not be liable for the loss, damage, or misuse of any electronic device.

- S. Hallway Passes** - Except during class change, students are not permitted in the hallways without a pass. Prior to 7:55 A.M., students are not permitted in the corridors or classrooms without a pass. Students out of class going to another location must have a written hallway pass or student planner signed by a staff member.
- T. Study Hall Rules** - Students must report to study hall with all necessary study materials. Trips to the restrooms are for emergencies only. Students who are excused from study hall are to secure a pass and present the pass to the study hall teacher within the first ten minutes of the period. Students must engage in meaningful and quiet activity during study periods.
- U. Cafeteria** - Loud, boisterous behavior; throwing items; and roaming throughout the cafeteria will not be tolerated and will be considered disciplinary misconduct. Students who misbehave may be removed from the cafeteria, assigned seats, or other disciplinary measures may be taken by the cafeteria supervisors and/or Principal's Office. Students must report on time to the cafeteria just as to any other class.
- Students are not permitted to leave the cafeteria without permission
 - Students must check in and out of the cafeteria with the cafeteria supervisors.
 - Students may use the restrooms in the cafeteria.
 - Students are not permitted in the cafeteria or to purchase food except during their assigned lunch period.
 - Students are not permitted to take food items from the cafeteria prior to 2:45 P.M.
 - Students are to remove trash from the cafeteria tables before leaving seats.
- Deliveries from outside food vendors will not be accepted during the school day. Advance permission from the Principal must be secured before any food is brought in to students. Any student violating these rules may be assigned to eat out of the cafeteria and may lose their lunchroom privileges. Students may be required to provide their own lunch from home.
- V. Student Appearance** - The appearance of any young person is primarily the responsibility of the individual and his or her parents. However, the school may impose limitations on those students whose dress causes a disruption to the educational process or constitutes a safety or health hazard. The following are not considered suitable for school and should not be part of a student's attire or grooming while in the building:
1. Hats, scarves, caps, or other head coverings.
 2. Sunglasses and non-prescription dark glasses.
 3. Bare midriffs, mesh-type shirts, razor back shirts, clothes that expose under garments, tank tops with narrow straps (Unless another shirt is worn underneath) tube tops, halters, short-shorts, and spandex must have appropriate layered clothing on top.
 4. Mid-thigh length is the general length of shorts, skirts, and dresses.
 5. Clothing or patches with obscene or suggestive language or clothing or patches making reference to alcohol, tobacco, drugs, bars, or any illegal substances are prohibited.
 6. Chain wallets of any kind are not permitted in school.

7. Shirts of fingertip length should be worn over yoga pants and tights.

If school attire is considered inappropriate, the student will be given an opportunity to call home for a change of clothing. If change is unavailable or if the student is uncooperative, the student may be detained in the Office. Second offenses will result in increased disciplinary action.

- W. Backpacks and Bookbags** - May be used to transport school supplies to and from school, but must be kept in your locker during the school day.
- X. Public Display of Affection** - Proper social behavior is expected of all students. Students are reminded that public display of affection will not be tolerated in school. Parents will be notified of improper behavior in this regard, and further disciplinary action may occur.
- Y. Buses** - All school rules are in effect while students are passengers during the school day or traveling to a school activity. Students must obey bus drivers and conduct themselves appropriately. Along with the normal school policies, student misconduct on busses may lead to seats being assigned. Temporary or permanent removal from the bus may result from serious or repeated misbehavior. Be advised that security cameras, including audio tracks, are being used on buses to enhance student safety. Students may ride only the bus they have been assigned unless permission is secured from the Office. Students must get off at their assigned stop unless permission is secured from the Office. Bus passes are required for riding the elementary bus after ninth period and are required for any change in a regularly-assigned stop or to ride a bus other than the regularly-assigned bus. In the event that an elementary bus is filled to capacity, high school students may be directed to ride an alternate bus.
- Z. School Property** - All books, athletic equipment, instruments, or other school property that is loaned or assigned to a student must be returned in good condition. It is the student's responsibility to take good care of any item issued to him or her. Items that are lost, stolen, or damaged must be paid for either at the item's replacement value, or in the case of books, at an amortized value. Athletic equipment must be returned to the coach within one week following completion of the season.
- School issued chromebooks are property of the school, must be handled with care, and returned to their docking station at the end of each day. Chromebooks are not permitted to go home.
- AA. Student Lockers** - Each student will be assigned a locker by his/her homeroom teacher. Only school locks may be placed on lockers; all others will be removed. Lockers remain the property of the Neshannock School District--Students only have the right of use. **The school does not accept responsibility for any lost or stolen school or personal item left in a locker or other storage area.** Unless approved by the Principal, stickers and other decorations are not to be placed on or in lockers. This applies to locker room lockers and regular school lockers.
- The School District, standing on loco parentis (24 PS. Sec. 13117), reserves the right to authorize school personnel or law enforcement officers to search individual lockers when reasonable suspicion indicates the presence of intoxicating beverages, illicit drugs, or dangerous weapons in pupil lockers. Periodic inspection for cleanliness and safety may be made when properly announced.
- The School Principal may also check a student's locker if sufficient cause warrants the search, such as, but not limited to: stolen articles, misplaced articles, drugs, etc. An effort will be made to have the student present during the time of the search.
- BB. School Sponsored Field Trips** - Field trips are an integral part of the curriculum program and, as such, require a certain amount of self-discipline and control. Those students failing to exhibit these traits may be denied a field trip experience. The following guidelines will be used to evaluate eligibility:
1. Be in attendance at least 90% of the school year to date.
 2. Passing grades in all subjects.
 3. All work, tests, projects, etc. in all classes must be completed to date.
 4. All detentions served/made up.

