

Highlands High School



Student ~ Parent HANDBOOK

Revised February 2015

MISSION STATEMENT

The mission of the Highlands School District is to create a quality, caring educational environment and to develop academic, vocational and social programs that will enable students to achieve their highest potential in personal growth; and the family, the community, business and industry will share in the responsibility to prepare students to function as effective citizens in an ever-changing global community.

HIGHLANDS PHILOSOPHY OF EDUCATION

We believe:

- That the ultimate aim of education is to instill in the individual the fundamental concepts of democracy.
- That the educational program is directed toward the development of knowledge, skills, habits, and attitudes of the student.
- That the school is concerned with the continuous total growth of the individual.
- That education is both a right and a privilege.
- That the school curriculum and methodology be developed in such a way that the individual differences are recognized and provisions are made for each student to develop varying abilities and interests.
- That the relationship among the parents, students, and staff be one of warmth, respect, and mutual understanding which is vital to the educational and personal development of the student.
- That the relationship among the school board, the administration, and the staff be one of respect – a team working toward one goal; to provide the best education possible for the students in our district.
- That it is the joint responsibility of the school and community to meet the needs of the entire population by providing and encouraging continuing education to all.
- That the Highlands schools be informed on current educational procedures and practices that hold promise for more effective teaching and learning.

DISTRICT GOALS

PRIORITY: Focus on Academic Achievement

The Board values academic achievement for all students as one of the District's highest goals and expects this to be a primary focus of all staff and the primary basis of expenditure of revenues. The administration and staff are expected to develop plans and procedures to ensure that all appropriated attention is given in this area.

Recommendations to increase student achievement:

- 1. Establish a safe and disciplined learning environment that challenges students at all levels, involves parents in their child's education, and encourages the development of a strong work ethic.**
- 2. Promote collaboration and foster a professional learning community with the primary focus on student achievement through long-term, intensive staff development and data analysis to inform high quality instruction that will enhance student learning.**
- 3. Align the written, taught, and tested curriculum through the development of challenging standards for all disciplines with a focus on reading, writing, speaking, and mathematics, science, and technology emphasizing mastery of the basics and development of higher level thinking and problem solving skills through fiscally sound management procedures.**
- 4. Provide a support system that allows all students who fall behind to access additional help, and then address those students at more frequent intervals to determine the effectiveness of remediation strategies.**
- 5. Support and enhance the comprehensive arts curriculum (visual, dance, theater, music, and physical education), emphasize components of the district wellness program, and incorporate the functions necessary to develop technologically proficient and career ready students.**

HIGHLANDS HIGH SCHOOL

Catherine M. Russo, Principal
TBD, Assistant Principal
Mary Beth Carrarini, Guidance Counselor
Marilyn Skwortz, Guidance Counselor
Susie Gurrera, Guidance Counselor

1500 Pacific Avenue
Natrona Heights, PA 15065
724-226-1000
724-226-9611 FAX
www.goldenrams.com

ADMINISTRATIVE MESSAGE TO STUDENTS AND PARENTS

Welcome to the 2014--2015 school year! We at HHS are committed to helping each student become College *and* Career Ready. Using the Rigor and Relevance framework from the International Center for Leadership in Education, our faculty is in the process of refining and restructuring their lessons in order to equip students with 21st century skills. Critical thinking, communication, collaboration and creativity are central to this framework. Our goal is to *empower* students to take responsibility for their own learning and transfer it across disciplines.

We are happy to be able to offer rigorous courses in the sciences, arts, and humanities. Our newly created STEAMM Academy gives students the opportunity to earn several college credits as well as participate in local internship experiences. Our RAMS Den Writing Center, which is open every period of the day, has been updated with state of the art technology which will enhance students' learning. We also have partnered with Oberg Manufacturing to create a Junior Apprentice Advantage program which gives students the opportunity to learn technical skills that will prepare them for a career in manufacturing. We look forward to celebrating the excellence of our students in the classroom, on the stage, on the athletic field and in the community.

The purpose of this handbook is to inform students and families about Highlands High School policies, procedures, and practices for the school year.

The information in this document has been derived from legal requirements and sound educational practices. Accordingly, our school will be organized in such a way as to provide maximum opportunity for an orderly educational environment where all students will excel. We hope that we can work together in a spirit of cooperation.

As we journey through this year together, please remember that all of us are here to help our students reach their goals. Please do not hesitate to contact the teachers, guidance counselors or myself with questions, concerns and suggestions. Thank you for the privilege of working with your children.

Sincerely,



Catherine M. Russo, Principal



ALMA MATER

Hail to thee, O Highlands High School,
We with reverence sing thy praise,
May we ever keep thy memory,
Bright and true throughout our day.

Gold and brown and white the colors,
Of our Alma Mater proud,
Let our zeal be fervent
As we sing our glories loud.
Hail to thee, O Highlands High School,
We with reverence sing thy praise,
May we ever keep thy memory,
Bright and true through all our days.

WHERE TO GO FOR WHAT YOU NEED

Main Office

- For general school business
- For appointments with Principal
- For appointments with Assistant Principal
- For attendance information
- For accident or illness
- For disciplinary action
- For payment of obligations
- To report loss of personal property
- For permission to leave campus
- For admission to classes (tardies)
- For lost and found

Guidance Office

- For personal counseling
- For course counseling
- For G.E.D. (high school equivalence diploma) counseling
- For information about financial aid and scholarships
- For class ranking
- For information about colleges and careers
- To report health problems
- To secure confidential information concerning suspected pregnancy
- Transcripts
- Student records
- Medical Updates
- To schedule parent-teacher conferences
- For academic information
- For on and off campus federal employment program information
- For armed service information
- For technical school information
- For alternative education programs



BELL SCHEDULES

Regular Bell Schedule

| | |
|------------|-------------------|
| First Bell | 7:40am |
| Tardy Bell | 7:45am – 8:00am |
| Period 1 | 8:04am – 8:44am |
| Period 2 | 8:48am – 9:28am |
| Period 3 | 9:32am – 10:14am |
| Period 4 | 10:18am – 11:01am |
| Period 5A | 11:05am – 11:26am |
| Period 5B | 11:31am – 11:52pm |
| Period 5C | 11:57am – 12:18am |
| Period 6 | 12:23pm – 1:04pm |
| Period 7 | 1:08pm – 1:49pm |
| Period 8 | 1:53pm – 2:34pm |
| Dismissal | 2:34 pm |

Two Hour Delay Bell Schedule

| | |
|-----------|-------------------|
| Homeroom | 9:45am – 9:50am |
| Period 3 | 9:54am – 10:24am |
| Period 4 | 10:28am – 11:01am |
| Period 5A | 11:05am – 11:26am |
| Period 5B | 11:31am – 11:52am |
| Period 5C | 11:57am – 12:18pm |
| Period 6 | 12:23pm – 12:46pm |
| Period 7 | 12:50pm – 1:13pm |
| Period 8 | 1:17pm – 1:40pm |
| Period 1 | 1:44pm – 2:04pm |
| Period 2 | 2:08pm – 2:34pm |
| Dismissal | 2:34pm |

Pep Assembly Bell Schedule

The schedule through lunch stays the same. The rest is as follows:

| | |
|--------------|-------------------|
| Period 6 | 12:23pm – 12:50pm |
| Period 7 | 12:54pm – 1:23pm |
| Period 8 | 1:27pm – 1:56pm |
| Pep Assembly | 2:04pm – 2:34pm |

ACADEMIC PROGRAM

Graduation

In order for a student to receive a high school diploma and to participate in commencement exercises, he/she must complete all of the Highlands School District Board of Directors requirements prior to graduation day.

Credit Evaluation

One credit equals a minimum of 200 minutes of classroom work per week for a period of 36 weeks. Partial units of credit are granted by Highlands School District on the basis of 1/5 credit for each day per week a particular class meets. For example, a class or course which meets 2 periods per week for 36 weeks has a value of 2/5 credit.

Requirements for Graduation

Graduation requirements are based primarily on standards set by the Department of Education and the Highlands School Board of Directors and Administration.

Every student must successfully complete one credit each in English, Math, Science and Social Studies each year.

Currently, the minimum 24 1/5 credits required for graduation and participation in commencement exercises are:

| | |
|--------------------|---------------|
| English | 4 credits |
| Social Studies | 4 credits |
| Science | 4 credits |
| Mathematics | 4 credits |
| Electives | 4 credits |
| PE/Health/Aquatics | 2 1/5 credits |
| Arts/Humanities | 2 credits |

Percentage Grading System

Percentage grades are used for each nine week grading period as well as semester and final averages. This is designed to encourage students to work to their fullest potential and to better prepare our students for post-secondary study. Weighted grades will be reflected in the nine weeks, semester and final averages. The current scale (90, 80, 70, 60) will be used.

If a student receives a failing grade for the final average in a required subject, that course must be repeated. Students who fail subjects can make special arrangements with the guidance counselor or principal to make them up in summer school depending on course availability. The grade earned in summer school will not replace the failing or otherwise low grade received during the regular school term. Both grades will be entered on the permanent record and transcript forms with a notation indicating the summer school grade. Both grades are considered in determining class rank.