5. Not have more than six (6) detentions.
6. Not have more than one (1) three (3) day suspension.
7. Individual students will be limited to the number of field trips they can attend.
8. Final discretion for all field trip attendance will be the responsibility of the classroom teacher(s), field trip sponsor, and High School Principal.

CC. Cheating - Cheating in any form including curricular and co-curricular activities is strictly prohibited. Cheating includes, but is not limited to, attempts to give/receive information during an examination, disclosing examination items, providing completed assignments (or parts of assignments), altering of grades, and using unauthorized information during an examination or class work, etc. A teacher may assign an "O" for any of the above situations. Reported situations of cheating will be reviewed by the Principal. The guidance counselor, the Principal, and the parent are to be notified by the teacher.

DD. Plagiarism

The plagiarism policy shall read as follows:

The NTSD does not tolerate plagiarism. The grading of the paper will be adjusted according to the degree to which replication and misrepresentation appear in the entire paper. If plagiarism has been identified to some degree; the guidance counselor, Principal, and parent will be notified by the teacher.

At the high school level, students are initially learning the complex skills needed to avoid plagiarism. The research process is as important to learn as the final product; therefore, the appropriate balance of these two components will be factored into the final total grade for all research projects. To allow for developmental growth in this complex learning process, the balance between process and product, throughout the curriculum, shall be as follows:

50%process/50%product for 9th Honors & all 10th Grade; 40%process/60%product for all 11th Grade; 30%process/70%product for all 12th Grade.

NOTE: Depending on the severity of the infraction and at the discretion of the teacher and administration, an opportunity may be provided for the student to rewrite the paper correcting the mistakes to earn back points for the assignment. Consequently, the grade for the assignment cannot be higher than the product component of the research paper. The points earned for the process will not be affected by the consequences for plagiarism in the final product.

EE. Student Behavior with Substitutes - All students are expected to behave as if the regular teacher is in the classroom. Failure to do so will result in disciplinary action.

FF. Forgery - Forgery is falsely and fraudulently making or altering a document. Disciplinary measures will occur if forgery occurs. Forgery includes, but is not limited to signatures, grades, permission slips, excuses, etc. Strict disciplinary actions for such an occurrence will be assigned.

GG. Gym and Locker Rooms - Students are not to be on the gym floor at any time other than their regular gym class. Students are not to walk through the gym in the morning to go into the locker rooms. All students are required to dress and participate in gym class. Students who repeatedly miss gym due to illness may be required to submit a medical excuse from their family physician. Students are **required** to lock all valuables in a gym locker! **The school will not assume responsibility for lost or stolen articles.** Only students taking gym class are to be in the locker room.

HH. Assemblies and Pep Rallies - Students may be assigned seats in the auditorium or gymnasium. Even though you may not enjoy all assemblies, it is your obligation to be courteous and display good manners.

Students must sit with their class/grade in the gym for pep assemblies. This enables students to display their school spirit as a class as well as by an entire student body.