At the end of each semester, a “Brown” Scholastic Achievement Award certificate is presented to students who have earned a semester average of 85% to 89.999%. A “Gold” Scholastic Achievement Award certificate is presented for an average of 90% or above. Students who earn a 96% average or above for **either** semester will receive an Academic Letter. Students who earn a 96% average or above for **both** semesters of an academic school year will receive a gold pin insert for the Academic Letter.

Weighted Grades and Quality Point Average

In the computation of a student’s grade point average, weighted grades will apply to some courses. The percentage earned in all AP and CHS courses will be multiplied by 1.1 indicated by an “A” on the report card. The percentage earned in all Honors courses will be multiplied by 1.05 indicated by a “C” on the report card. The percentage earned in all technical courses (FRCTC) will be multiplied by 1.025 indicated by a “T” on the report card. All other courses will be indicated by a “R” and have a weight of 1.00.

ACADEMIC AWARDS CELEBRATION

1. Each year, the top academic achievers in grades 9 through 12 are recognized at a reception. These students are selected by class rank based only on the previous three nine-week periods of that year; prior grade point history will not be averaged into the rank.
2. Students who earn the Vocational Education Award are also recognized.

ATHLETIC PROGRAM

The athletic program at Highlands High School exists for the purpose of giving wholesome activities to students and for providing competition with other schools. We encourage both active participation as well as spectator support. The athletic program meets the requirements of the Pennsylvania Interscholastic Athletic Association (PIAA).

| <u>FALL</u> | <u>WINTER</u> | <u>SPRING</u> |
|---------------------|----------------------|----------------------|
| B & G Cross Country | B & G Basketball | Baseball |
| B & G Soccer | Wrestling | Girls Softball |
| Football | B & G Swimming | B & G Track |
| B & G Golf | | Boys Tennis |
| Girls Tennis | | |
| Girls Volleyball | | |

Grade Requirements for Student Participation in Extracurricular Activities

The following position statement has been developed by the Highlands School District in order to provide our students with an opportunity to: work to their fullest potential, motivate them to be more effective in the classroom, encourage them to stay in school, and participate in a tutorial program designed to improve their grades. The Highlands School District has, therefore, developed the following guidelines that govern student participation in athletics.

1. The Principal or Assistant Principal will contact the Athletic Director to inform him of students who are failing more than one subject every Friday morning.
2. A student failing more than one subject on any given Friday at the time the eligibility report is generated will be ineligible for one week, beginning the Saturday following the Friday until the next Saturday.

ATTENDANCE POLICY

One of the most important items on a student's record is attendance. Good attendance is a habit every student should develop. A student with excessive absenteeism cannot be taught effectively and cannot keep up with the work missed in class. To develop and maintain good attendance habits for all students, Highlands has adopted a strict and effective attendance policy. *The School Laws of Pennsylvania classified all absences as unexcused or illegal except those for the following reasons: illness of the pupil, death in the family, religious, vacation, and "exceptionally urgent reasons" such as quarantine, recovery from an accident, required court attendance, approved family educational trips, educational tours, etc.*

Highlands will enforce the state's compulsory attendance laws to eliminate absenteeism. Parents are able to access their child's attendance by logging into the ProgressBook system at www.goldenrams.com. When a student is absent, parents are asked to call and notify the school office by 8:00 AM at 724-226-1000, ext. 4100. If the office is not notified, the school will attempt to contact the homes of students marked absent after morning attendance is checked.

A parent or Guardian **may** be asked to accompany the student to school after the third day of absence for a conference with a principal or a Truancy Elimination Plan (TEP) meeting; a conference **may** also be required for every unexcused absence. A doctor's excuse will be required for absences due to illness in excess of ten days, and for each day of absence and thereafter. A warning letter will be sent after the eighth day of absence.

Parents will be served the first notice of illegal absence as required by state law after three illegal absences. A TEP meeting will be required. Any and all notices served thereafter, during the student's entire period of enrollment in the Highlands School District, shall be considered second notices with issuance of a citation with the district justice. The principal will assign home visits by the attendance officer when necessary.

Students who arrive between 7:45 AM and 9:30 AM will be marked tardy. Any student arriving between 9:30 AM and 11:00 AM will be marked absent for a half day. Students who arrived after 11:00 AM will be given no credit for that day.

Students who leave school before 9:30 AM will be marked absent for the day. Students to leave school between 9:30 AM and 11:00 AM will be marked absent for ½ day and students to leave after 11:00 AM will be given full credit for the day.

Unexcused absences will result in failing grades for daily class work missed; makeup work will not be permitted. Students may also be assigned In-School Suspension for unexcused absences.

Assignments to After-School-Alternative (ASA) and Out-of-School suspensions are considered excused absences and students are permitted to make up missed work.

1. Excuses

Absentees must submit a written excuse signed by a parent/guardian upon returning to school.

A. The excuse must be written to the Homeroom teacher. It must include the student's full name, dates and reason for absence, the date the excuse was written, and the signature of the parent or guardian (a student signing for a parent is unacceptable).

B. Excessive absence due to illness will necessitate a letter being sent to the home advising that further absences due to illness must be accompanied by a doctor's excuse.

2. Forgetting an Excuse

If a student does not present an excuse within 3 days, the absence is classified as illegal or unexcused.

3. Illness During School Hours

If a student becomes ill during school hours, the student must follow the Procedure for Release of High School Students—Nurse's Office. Compliance with this procedure will ensure the safety and well being of all students.

- a.) If the student is ill, the student must report to the Nurse's Office. In the nurse's office, the student can expect the medical official to complete a nursing assessment, determine an appropriate intervention, and, if necessary, contact the parent/guardian.
- b.) If it is determined by the parent and/or school medical official that the student needs to go home, the parent will make arrangements for the retrieval of the student. If the student drove to school, the school nurse will determine if the student is capable of driving home safely; will obtain verbal permission from the parent to permit the student to drive home. Security personnel will also be informed that the student has parental permission to drive home and will be exiting the student parking lot.
- c.) The student will receive a "Nurse's Office" pass which must be presented to the Main Office at the time of "signing out". (neither the school administration nor the main office staff will recognize a "legal" release from the high school, due to illness, without a "Nurse's Office" pass.
- d.) At all times, the student must remain in the building while waiting for the parent to arrive. The student must only exit through the main office.

Compliance with this procedure will provide the student with a "medically excused absence". This information will be documented in the student's attendance records. Non compliance with this procedure will result in possible disciplinary consequences and/or receipt of an "unexcused absence."

4. Special Excuses (Blue Slips)

- A. Parents and students should make every effort to schedule appointments for special services after school. Administrators and teachers will discourage the practice of dismissal during school hours, but if it is necessary to be excused during the day, the student must follow this procedure.
1. Submit to the office a written request from the parent stating the reason and time the student is to be excused. The excuse must be presented to the principal or assistant principal one day in advance. **REQUESTS MADE BY PHONE WILL NOT BE HONORED.**
 2. Parents must phone the school office in advance to verify the written excuse. If presented on the same day of the appointment, the request must be verified by the office before a special excuse can be issued.
 3. Upon approval, a special excuse will then be issued.
 4. The parent/guardian must report to the office when leaving and present the special excuse to the secretary.
 5. Students must sign out in the office when leaving and present the special excuse to the secretary.
 6. When the student is returning the same day, he/she must sign in at the main office.
- B. During final exams, no special excuses will be honored. Please plan accordingly.
- C. Special excuses for seniors during graduation practice will not be honored. Please plan accordingly.
- D. Students requesting a special excuse for a visit to a post-secondary school must have a letter from that school with the time and date of appointment stated.
- E. Doctor or dental appointments during the school day are expected to be no longer than two (2) hours in duration except for special circumstances. Also, the doctor/dentist appointment pass must be filled out and signed by the doctor. The completed pass **must** be presented to the office immediately upon returning to school.

NOTE: NO SPECIAL EXCUSES FOR ANY REASON WILL BE GRANTED THE LAST TWO WEEKS OF THE SCHOOL YEAR.

AFTER SCHOOL ALTERNATIVE (ASA)

The After School Alternative (ASA) program is designed to help students to maintain grades and attendance when an Out-of-School suspension is assigned. The student will be required to report to the High School Office for the ASA session that will run from 3:00 p.m. – 6:00 p.m. The student will receive all of his/her school work for that day at ASA. Failure to report to ASA will result in the student being marked as an illegal or unexcused absence (dependent upon the student's age) and the student will not be permitted to make up the missed work.

EXPECTATIONS:

- A. Students must be in the classroom by 3:00 p.m. If students arrive tardy for ASA, a detention will be assigned. Any student arriving after 3:15 p.m. will be turned away and the student will be marked as an illegal or unexcused absence.
- B. Students should bring their books for school and be prepared for class.
- C. Students will work for the duration of the class.
- D. One 10 minute break will be given at 4:30 p.m.
- E. All classroom rules apply. In the event a student is asked to leave, the student will be marked as an illegal or unexcused absence.

BOOKBAGS/BACKPACKS

Students are permitted to carry standard sized book bags in the high school. These bags will be searched upon entry into the building. School issued athletic bags will also be searched upon entry into the high school and stored in the main office. Purse sizes are limited to 8 ½ X 11 inches or smaller. All purses will be searched upon entry into the high school.

BULLYING/CYBER BULLYING

Bullying is a form of aggression where (1) the behavior is intended to harm or cause distress, (2) the behavior occurs repeatedly over time, and (3) there is an imbalance of power or strength among the parties.

Bullying violates a student's rights, and can adversely affect a student's education. NO FORM OF BULLYING WILL BE PERMITTED AT HIGHLANDS HIGH SCHOOL. Depending upon the severity of the bullying offense, the following consequences may be enacted for a student found to be bullying:

- Verbal reprimand, phone call to parent, and the student must sign a bully contract.
- Phone call to parent and one day of in-school-suspension
- Phone call to parent and three day assignment to ASA and/or out-of-school-suspension
- Phone call to parent, up to a five day assignment to ASA and/or an out-of-school-suspension, and a citation

- Recommendation for expulsion for violation of school policy

Cyber bullying, or bullying through the use of technologies such as cell phones, networking websites, or email, is a federal crime. Anyone caught cyber bullying may be reported to the local police department in addition to being disciplined through the school.

BUS SAFETY

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous and cooperative. Students are to ride their assigned bus. Students may not ride another bus without a written request from a parent and signed permission from the Building Principal, or Assistant Principal.

Student's actions which endanger themselves and others will be addressed with consequences. The bus driver is in complete charge of the bus. Situations that need attention should be reported to the driver immediately. A student who violates any safety regulation may be deprived of the privilege of school transportation and/or disciplined.

CAFETERIA

1. A "closed lunch" program is in effect; students may bring their own lunch or obtain a lunch from the school cafeteria, but all students must eat in the cafeteria. Pizza and/or fast food deliveries are not permitted.
2. All students are eligible to receive free breakfast and lunch every day. Ala carte items, must be purchased by the student.
3. All students seated at a table are responsible for cleaning that table. Students must take trays, dishes and eating utensils to the washroom. Paper and leftovers must be disposed of in the receptacles provided.
4. Skipping in line will result in disciplinary action.
5. No food or drink of any kind is to be taken out of the cafeteria.
6. Breakfast is served every morning from 7:00 a.m. until 7:35 a.m.

CARE OF SCHOOL PROPERTY

1. The books, materials, equipment, furniture, and buildings utilized by students of Highlands are the property of the Highlands School District. They are purchased in large measure from the taxes paid by the local adult citizenry of which your parents are a part. The loss or misuse of any of the above materials will result in the student and his/her parents being held financially responsible.
2. Failure to meet these financial responsibilities could result in the student being placed on the restricted list and ultimately being denied access to extracurricular activities such as prom, dances, athletic events, graduation, etc.

CELL PHONE POLICY

Student possession of cell phones and other personal electronic devices, such as pagers, calculators, personal assistants (PDAs), laptop computers, handheld computers, cameras, MP3 players, or any other devices designed to communicate, create or store information **is permitted** by the Highlands School Board. Owners assume all risks of damage, theft, loss or misuse of such devices.

In order to maintain a safe and academically focused environment, Highlands High School promotes the RESPONSIBLE use of cell phone technology. Cell Phone technology can enhance student engagement and student achievement.

- ✓ Students *may* use their electronic devices in the classroom for educational purposes only if they have teacher consent.
 - Red – NO CELL PHONE USE
 - Yellow --CONTENT SPECIFIC CELL PHONE USE
 - Green – SOCIALLY RESPONSIBLE CELL PHONE USE
- ✓ Students may not employ the district network for commercial or any non-educational purpose.

Any electronic device that disrupts the instructional day will result in disciplinary action and/or confiscation of the device.

- **1st Offense**
Device is confiscated until the end of the day, parent is notified.
- **2nd Offense**
Device is confiscated. Parent must pick up item.
- **3rd Offense**
Device is confiscated, student is assigned ASA, parent must pick up phone, and student loses privilege of bringing cell phone/device to school.

IRRESPONSIBLE use of cell phone technology will result in disciplinary action and/or confiscation of the device.

- **1st Offense**
Device is confiscated. Parent is notified. Student MUST turn the device into the office for 5 Days.
- **2nd Offense**
Device is confiscated. Parent is notified. Student MUST turn the device into the office for 9 weeks.
- **3rd Offense**
Device is confiscated. Parent is notified. Student MUST turn the device into the office for Semester or remainder of the year.

DELEGATION OF RESPONSIBILITY:

The Superintendent or designee shall annually notify students, parent/guardians and staff about the district's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Devices must be silenced during the school day unless otherwise permitted by district procedures. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school buses is prohibited and will result in disciplinary action and/or confiscation of the personal device. Exceptions to any prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided in a student's individualized education program (IEP).

Highlands High School promotes the RESPONSIBLE use of cell phone technology. Cell Phone technology can enhance student engagement and student achievement.

GUIDELINES:

- Parents and students must sign Acceptable Usage Policy Waiver acknowledging review of Board Policy #815, Acceptable Use of Internet and Computer Resources and knowledge of restrictions, responsibilities and consequences in said policy.
- Student use of such devices in a manner that interrupts the instructional day will result in disciplinary action and/or confiscation of the device. If device is confiscated, it will only be released to a parent/guardian.
- Students can only utilize such devices in the classroom with the consent of the teacher.
- A camera of any type in restrooms, locker rooms, swimming pool areas or during testing is prohibited.
- Sending text, image, sound, video or files for the purpose of cheating is grounds for confiscation and/or inspection of transmitted data.
- The following also is prohibited while using such devices on school grounds: sending/displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; violating copyright laws; using another person's password/access codes; trespassing in another's digital files, work or folders.
- Students should not intentionally waste resources, such as excessive downloading or creating viruses.
- Students may not employ the district network for commercial or any non-educational purposes.

- If students do not adhere to the above guidelines or if reasonable suspicion is had regarding infractions of the above guidelines, district authorities will follow these procedures:
 - Staff may confiscate the device when in use outside the parameters of the acceptable use guidelines listed here and in Board Policy #815.
 - School administration will receive the device and hold until parent/guardian and/or Harrison Township Police inspect device in case of guideline violations involving a sexual, violent or attacking nature.
- District staff is not authorized to share, distribute or download any content from a student's personal device.
- Disciplinary action will be determined by the number of previous violations, the nature of the act, the context in which alleged violations occur. Consequences can vary from revocation of privileges to suspensions, expulsions or legal action.

CHEATING OR PLAGIARISM

Cheating involves giving or receiving unauthorized help by talking, by using written notes, or by any other visual, oral, tactile, or electronic means.

Plagiarism is the intentional stealing of words or ideas from someone else and submitting them as one's own work. Plagiarism is a crime: both inside and outside school. Internet "cut and paste" is an example of plagiarism.

The following will occur when a student is caught and reported cheating or plagiarizing:

1. An "F" grade on the activity, project, or test on which the cheating occurred with no opportunity for make-up work. Parent notification and referral.
2. A two week suspension from any extra-curricular activities.
3. First offense – a one-year suspension from meritorious organizations (i.e. National Honor Society) from the date of the infraction. Second offense – permanent expulsion from meritorious organizations. Parental notification and referral.
4. Forfeiture of any meritorious awards (e.g. valedictorian, salutatorian during periods of suspension or expulsion.)

NOTE:

1. The discipline of the student(s) cheating/plagiarizing will be handled by the supervising teacher, the student(s) involved in the cheating/plagiarizing, and the sponsor of the meritorious organization and/or extra-curricular activity, if any.
2. An anecdotal will be handed into the Office so it can be placed in the student's discipline file.
3. Any appeal of a decision made by the aforementioned teachers or student will be referred to the administration.
4. Prompt reporting of student cheating/plagiarizing to the sponsors of meritorious organizations and/or extra-curricular activities is essential.

NOTE: *Daily assignments and homework are considered individual assignments and **sharing is cheating**. The above-mentioned policy applies.*

CLASS CUTS

In order for a student to achieve at their highest potential it is imperative that they attend class regularly. Therefore, choosing not to attend class is irresponsible behavior. This choice will result in a suspension, students will be considered illegally absent, and will not have the opportunity to complete any missed assignments during the period they did not attend.

- 1st offense - One day In-School Suspension (Parent Contact)
- 2nd offense - Two days In-School Suspension (Parent Contact)
- 3rd offense - Three days In-School Suspension (Parent Contact) Student will be referred to the Student Assistance Program.

CLASS OFFICER RESPONSIBILITIES

Students who wish to become a class officer should be aware of the responsibilities that are assigned to the four classes.

Senior Class Officer's Responsibilities:

1. Pay for the caps and gowns.
2. Senior Banquet
3. Graduation announcements
4. Organize fund raiser (magazine sale)
5. Establish Senior Executive Committee
6. Establish meeting schedule
7. Coordinate all activities through sponsor and activity
8. Ensure all monies are deposited in Student Activities Account

Junior Class Officer's Responsibilities:

1. Develop yearly budget
2. Establish Junior Executive Committee
3. Establish meeting schedule
4. Coordinate activities through sponsor and activity director
5. Ensure all monies are deposited in Student Activities Account
6. Organize fund raisers (candy sales)
7. Junior-Senior Prom
8. Assist the post-prom committee planning

CLASS RANK

For each semester, the current credits and the quality points from previous years starting with grade 9 are added together to compute the class rank.