There are several assemblies and pep rallies scheduled each school year. The continued good behavior of the students will allow us to have a complete schedule of events. Failure to behave appropriately may result in disciplinary action.

- II. **Weapons/Violence** - It is a misdemeanor of the 1st degree in the State of Pennsylvania (Act 167 Subsection (1) of 1980 and in Violation of the Crime Code Section 912) for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. As such, students are prohibited from possessing a weapon:
1. In any Neshannock Township School District building.
 2. On any grounds/property of the Neshannock Township School District.
 3. In any conveyance (including private) providing transportation to or from the Neshannock Township District.
 4. At any school function, activity, or event whether or not on the grounds/property of Neshannock Township School District or while attending any District-sponsored event.
 5. While the student is on his/her way to or from school.

-Definitions-

Weapon shall include, but not be limited to any knife; cutting instrument; cutting tool; nun-chuck stick; brass or metal knuckles; firearms; shotguns; rifles; chemical agents, i.e., mace/pepper gas, etc.; explosive devices including but not limited to fireworks, pipe bombs, stink bombs, etc.; and any other instrument or implement capable of inflicting serious bodily injury. A weapon possessed and used in conjunction with lawful supervised school activity, of course, shall be permitted, i.e., rules for rifle club, starting pistol-track team, etc.

Firearm includes guns, pellet guns, B.B. guns, and look-alike firearms, whether they be capable of operation and whether they be loaded or unloaded.

Possession means being on the person of the student, in the student's locker, or otherwise under his/her control.

JJ. **Regulations for Office Runners**

1. All office runners, guidance runners, or library aides are expected to abide by the following regulations. Failure to do so will result in dismissal from the position. All runners must wear an identification tag for identification purposes.
2. Students must be on time to their assignment (school tardy rules apply).
3. Students must stay at their posts until given an assignment. Students do not leave their post without permission from their supervisor.
4. Once an assignment is carried out, students must return immediately to their post.
5. Student runners are not permitted to run errands with another office runner unless directed to do so.
6. Academic and behavior standards must be met and maintained in order to serve as an Office runner. Students not doing so will be reassigned to a study hall.

KK. **Drug and Alcohol Policy**

Drug testing policy - please refer to applicable School Board Policies and Procedures.

STATEMENT OF POLICY

Through the use of a K-12 curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures; the Neshannock Township School District will work to educate, prevent, and intervene in the use and abuse of all drug, steroid, alcohol, and mood altering substance, paraphernalia, and related situations.

Please be advised that a zero percent tolerance level exists regarding the possession and or consumption of drugs and/or alcohol as related to this policy.

The possession, use, furnishing, or selling of any unauthorized substance or controlled substance, including alcohol, within the meaning of the Drug Device and Cosmetic Act, including items which substantially resemble unauthorized or controlled substances, is strictly forbidden during school hours or at school activities. Any student violating this policy is subject to being placed in police

custody and may be suspended for ten days. Consequently, the student may be recommended for an expulsion hearing. Students suspected of consuming alcohol may be required to take an alcohol test. Refusal to take the test may result in the student being suspended from school. The Neshannock Board of School Directors approved a comprehensive drug and alcohol prevention program on October 9, 1986, and revised it to include steroids on March 8, 1990. A copy of the District's Drug and Alcohol Policy is found below.

<p style="text-align: center;">Drug/Alcohol Policy and Administrative Guidelines</p>

PREFACE

This policy including its rules, regulations, and guidelines is a coordinated effort by Neshannock Township School District to openly and effectively respond to the potential and current uses and abuses of drugs, steroids, alcohol, and mood altering substances by members of its entire student population.

DEFINITION OF TERMS

Drug/Anabolic Steroid - except for valid medical purpose/ mood altering substance/alcohol, shall include any alcohol or malt beverage and drug listed in Act 64 (1972) "As Amended" as a controlled substance, chemical, abused substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood.

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

Core Team/ACCESS - a team of District educators who receive specialized continuous training in areas of child adolescent dysfunctional behavior.

Distributing - deliver, sell, pass, share, or giving any alcohol, steroid, drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - possesses or holds, without any attempt to distribute; any alcohol, steroid, drug, or mood altering substance determined to be illegal or as defined by this policy.

Cooperative Behavior - shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the core team.