CLINIC (NURSE)

1. The health suite is located on the second floor of the commons. It is under the supervision of the school nurse.
2. The school nurse is normally available for first aid and consultation services everyday. Should any student find the health suite closed, he/she should report to the main office.
3. A physical examination, required by school law, will be conducted at the 11th grade level.
4. First aid is one of the school health services. It should be emphasized that first aid is immediate temporary care. Beyond such treatment, the student is referred to his/her family for any continuing care. The school nurse does **not** have the authority to diagnose, treat, or prescribe medications for injuries that occur beyond the school hours.
5. The purpose of the health room is to evaluate the condition of children who become ill in school and to give immediate first aid for injuries that occur **during** school hours.
6. Any request to change dressings, rewrap ace bandages, etc. that have been applied by the parent or doctor must be accompanied by a signed note from the parent/guardian, or a written order from the doctor.

Medication in School

1. Prescription medication must be presented in the original pharmacy bottle with written permission from the parent/guardian.
2. Non-prescription medications (over-the-counter) must also be presented in the original labeled container with child's name on it and written permission from the parent/guardian.
3. Unlabeled medications will **not** be given at school.
4. Medications are to be kept in the Nurse's office. Students are not permitted to carry their medications with them throughout the day.
5. Students caught carrying Prescription or Non-prescription medications into the building, without written permission from a parent/guardian will be dealt with according to the Code of Conduct. Students caught carrying Prescription or Non-prescription medications in the building will receive consequences indicated in the Code of Conduct.

Inhalers

The Pennsylvania Health department has mandated that all students with a diagnosis that requires a prescribed inhaler have the option to carry their inhaler with them at school and self-medicate. Highlands School District will comply with this new regulation, but **before any student is permitted to carry their inhaler and self-medicate at school, they must first meet the following requirements:**

1. Provide a written statement from the parent/guardian requesting the school to comply with the doctor's order.

2. Provide a statement from the parent/guardian acknowledging that the school is not responsible for ensuring that the medication is taken and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. Provide a written statement from the doctor stating:
 - Name of drug
 - Dosage prescribed
 - Times medication is to be taken
 - Length of time medication is prescribed
 - Diagnosis or reason medication is needed
 - Potential serious reaction or side effects of the medication
 - Emergency response
 - If the child is qualified and able to self-administer the medication

No student will be permitted to carry their inhaler nor self-medicate at school until all written requirements have been completed and returned to the nurse. The student must then demonstrate to the nurse that they can responsibly use this medication without the supervision of the nurse. If the need to self-medicate should arise, the student shall inform the nurse, and the use will be documented.

If the parent prefers, the inhaler may continue to be stored in the nurse's office and administered under the supervision of the school nurse.

Emergency Numbers

Please be sure that the school has several alternate persons who may be reached during the school day in the event of an emergency, illness, or accident. It is also necessary for the school to be notified of changes in home or emergency numbers as soon as they occur.

Medical Excuses

When submitting a doctor's excuse for an absence, it should be taken directly to the nurses office, where they will make note of it. Once the nurse has documented the excuse it will be placed in the student's health record.

CODE OF CONDUCT

Supervision of the students is the responsibility of every member of the school staff. The following behaviors will be considered grounds for disciplinary action when they occur on school grounds (during school hours), at school functions (on or off campus), going to or from school (at the bus stop), or are directed toward the persons, family, or property of school personnel (staff, chaperons, or volunteers). **ANY BEHAVIOR WHICH DISRUPTS THE NORMAL SCHOOL OPERATION IS GROUNDS FOR DISCIPLINARY ACTION AND/OR CRIMINAL PROSECUTION.** The following is a general guideline of disciplinary

consequences. The actual consequences enacted may be more or less (at the discretion of the Principal or Designee) depending upon the degree of violation.

The High School will dispose of all confiscated items that have not been picked up by parents/guardians by the end of the current school year. **The school will not be responsible for the loss of these items.**

JUNIOR vs. SENIOR WARS

The Highlands School District and the surrounding communities **strongly discourage** the recent tradition of the Junior vs. Senior Wars. This activity, unfortunately, has been prone to unsafe and destructive behaviors causing unnecessary stress and anxiety on the district and community. Any student choosing to participate in this activity will be referred to the Local Law Enforcement and may be excluded from extra-curricular activities.

The Code of Conduct applies to all Highlands School District students who also attend Alternative Education, HVA and the Partial Hospital program.

Disciplinary Action (Administrative) Consequences:

1. Recommendation for expulsion
2. OSS (Out-of-school suspension)**
3. ASA (After school suspension)
4. ISS (In-school suspension)
5. Detention
6. Reprimand and conference
7. Citations from School Security and or local police
8. Violations may result in loss of driving privilege, traffic citation, and/or towing at owner's expense.
9. Referral to juvenile court
10. Placement on Restricted List/Restricted Lunch
11. Loss of all non-academic school activities (i.e. athletics, clubs, dances, fieldtrips, assemblies, etc.) for a period of time to be determined by the principal.

** 1-10 days by Principal or Designee.

ASA – students who are suspended will not attend classes during school hours. They will attend ASA from 3:00 – 6:00 p.m. Students will be marked illegal if they fail to attend ASA.

ITEMS MARKED WITH AN ASTERISK INCLUDE LOCKER, CAR, PERSON.

| <u>Violation</u> | <u>Disciplinary Action</u> |
|---|-----------------------------------|
| Assault/Battery | 1, 2, 3, 4, 7, 9, 10, 11 |
| Chewing tobacco products | 2, 3, 4, 7, 10, 11 |
| Computer misuse | 1, 2, 3, 4, 7, 10, 11 |
| Defacing or damaging school property | 1, 2, 3, 4, 7, 10, 11 |
| Defiance or gross insubordination | 1, 2, 3, 4, 7, 10, 11 |
| Disrespect to school personnel | 2, 3, 4, 5, 10, 11 |
| Disruptive behavior in the cafeteria (May result in suspension from cafeteria) | 2, 3, 4, 5, 6, 10, 11 |
| Driving carelessly or too fast | 2, 3, 4, 5, 6, 7, 8, 10, 11 |
| Failure to display parking decal | 2, 3, 4, 5, 8, 10, 11 |
| Failure to follow traffic guidelines and rules | 2, 3, 4, 5, 8, 10, 11 |
| Failure to serve detention | 2, 3, 4, 6, 10, 11 |
| False fire alarm (911 calls) | 1, 2, 3, 4, 7, 9, 10, 11 |
| Falsification of identification | 1, 2, 3, 4, 5, 10, 11 |
| Fighting or instigating a fight | 1, 2, 3, 4, 5, 7, 9, 10, 11 |
| Fighting with a weapon | 1, 2, 3, 7, 9, 10, 11 |
| Food or drink in buildings/classrooms/hallways | 2, 3, 4, 5, 10, 11 |
| Forgery | 2, 3, 4, 10, 11 |
| Gambling | 2, 3, 4, 10, 11 |
| Harassment/Bullying or Racial/Ethnic Intimidation | 1, 2, 3, 4, 5, 7, 9, 10, 11 |
| Horseplay | 2, 3, 4, 5, 6, 7, 10, 11 |
| Insubordination | 1, 2, 3, 4, 5, 6, 7, 8, 10, 11 |
| Interfering with the privacy of any student by non-consenting act | 1, 2, 3, 4, 10, 11 |
| Leaving campus without permission/transporting student without permission | 1, 2, 3, 8, 10, 11 |
| Loitering in unauthorized areas | 2, 3, 4, 5, 10, 11 |
| Loitering on another school campus during school hours | 2, 3, 4, 7, 10, 11 |
| Misuse of internet/computers or network | 2, 3, 4, 5, 7, 9, 10, 11 |
| No parking permit | 4, 5, 8, 10, 11 |
| Use of phone during school day | 4, 5, 10, 11 * |
| Out of class without permission (No Hall Pass) | 2, 3, 4, 5, 10, 11 |
| Parking in faculty or restricted area | 2, 3, 4, 5, 8, 10, 11 |
| Participation in walk-outs, sit-in, strike | 2, 3, 4, 10, 11 |
| Possession of articles disruptive to school* (E.g. radios, head sets, tape recorders, beepers, electric games, etc.) | 2, 3, 4, 5, 10, 11 |
| Possession of or firing fire crackers* | 1, 2, 3, 4, 7, 10, 11 |
| Possession of weapons* | 1, 2, 3, 4, 7, 9, 10, 11 |
| Profanity, vulgarity, possession of lewd material. | 2, 3, 4, 5, 6, 7, 10, 11 |
| Sexual Harassment/Assault or Behavior | 1, 2, 3, 4, 7, 10, 11 |
| Smoking or possession of smoking materials* | 2, 3, 4, 7, 10, 11 |
| Stealing private or school property | 1, 2, 3, 4, 7, 10, 11 |
| Tardiness (see Tardy Policy) | 2, 3, 4, 5, 6, 10, 11 |
| Threat, assault and/or battery on school personnel (verbal or physical) | 1, 2, 3, 4, 7, 9, 10, 11 |
| Trespassing on campus while suspended from school | 2, 7, 10, 11 |
| Unauthorized possession and/or use of student pass | 2, 3, 4, 5, 10, 11 |
| Using, possession, or sale of intoxicating beverages* | 2, 3, 4, 7, 10, 11 |
| Violation of dress code | 2, 3, 4, 5, 6, 10, 11 |
| Willful disobedience (Insubordination) | 1, 2, 3, 4, 5, 10, 11 |
| Willful and persistent violation of school code | 1, 2, 3, 4, 5, 6, 10, 11 |

*Pagers and Cell Phone Policy (pg. 33)

DETENTION

Detention is held Monday through Thursday from 2:45 PM to 3:45 PM

You must have school work to complete, and you must work during the entire detention.