Uncooperative Behavior - resistance or refusal; either verbal, physical, or passive; on the part of the student and/or parent to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the core team.

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

RULES AND REGULATIONS

A student who on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol, steroids, drugs, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, steroids, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Board policies.

SCHOOL GUIDELINES

As an integral part of the Neshannock Township School District Drug and Alcohol Prevention Program, these guidelines represent one component in a District-wide effort to respond effectively to drug, steroid, mood-altering substance, and alcohol-related situations that may occur at school or at school sponsored activities.

These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, steroid, mood altering substance, and alcohol related incidents. The Neshannock Township School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

In grades K-6, alternative disciplinary actions may be deemed necessary by the Building Principal.

- LL. Student Assistance Program (SAP)** - The SAP team of Neshannock High School is committed to the goals of prevention, intervention, and education related to student wellness. Its purpose is to assist students in dealing with issues that inhibit their total development and to provide services that help students reach their fullest potential.

If you have a friend exhibiting behaviors associated with chemical use, dependency, depression, eating disorders, or other self destructive acts; bring it to the attention of the SAP team so that an intervention strategy can be discussed. Your anonymity is assured. A method of referring an individual anonymously will be outlined for students at the start of the school year.

SAP team members include staff representatives, guidance counselors, nurses, Human Services representatives, Lawrence County Drug and Alcohol representatives, and building administrators. Please contact the high school guidance department for more information 724-658-5513, ext 5115

DISCIPLINE CODE - CODE OF CONDUCT **LEVELS OF OFFENSE**

This section lists four levels of misconduct. Level I being minor misbehaviors progressing to Level IV which are very serious offenses, usually resulting in full suspension or expulsion. The examples are just that, examples. It is impossible to list every possible problem that might arise during the school year. STUDENTS REPORTED FOR REPEATED OFFENSES WILL BE SUBJECT TO ESCALATING LEVELS OF DISCIPLINE.

LEVEL I

Level I offenses are usually handled by a teacher and may require the intervention of an administrator

Examples include, but are not limited to:

- Horseplay
- General insubordination
- Tardiness
- Infraction of "Student Valuables" Policy
- Abuse of hallway passes
- Infraction of Study Hall Rules
- Misbehavior towards substitute/regular teacher
- Classroom disturbance
- Running, yelling, boisterous behavior in hall, classrooms
- Electronic device possession

- Chromebook misuse such as general mishandling of device during the day, clearing web browser history, failure to follow teacher directives

Disciplinary options include, but are not limited to:

- Verbal reprimand
- Withdrawal of privileges
- Special assignment
- Counseling
- Strictly supervised study
- Detention
- Parent conference
- Other disciplinary measure deemed necessary by the building principal

LEVEL II

Level II offenses are usually handled by administrative personnel.

Examples include, but are not limited to:

- Repeated Level I offenses
- Disrespect towards peers/staff
- Profanity/abusive language
- Defacing/destruction of property
- Leaving building without permission
- Misbehavior at extra-curricular/athletic activities
- Infraction of driving policy
- Infraction of cafeteria policy
- Infraction of student appearance policy
- Public display of affection
- Cheating/plagiarism
- Misbehavior on the school bus
- Forgery
- Projectiles (throwing of objects)
- Failure to serve detention
- Bullying
- Chromebook misuse such as sharing passwords, failure to be courteous digital citizens, failure to bring device to class

Disciplinary options include, but are not limited to:

Withdrawal of privileges

- Special assignments
- Counseling
- Strictly supervised study
- Detention
- One to three days suspension
- Referral to outside agencies
- Saturday morning detention
- Detention restriction list
- Restitution
- Other disciplinary measure deemed necessary by the Building Principal

LEVEL III

Level III offenses always require the intervention of school administrators.

Examples include, but are not limited to:

- Repeated Level I, II offenses
- Possession and/or use of tobacco products
- Fighting
- Serious disrespect/harassment towards peers or school staff
- Serious defacing/destruction of property
- Serious insubordination
- Absenteeism/truancy from class/school
- Leaving school grounds without permission
- Stealing
- Inappropriate behavior on bus
- Gambling
- Abuse of Internet policy
- Bullying
- Chromebook misuse such as creating, accessing, downloading, or distributing non-educational materials such as games, music, chat rooms, blogs, etc.; harming or destroying another user's data; disrupting the network or the educational process.