There will be no form of communication permitted between students. If you have a question for the supervisor, raise your hand and wait to be recognized.

Sleeping is not permitted.

Proper school attire is required.

If any of the above rules are broken, further disciplinary action will result. If a student is dismissed from detention hall, this will count as an unserved detention.

No food or drink is permitted in detention hall.

If a student skips a detention he/she will receive a one day reassignment to In-School Suspension, After School Alternative or Out-of-School Suspension.

If there is no school during a scheduled detention, the student must make up their detention on the next school day that detention is offered.

If a student is absent on the date of assigned detention, the detention will be served the following scheduled day of detention.

DRESS CODE

We take pride in the appearance of our students at Highlands High School. **School is a student's place of business and appropriate dress and hygiene is important.**

Students must dress in a manner that will not constitute a disruption in the school, create a safety hazard, or exhibit impropriety. *The focus of all students and staff should be on academics and not on dress.*

Please note the following guidelines:

1. Clothing
 - A. Modest dress is expected. No inappropriate exposure of the body. (Examples: no bare shoulders, bare midriffs, backs, sides, or chest. No clothing made of mesh or sheer material. No tube or tank tops. No exposed bra straps.) Midriff should not be exposed when arms are lifted over head.
 - B. Clothing, buttons, or jewelry with words, phrases, symbols, pictures, or insignia which are obscene, profane, racist, "gang" related, related to drugs, alcohol, or tobacco use are prohibited.
 - C. Shoes with cleats or abrasive soles which might cause damage to school property; bedroom slippers, shower shoes, bare feet are not permitted. (Appropriate footwear must be worn.)
 - D. Extremely tight clothing (examples: spandex, etc.) is not permitted

- E. Appropriate undergarments must be worn. Undershirt type upper garments are **NOT** to be worn as the only upper garment.
 - F. Dresses, shorts, and skirts **MUST BE MID-THIGH IN LENGTH WHILE SEATED**. No nylon shorts, running shorts, gym shorts, bicycle shorts, cut-offs, or bathing suits. (Exceptions: Cheerleader and Majorette uniforms on days designated by the administration and for physical education class.)
 - G. Clothing with large, excessive and/or revealing holes may **NOT** be worn.
 - H. Leggings must be covered by appropriate shorts or skirts.
 - I. Shorts and/or pants **MUST** be worn **waist high**. Pants may not sag below the waist.
 - J. Coats or jackets worn as outerwear are to be kept in the student's locker during the school day. They are not to be worn or carried to classes.
 - K. "Tank Tops", "Spaghetti Straps", exposed bra straps or camis are not permitted. Tops must cover from the shoulder to the collar bone.
- 2. Hair
 - A. Hair must be neat, clean, and combed.
 - B. No picks, combs, hair rollers, or curlers in hair.
 - 3. Hats
 - A. No hats, hoods, bandanas, headbands, or any type of covering on the head are allowed.
 - 4. No sunglasses are to be worn indoors.
 - 5. Belts/Chains
 - A. Belts, if worn, **must be buckled.**
 - B. No dangling or exposed belts/chains of any type. **Chains will be confiscated.**
 - 6. Jewelry which may pose as a safety hazard (Example: large, heavy metal rings or wrist bands, choke collars around neck, spiked wrist bands, collars and belts.)

NOTE: *A student missing class time to conform to the dress code policy will receive an unexcused absence for the time away from class(es).*

Final judgment concerning proper student attire will be made by the administration.

DRUG AND ALCOHOL POLICY

The Highlands School District recognizes its responsibility to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by students.

Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administration and faculty effort, and rehabilitative and disciplinary procedures, the Highlands School District will work to combat the problems associated with substance abuse that permeates our society.

Possession/Use/Sale

Having on one's person or within one's person or under one's control by placement of and knowledge of the whereabouts or reasonable belief that one has assimilated or reasonably appears, in the judgment of appropriate school officials, to be under the influence of any controlled, uncontrolled, unauthorized prescriptions, alcohol, and/or over the counter substances while on school property or under jurisdiction and control of the Highlands School District. Students in possession of legitimate prescriptions in their names and following appropriate guidelines of the School District Policy for medications are exempt from this directive.

Distribution

The transfer of any controlled, uncontrolled, unauthorized prescription, alcohol, and over the counter substances to another person, with or without exchange of money or consideration of other valuables while under the jurisdiction of Highlands School District. Under this directive, possession is included in any case of distribution.

Suspicion of influence:

A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc... Behavior may or may not be related to Alcohol and Other Drugs (AOD) use.

1. Notify parent.
2. SAP (Student Assistance Program) referral.
3. Discipline is not mandated. If inappropriate behavior is serious enough, discipline could include at minimum an assigned detention and at maximum an assignment to After School Alternative (ASA) or Out-Of-School Suspension (OSS).

Demonstrating Symptoms:

A student demonstrates symptoms of possible Alcohol or Other Drug use.

1. Notify nurse and school security.
2. Search student, locker, car, etc...
3. Notify parent.
4. Local police may be notified.
5. SAP referral and drug assessment.

6. Discipline could range from ISS, OSS, ASA to referral to the school board for expulsion. The student will be restricted from school activities for up to 60 days.

Possession of Alcohol or Other Drugs (AOD)

Student is caught with Alcohol or Other Drugs (AOD).

1. Notify nurse and school security.
2. Search student, locker, car, etc... and confiscate AOD.
3. Notify parent.
4. Police may be notified.
5. Police may file charges. If charges are filed, district justice or juvenile court will dispose.
6. SAP referral and drug evaluation.
7. Discipline is 1-10 days of OSS or a combination of ISS, OSS, or ASA equaling 10 days. The student will be restricted from school activities for up to 1 year. Student may possibly be referred to the school board for expulsion.

Possession of Drug or Alcohol Paraphernalia

A student is found in possession of paraphernalia associated with alcohol or drug use, including but not limited to: papers, bongs, clips, pipes, needles, etc.

1. Search student, locker, car, etc. and confiscate AOD.
2. Notify school security.
3. Notify parent.
4. Police may be notified
5. Police may file charges. If charges are filed, district justice or juvenile court will dispose.
6. Student may be required to be evaluated at a licensed drug and alcohol facility.
7. SAP referral for follow-up.
8. Discipline is 1-10 days of OSS or a combination of ISS, OSS, or ASA equaling 10 days. The student will be restricted from school activities for up to 1 year. Student may possibly be referred to the school board for expulsion.

ATHLETES AND CHEERLEADERS

The opportunity to represent the Highlands School District and its communities as a member of an athletic team, individual, or cheerleading squad is a privilege that must not be taken lightly or abused. For this reason, Highlands High School holds athletes and cheerleaders to a higher standard. An athlete or cheerleader found to be in use, possession, distribution or purchase of controlled or uncontrolled substances will suffer additional consequences other than those spelled out by the Drug and Alcohol policy.

Any student athlete who violates the prohibition of drugs, alcohol, or controlled substances may be immediately suspended from all extracurricular activities for up to **one year**. However, the successful completion of a program recommended by the SAP Team may be considered just cause for the possible reduction of length of the suspension to not less than four weeks.

A second offense will result in the permanent loss of all extracurricular privileges, including attendance at **all** school-sponsored activities.

Suspension from the activities covered under this policy may be appealed to a committee consisting of the high school principal and assistant principal, the athletic director, two members of the athletic counsel, and a school board member appointed by the board president.

EMERGENCY SCHOOL CLOSINGS

When it is necessary to announce a delay in starting time or the cancellation of classes for the day because of an emergency, parents and students should follow the standard procedures.

1. When the decision is made to delay or close, a district wide call will be made on the One-Call System to inform everyone registered to receive a call. In addition, the Superintendent will contact the local Pittsburgh radio and television stations, which begin broadcasting school information at 6:00 AM. This information will also be posted on the Golden Rams' website at www.goldenrams.com. **Please do not call the schools for information.** Listen to KDKA or WPXI or check <http://kdka.com/schoolclosings/> or <http://www.wpxi.com/closings/> for all cancellations or delays.
2. When a two (2) hour delay is announced, students should report to their schools two hours later than usual. On a two hour delay, morning K-FOUR classes and breakfasts in all buildings are canceled. Forbes Road Career and Technology Center will not be in session.
3. The decision to delay, close, or dismiss school early is based on the safety and welfare of the students, and requires everyone's cooperation. Parents who would not be at home during such an emergency should arrange for students to report to an alternate safe place.