Disciplinary options include, but are not limited to:

- Removal from class
- Detention
- One to five days suspension
- Referral to outside agencies
- Suspension from extra-curricular events
- Suspension from bus
- Charges filed
- Saturday morning detention
- Disorderly conduct charges filed
- Contacting of local law enforcement officials
- Restitution
- Other disciplinary measure deemed necessary by the Building Principal

LEVEL IV

Level IV offenses require the intervention of school administrators and may require the involvement of outside law enforcement agencies and the Neshannock Township School Board of Directors.

Level IV offenses are acts which result in violence to another person or property or acts which pose a threat to the health, safety, and welfare of others in school.

Examples include, but are not limited to:

- Repeated Level I, II, III offenses
- Possession of, attempted use of, or use of a dangerous weapon
- Possession of, using, and/or distribution of a controlled and/or illegal substance
- Bomb threats
- Violation of any federal, state or local statute, ordinance rule or regulation

- Unauthorized use of fire alarms
- Unauthorized use of fire extinguishers
- Arson
- Assault
- Abuse of Internet Policy
- Verbal/written threats
- Bullying
- Chromebook misuse such as downloading, posting, or distributing material that is obscene, harassing, illegal, or refers to weapons, alcohol, gangs, or drugs; gambling; theft; creating or sharing a computer virus.

Disciplinary options include, but are not limited to:

- Five to ten days suspension
- Recommendation of expulsion hearing before the School Board
- Disorderly conduct charges filed
- Contacting of local law enforcement officials
- Restitution
- Other disciplinary measure deemed necessary by the Building Principal

DESCRIPTIONS OF DISCIPLINARY ACTION

A. Detention

1. "Teacher assigned detention" meets during 10th period (2:56 P.M. - 3:25 P.M.) on Monday thru Friday. Assigned by a teacher.
2. "10th period detention" meets 10th period (2:56 P.M. - 3:25 P.M.) on Monday & Thursday in Room 138 unless otherwise noted. Assigned by either a teacher or Principal.
3. Detention may be assigned in the AM (7:25 A.M. - 7:55 A.M.).

When assigned detention, students are to report with books to the assigned area for a quiet study period. If late for detention, the student will not be given credit for the assigned detention and may also be assigned an additional detention(s).

Failure to complete a detention assignment may result in a detention restriction assignment. When assigned detention restriction, a student will have school related privileges (to include but not be limited to hall passes, after school activities, dances, etc.) suspended until the student has been removed from the detention restriction list. A student will remain on detention restriction until all assigned detention assignments are completed. Detention restriction lists will be updated on a weekly basis.

Detention Rules:

1. Be on time
2. No talking
3. No sleeping/laying head down
4. No Hall Passes
5. No leaving detention once detention begins
6. Bring study materials

B. Loss of privileges

Infractions of rules/polices may result in the loss of privileges to include but not be limited to cafeteria restriction, hall pass restriction, student driving suspension, bus suspension, activity suspension, etc.

Privileges may be revoked temporarily or for the remainder of a school year. Assigned by a teacher or Principal.

C. Saturday Detention

Saturday detention is scheduled by either of the Building Principals. Students are expected to report to the Saturday Detention room by 8:00 A.M. Dismissal is at 11:00 A.M. During this time, students are expected to work on school assignments. Failure to attend a Saturday Detention may result in placement on the detention restriction list and/or suspension.

D. Saturday Detention Restriction

From the time the Saturday Detention is assigned and until it's served, the student is on restriction. While on restriction, the student may not participate in ANY extra-curricular activities, such as the following:

School dances, athletic events, and club activities until detention is served. Additionally, driving privileges may be revoked until detention is served.

E. Suspension

A student may be suspended for one to ten school days for the violation of a school rule. When suspended, the student will be given the opportunity to explain himself/herself before the suspension assignment.

When suspended for more than three days, the student and parent will be afforded an informal hearing with a designated school official.

If suspended from school, a student is suspended from all school related activities, dances, sporting events, and not permitted on school grounds during the term of the suspension.

If suspended from school on three or more occasions, a student may be recommended to the Superintendent for expulsion. Suspensions are assigned by a Principal.

F. Expulsion

A student may be permanently removed from the Neshannock Schools as the result of serious and/or repeated violations. A hearing before the School Board will precede an expulsion determination.