Forbes Road Career & Technology Students

This pertains to all Forbes Road CTC morning students:

If Highlands High School has a two hour delay and Forbes is canceled, our busses will pick you up and bring you to Highlands. If Highlands has a one hour delay, the buses will run one hour later and you will still go to Forbes Road. If Forbes cancels, then obviously, there is no Forbes and our buses will pick you up to bring you to Highlands according to the district schedule. Listen to KDKA or WPXI or check www.goldenrams.com, <http://kdka.com/schoolclosings/> or <http://www.wpxi.com/closings/> for all cancellations or delays.

FINAL GRADE COMPUTATION

The final grade for a full-year course is computed in the following way:

| | |
|-------------------|----------------------|
| First nine-weeks | 22.5% of final grade |
| Second nine-weeks | 22.5% of final grade |
| Third nine-weeks | 22.5% of final grade |
| Fourth nine-weeks | 22.5% of final grade |
| Final Exam | 10% of final grade |

FIRE DRILLS

There are fire drill instructions posted in every room. The following guidelines will ensure safe and efficient evacuation of the building.

1. As soon as the fire alarm rings, stop working and prepare to leave the room quickly. Do not take books or other things with you.
2. Move QUICKLY AND QUIETLY through the halls single or double file. Stay with your group.
3. After your group has reached its destination, remain quiet until you are told it is safe to return. Stay with your teacher because he/she will be taking role while outside the building.
4. Return to your room in the same manner as you left.
5. A fire drill is a serious matter – treat it as such.
6. State law requires a fire drill be held each school calendar month.

GRADE CLASSIFICATION

Credits required for students to be classified in designated grades:

| <u>Grade Level</u> | <u>Credits</u> |
|----------------------|----------------|
| Sophomores | 5 |
| Juniors | 11 |
| Seniors | 17 |
| Total for Graduation | 24 1/5 |

GUIDANCE SERVICES

Orientation

There are a variety of ways that students are oriented to programs at the high school. Orientation is held for ninth graders prior to the beginning of the school year. The Program of Studies, which contains the programs and courses available, is revised annually. In early spring an information night about the Program of Studies is held for parents at each grade level. This information is repeated with the students prior to scheduling. A separate orientation program is held for vocational students. Forbes Road Career and Technology Center provides this orientation at the high school.

Career Counseling

Career counseling begins at the ninth grade level and is built upon yearly, culminating with a career decision at the twelfth grade level. The career portfolio is begun in ninth grade and is developed through various activities and experiences. Some activities for deciding on a career include an on-line interest inventory and a career day where students select two speakers of their choice from a variety of professionals. During the spring, juniors will have the opportunity to participate in job shadowing programs. The Armed Services provide information and direction to juniors through ASVAB testing and personal recruitment. Vocational avenues are provided by various high school departments, as well as Forbes Road Career and Technology Center. Parents are encouraged to accompany their sons and daughters on visits to colleges and other career and technology schools during the summer.

Academic Counseling

Beginning in ninth grade, an official transcript is kept with courses, grades, credits, class rank, activities, GPA and attendance. Students will meet with their counselor to develop an educational plan based on course selection, graduation requirements and career-setting goals. College and technical school representatives will visit the high school to acquaint juniors and seniors with various college campuses and programs. Scholarship information is available through the senior news letter and announcements. Parents and students are encouraged to use the internet as an additional resource for college, university and scholarship information.

Crisis Counseling

Counselors are available to work with students experiencing difficulty on a personal level. When individuals need more in-depth help, counselors have resources available for referral. The Student Assistance Program (SAP) is also available for students who need intervention.

Financial Aid

Financial aid is only available from outside funding agencies and institutional financial aid offices. The American Education Services and the Pennsylvania Higher Education Assistance Agency (AES/PHEAA) suggests that all students fill a financial aid application if enrolling at an approved school as the first step for financial aid. Juniors who take the SAT in May will automatically receive the Free Application for Federal Student Aid (FAFSA) form in the mail the following December. Each institution has its own deadline for submitting the FAFSA. Some schools require the CSS/Financial Aid Profile, which is available in the guidance office. Parents are encouraged to attend the financial aid workshop held annually at the high school.

HALL PASSES

1. **STUDENTS IN THE HALLS MUST HAVE A HALL PASS AND HAVE SIGNED OUT OF THEIR CLASS WITH THEIR TEACHER'S KNOWLEDGE.**
2. No passes will be given to use the telephone during class.
3. No passes will be given to go to the student parking lot or a car.
4. Students who are out of class without a pass will be disciplined accordingly.

HANDS-OFF POLICY

It is not in good taste for students to show affection for each other through excessive physical contact on campus or at school activities. Inappropriate behavior will be cause for disciplinary action.

HARASSMENT

Harassment is "to annoy or torment repeatedly and persistently." This includes any and all derogatory sexual, racial, and ethnic remarks, and personal intimidation. After a thorough investigation by the school's administration, students found guilty of harassing other students or staff members will face severe disciplinary actions. **These actions may include, but are not limited to a restriction from school activities, placement on the restricted list, assigned to restricted lunch, a suspension from school, a citation for harassment filed with the district justice and a school board expulsion hearing.**

HOMEBOUND INSTRUCTION

If a student anticipates being confined at home because of illness for a period of three weeks or more, the parent or guardian should request a homebound instruction application from the Guidance Office or Highlands Administration Center. This service is provided by Highlands School District at no cost.

HOMEWORK POLICY

The value and purpose of homework is to be an enrichment activity specifically designed for practice and reinforcement of skills presented in the classroom.

Students will be required to complete homework assignments on a regular basis throughout each week. Teachers will acknowledge all homework submitted, and will determine if the quality of the completed assignment is acceptable. Copying someone else's work is a form of cheating and will be handled as described in the **Cheating and Plagiarism Policy**.

HONOR CORD – SENIORS

1. At the end of the year, a senior must have a cumulative 96% average or higher based on grades 9 through 12 in order to qualify for an honor cord.
2. Seniors who qualify will wear the honor cord at the Commencement exercises.

HONOR ROLL

Students will be recognized each semester for achieving honor roll status.

At the end of each semester, a "Brown" Scholastic Achievement Award certificate is presented to students who have earned a semester average of 85% to 89.999%. A "Gold" Scholastic Achievement Award certificate is presented for an average of 90% or above. Students who earn a 96% average or above for **either** semester will receive an Academic Letter. Students who earn a 96% average or above for **both** semesters of an academic school year will receive a gold pin insert for the Academic Letter.

IN-SCHOOL SUSPENSION RULES

- Report to In-School Suspension Room at 8:04 AM (immediately after homeroom).
- Bring books, materials, pencils, and any other needed supplies. Assignments will be collected through the main office for all students assigned to ISS.
- Restroom breaks will be provided once in the morning and once in the afternoon.
- Use of cell phones, ipods or other electronics is not permitted.
- Students are required to work on class assignments throughout the day. Students who do not have enough work to keep them busy will be given additional assignments by the In-School Suspension teacher.
- If you are absent on your assigned day, you must report to the In-School Suspension on the day you return to school. The In-School Suspension teacher will assign you a make-up date. Failure to do so will result in additional discipline.
- Students who refuse to serve In-School Suspension will be considered insubordinate.
- **NO SLEEPING!** Students must be seated in an upright position.
- No communication between students without permission.
- If you report late to In-School Suspension, are uncooperative, or if you break any In-School Suspension rules, additional In-School Suspension time may be added or Out-of-School Suspension/After School Alternative may be assigned.
- Refusal to attend ISS on assigned day will result in being suspended Out-of-School for that day and having ISS reassigned for the following day. Continued refusal to

attend ISS will result in a 3 day After School Alternative assignment, a disorderly conduct citation, and the original ISS being reassigned to follow the ASA.

- In-School Suspension (ISS) is **not** considered an absence from class.
- Any student assigned to ISS has the right to participate in after school activities after successful completion of the discipline.

INSURANCE (STUDENT)

In the event of medical emergencies, expenses incurred are the responsibility of the parent/guardian. **The responsibility for arranging for any insurance needs lies with the respective student or parents/guardian, not with the school.** A student insurance policy covering school accidents with school day coverage or 24 hour coverage is available for purchase each fall. Application forms are given to all students through homeroom teachers at the beginning of the school year. The application and check are then returned to the student's homeroom teacher in the sealed envelope provided.

Late registrants can acquire an application form during student registration or by calling the company directly. **This insurance does not cover interscholastic sports in any form including practice sessions or travel to and from such activities or practices. Before students are allowed to compete on a school team, they must show proof of insurance coverage.**

All accidents or injuries on school grounds should be reported to the main office and to the nurse. Failure to report any accident or injury may cause insurance coverage to be voided. School insurance claim forms may be picked up in the main office.

NOTE: *It is recommended that all students purchase insurance coverage.*

LABORATORY DISSECTION POLICY

Students in science courses which include laboratory dissection activities may choose to select an approved alternative assignment. This option and the alternative assignment will be provided by the science teacher.

LIBRARY

The library is located at the front of the building across the courtyard from the gym and near B-Wing. Students planning to come to the library should bring their student ID number to allow them to access the computers.

Any student may use the library before school (7:20 – 7:45 AM) and after school until 2:50 PM. Periodically, the library may be closed for classes. Students should listen to the morning announcements to hear when the library is open. If a student wishes to use the library during a study hall, he/she should report directly to the library and sign in on an attendance sheet that is reported to the study hall teacher. Students should not report to the study hall before reporting to the library.

The library houses over 15,000 books, approximately 45 periodicals, several hundred curriculum-related video cassettes, and a vertical file for maps, pamphlets, and newspaper articles. The library has a number of computers and is networked to several computer labs throughout the building. The library's catalog is online. In addition, a full-text online periodical database, an inter-library loan system, and numerous CD-ROMS are available on all of the computers.

Students are responsible for all the materials they sign out. If materials are not returned by the stated time, a fine will be assessed and the students will be billed for lost materials at replacement cost. Regular circulation is 3 weeks with a fine of 5 cents per day. Reference and reserve materials are overnight only with a fine of 10 cents per day. Overnight books must be returned before the beginning of the first period on the day that they are due. All obligations should be paid as soon as possible. Students owing obligations will not be allowed to check out materials.

The use of the library is a privilege that may be revoked if the student misuses the facility or its materials. Appropriate behavior is expected. Drinks, food, hats, and radios are not permitted in the library.

LOCKERS

1. Lockers will be assigned to every student for the storage of books and clothing. Each locker is provided with a built-in combination lock. **Students should not share lockers or give their lock combinations to others so that security of personal items can be assured.**
2. Student lockers are the property of the school district, and may be searched by school officials if there is a reasonable suspicion as stipulated in the student rights, discipline, and drug and alcohol policies.

LOITERING

Students may not loiter on any school campus during the school day. Students who have **fewer than 8 classes** on campus are required to be off campus prior to the ringing of the tardy bell. Students who fail to comply with this policy are subject to disciplinary action.

LOST AND FOUND

Articles of clothing, eyeglasses, and other found items are to be taken to the Lost and Found in the main office. Lost textbooks are returned to the teacher's mailboxes. Any items not picked up by the end of each semester will be donated to a local non-profit charitable organization.

Money not claimed during this period of time will be donated to a local charity. A receipt for the amount donated will be kept on file in each principal's office.

MAKE-UP WORK

It is the responsibility of the student to make up all work missed during excused absences. The student must contact the teachers and arrange to complete all work within a period equal to the number of excused days absent plus one day. Under extenuating circumstances, teachers may extend the time limit.

Students should check with classmates regarding missed assignments if absence from class is 2 days or less. If the student will be confined at home **3 days or more**, a parent may request make-up work through the guidance office. A **48-hour period** is required to obtain the work from the teachers.

MEDICATIONS (Administering to Students in School)

1. Prescription medication must be presented in the original pharmacy bottle with written permission from the parent/guardian.
2. Non-prescription medications (over-the-counter) must also be presented in the original labeled container with the child's name on it and written permission from the parent/guardian.
3. Unlabeled medications will not be given at school.
4. Medications are to be kept in the Nurse's office. Students are not permitted to carry their medications with them throughout the day.
5. Students caught carrying Prescription or Non-prescription medications into the building, without written permission from a parent/guardian will be dealt with according to the Code of Conduct. Students caught carrying Prescription or Non-prescription medications in the building will receive consequences indicated in the Code of Conduct.

METAL DETECTORS

As an effort to assure everyone's safety, any person entering the building will pass through a metal detector. Refusal to pass through the metal detector by a student will result in a disorderly conduct citation filed with the district magistrate as well as a suspension for insubordination.

NATIONAL HONOR SOCIETY APPLICATION AND ADMISSION PROCEDURE

1. All students who have earned a 93% or better average, as indicated on the computer print-out grade report, will be given an application, instructions, and a deadline date for submission.
The 93% average for each grade level will be computed as follows:
Grade 12 – cumulative 7 semesters (grades 9, 10, 11 and 1st semester of grade 12)
Grade 11 – cumulative 5 semesters (grades 9, 10, and 1st semester of grade 11)
Grade 10 – cumulative 3 semesters (grade 9 and 1st semester of grade 10)
2. Students who receive the application will be invited to an assembly where National Honor Society regulations and requirements will be explained.
3. These students must complete and return the applications by the deadline; applications will be dated as received.
4. Students submitting applications will be evaluated by the Honor Society advisory committee of faculty members. The Honor Society sponsor may not serve on the committee. The committee will determine which candidates qualify for admission, and will submit the list to the sponsor.
5. The Honor Society sponsor will notify in writing all students who were not accepted for admission prior to posting the list of accepted candidates; after which the list of accepted candidates will be publicly posted.
6. A student who is not accepted as a candidate may submit an appeal to the sponsor. The sponsor may reveal the area(s) in which the student was deficient, but since the teacher ratings are confidential, no rating will be identified.
7. Members must maintain the 93% average to remain in good standing.

School Activities for National Honor Society Admission:

| | | |
|-------------------------------|----------------------------|--------------------------------|
| Aides (Office, Library, etc.) | Book Club | School Newspaper |
| Art Club | Students in Action | Chess Club |
| Athletics | Junior Class Officers | Foreign Language Club |
| Audio-Visual, Stage Crew | International Club | Spring Musical |
| Cheerleaders | Majorettes | Student Council |
| Colorguard | Marching Band | Volunteering/Community Service |
| DECA | SADD | Senior Executive Committee |
| Drama Club | Senior Class Officers | Yearbook |
| Fall Play | Junior Executive Committee | |

OBLIGATIONS

Students are required to pay their financial obligations (for lost books, damage to school property, etc...) annually. Students who have obligations will not be able to attend the prom or Commencement until all obligations are met. Also, report cards may be withheld until proper restitution is made. Payments must be made by cash, money order, or cashier's check. If obligations continue to be disregarded, legal action may be pursued by the district.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are a beneficial and welcomed method for improving home – school communication and for setting goals for student learning. They may be initiated by teachers, parents, or students. Parents may call and request appointments through the Guidance Office at (724) 226 – 1000. A 24-hour notice is required.

PARKING (STUDENT VEHICLES)

All students who drive automobiles to school must park only in the parking lot that is adjacent to the swimming pool area. No student will park in the faculty parking area at the end of A-wing or at the rear of the auditorium. Violators will face appropriate disciplinary action by the main office. All cars are to remain in the parking area during the hours school is in session. The speed limit for all vehicles on school property will be 10 miles per hour. Violators will be forbidden to drive their cars onto school property for a period of no less than 2 weeks and up to one school year as determined by administration. If further infractions occur during this time, further disciplinary action will result.

1. Any student vehicle parked on school property during school hours must be registered and display an approved parking sticker. Violators may be towed at the owner's expense.
2. The permit must be displayed on the back of the rear view mirror and must be clearly visible from the front of the vehicle.
3. The cost of a student parking permit is \$10 for each vehicle registered. If you register more than one vehicle, you will still only be assigned one parking space.
4. Parking spaces will be assigned as first come/first served, based on available space. No student spaces will be reserved.
5. Upon arriving in the morning, park and exit the vehicle immediately. **There is no loitering in cars or in the parking lot.** Take all of your books with you. If you must reenter the lot, get permission from the Assistant Principal or Security staff. Be sure to turn off your lights and to lock the car. Please use the school's trash baskets for the trash from your car.
6. The use of motor vehicles on campus is restricted to coming to school at the beginning of the student's day and to leaving campus at the end of the student's school day. Students are not permitted to be in or near the vehicles during school hours without permission from Administration.
7. Parking privileges may be revoked for any driving violations while on school property such as: speeding, driving in a reckless manner, and driving/parking in an unauthorized area.
8. Any violation may result in a loss of parking privileges, suspension from school, ticket for a moving violation, and/or towing at owner's expense.

9. Any loss in parking privileges will result in the forfeiture of the registration fee. A new permit must be purchased.
10. Lost registration stickers must be replaced by the purchase of a new sticker at the \$5 fee.
11. Placing a registration sticker on a vehicle other than the vehicle to which it is registered will result in loss of parking privileges for one semester and possible towing at owner's expense.
12. Students determined to be "not in good standing" will forfeit parking privileges until reinstated to good standing.
13. Once driving privileges have been suspended, any student who continues to drive and park in school lots without approval will face suspension from school and possible towing at owner's expense.
14. The school cannot assume responsibility for any theft or damage to automobiles, mopeds, motorcycles, or bicycles. For your protection lock your vehicle. Any student's vehicle left overnight is not Highlands' responsibility.

PHYSICAL EDUCATION REGULATIONS

All Highlands High School students are required to have Physical Education credits to graduate. Active participation in these courses is a requirement.

1. All students must have gym clothes and a towel for every gym class.
2. If a student cannot take gym on a particular day, he/she must have a signed excuse from home. The class missed must be made up.
 1. If a student must be excused from gym classes for more than one day, he/she must present a doctor's excuse.
4. Students who request a medical excuse from gym class for the year must get the excuse signed by the doctor, school nurse, guidance counselor, physical education teacher, and principal. The medical excuse will be placed in the student's file.
5. Not participating in Physical Education the day of an extra-curricular activity results in not participating in that extra-curricular activity.
6. Students excused from gym class for school related activities do not have to make up missed classes. Students are permitted to miss two times per grading period. After two excused classes, any missed class will need to be made up.
7. Students should not bring valuables to gym class; but, if necessary, they should be locked up during class. The school is not responsible for lost valuables.

8. No student is permitted in the gym areas unless he/she is scheduled to be there; students may not leave the gym area during or near the end of class until dismissed by the instructor.
9. No jewelry is permitted to be worn. No exceptions.

Physical Education – Adapted Procedures

Pennsylvania School Law emphatically mandates, and local school policy directs, that every student in attendance be scheduled for and participate in physical education. Activities are to be as stated in a planned course of study or as prescribed by a doctor.

1. The student must present an excuse from a doctor to the school nurse.
2. If an adapted referral, the nurse refers the case to the principal.
3. The principal sends a letter and form to the parent/guardian.
4. Upon receipt of the parent permission form, the principal sends the adapted physical education form to the doctor. A copy of the signed permission form will be included.
5. Upon receipt of the signed form from the doctor, the school will proceed with adapted physical education program placement.

NOTE: *During interim of form's completion, student will be a spectator during the physical education classes.*

Physical Education Dress Code

1. Only recognized physical education attire may be worn to class:
 - A. Gym shorts (Different than those worn to school)
 - B. T-shirt (Different than those worn to school)
 - C. Athletic socks (white, women should not wear stockings)
 - D. Gym shoes (non-marking)
 - E. Sweat clothes
 - F. Jewelry is **NOT** to be worn while participating in Physical Education class. No exceptions.
 - G. Piercings must be removed or covered with a bandaid.
2. Students are not to be permitted to participate in an activity unless properly dressed.
3. Writing on T-shirts, gym shorts, and sweat clothes must be appropriate.

POSTERS/BANNERS/SIGNS/HANDOUTS/FLIERS

Students must have permission from the administration prior to hanging signs on walls or in buildings and prior to distributing any handouts or fliers.

1. Transparent tape will not be used to secure signs and advertisements to walls and other areas of the building. Any items of importance must be secured in a temporary manner so that surfaces will not be damaged. Tacks in wooden areas, except those designated for bulleting space, will not be permitted.

2. All signs and banners to be displayed the day or night of any athletic contest involving Highlands Schools must be approved by the Principal and/or Assistant Principal before the close of the school on the day of the game.
3. All approved signs or banners must be temporarily attached to the wall or fence prior to game time. Displaying of signs or banners in stands is strictly prohibited.
4. All banners and signs must be removed by those who display them immediately after their purpose has been served.
5. Violators will have the signs or banners confiscated and disciplinary action will be taken.

PROGRESS REPORTS

Halfway through each of the four nine-week grading periods, a formal "*Progress Report*" is sent to parents. The reports itemize specific academic weaknesses and strengths, and/or provide parents with the opportunity to schedule a conference with the teacher. Progress report distribution takes place during the middle of each nine week marking period.

NOTE: *If a student is failing or under special circumstances, teachers may send Progress Reports to parents at any time during the school year.*

PROM GUIDELINES

Guidelines for student attendance at the Junior-Senior Prom have been established by the High School administration.

1. The prom is for Highlands' 11th and 12th grade 'students in good standing.'
2. A Highlands junior or senior may invite another Highlands student in grades 10-12, a student from another school district in grades 10-12, or a person who has graduated from high school within the last 3 years, but has not yet reached the age of 21. No 9th grade students are permitted to attend the prom.
3. A student from another school, or a student who has already graduated, must have a Highlands High School Prom form completed or present a letter from the principal of that school which verifies:
 - A. Student is/was in good standing
 - B. Proof of age
 - C. Year of graduation
 - D. Student's photograph

RECORDING ON BUSES POLICY

PURPOSE: The district recognizes the value of using monitoring on school buses to promote the safety for all students and employees and to deter potential discipline problems. The audiovisual recording is an aid to monitor bus behavior, but does not replace discipline policy, the authority of the bus driver or the responsibility of school officials.

GUIDELINES: The district supports the use of audiovisual recordings in these specific instances and under the following conditions:

- 1. The student and parent/guardian are made aware of monitoring through annual notification mailed to home addresses and signs posted on each bus.*
- 2. Audiovisual recordings will be stored for seven (7) days. If no incident is reported within this period, the storage devices can be recycled. If an incident is reported, the record will be retained through the end of the disciplinary matter, including appeals.*
- 3. The date and bus number will be marked on every record.*
- 4. The recording will be used to augment a driver's, administrator's or student's complaint, but will not take the place of reports submitted by bus drivers. Records are therefore not intended for general viewing by students, employees or public, and the Board shall not make tapes available for that purpose. Recordings capturing inappropriate behavior can be used by administrators as evidence at student disciplinary hearings.*
- 5. Building principals will determine the appropriate discipline for violations of the District's student disciplinary policy based on bus driver reports, meeting with the student(s) and parent/guardian(s) and review of the recording. All disciplinary actions will be in accordance with the District transportation policy and the student discipline policy.*
- 6. A request for viewing of the recording may be made by a student's parent/guardian if the students have been recorded and recommended for disciplinary actions. A formal, written request using the "Bus Recording Request" form available at each building office must be submitted to the building principal within three (3) school days of the incident. Only the portion of the recording documenting the alleged misbehavior by that student may be reviewed. The recording may only be viewed in the building administrator's office or the transportation coordinator's office.*

RESTRICTED AREAS

1. The auditorium and stage are restricted areas for students during class changes.
2. The faculty rooms, workrooms, restrooms, and offices are restricted unless your presence is requested, or if you have some business or task to perform.
3. The Nurse's Office is reserved for emergency accident cases, or for students who are ill, and no one else. This office is not to be used for student loitering.

RESTRICTED LIST

Students who are placed on the restricted list will be restricted from special privileges and participating in extracurricular activities until their names are removed. All students on the restricted list will report to the office during school functions (Examples: pep rallies, assemblies, etc...). A student may be placed on the restricted list for:

- being insubordinate towards professional staff, school administrators, or visiting adults during school or at a school function

- fighting on school property or at a school function
- having violated the drug and alcohol policy on school property or at a school function
- making no attempt towards payment of school obligations
- being habitually tardy and/or cutting class
- being absent from school more than 8 times and required to present doctor's excuses upon return to school
- a student can also be placed on the Restricted List as indicated on the Code of Conduct: Disciplinary Action Consequences

A student's name will remain on the restricted list until the principal is convinced that the student has demonstrated acceptable behavior and is making a serious attempt to act in a socially responsible manner at school or during school events.

SAP – STUDENT ASSISTANCE PROGRAM

The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying issues, including problems with alcohol and drugs that pose a barrier to a student's learning and success in school. Student assistance is not a treatment program; rather, it is a systematic process using effective, accountable professional techniques to mobilize school resources to remove barriers to learning and, where the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services in the community.

Involvement of parents in all phases of the student assistance program emphasizes a parent's rights and responsibilities in the decision-making process affecting their child's education and is the key to successful removal of barriers to their child's success in school.

The heart of the program is a professionally trained core team consisting of school staff and community agency liaisons. It is their job to process issues based upon state guidelines, professional standards, state and federal laws, and school-based policies and procedures. This process will particularly address the privacy rights of parents and students, access to school records, and other relevant laws, regulations and guidelines that impact on the involvement of parents in all phases of the SAP process. Referrals can be made by parents, teachers or students.

SCHEDULE CHANGE/COURSE DROP POLICY

Every effort is made to accurately schedule students in the required and elective courses that fit their educational plans. All schedule changes must be made before August 15th. After August 15th, the **only** requests for schedule changes that will be honored are those resulting from errors made by the guidance department, or in the cases where a student opts to take a more challenging course in that curricula. (i.e. A.P. Physics chosen over Physics) Any course dropped after September 15th will result in a W grade which will be noted on the transcript.

SECURITY ISSUES

1. After the school day begins, all persons entering the school building must use the entrance by the office where that person will pass through a metal detector. All persons leaving the High School must exit via the same door. All other building doors will be locked and alarmed. Opening any doors places the student body at risk. Students caught breaching school security will be punished.

2. Large sums of money or valuables should not be brought to school – they might be misplaced or stolen. **If a student finds it necessary to bring money to school, it should be checked into the office safe.**
3. Coats must be placed in the student locker after entering the building – no coats are to be worn during school hours.
4. A security officer is present at the high school in order to keep unwanted persons out of the building, to provide security to the parking areas, and to help the administration and staff maintain discipline in the school.
5. Behavior at events will determine whether or not a student is permitted to attend events in the future.

SCHOOL DANCES

Only students enrolled at Highlands High School in grades 9 through 12 are permitted to attend semi-formal dances such as the Christmas Dance, Homecoming Dance, and Valentine's Day Dance. A student must be considered a **student in good standing** to be permitted to attend such functions.

STEALING/THEFT

Taking or having in one's possession any item or property that belongs to someone else without the owner's knowledge or permission is considered stealing/theft. Refer to the **"Code of Conduct"** section of this handbook for consequences.

STUDENT IN GOOD STANDING

Acting in a mature and responsible manner is an important step towards becoming a productive adult in society. At Highlands High School, students are expected to carry themselves in such a manner. A student in good standing reflects an effort towards acquiring this skill. The act of being in good standing is defined as doing what is expected of a student. This would include attending classes, arriving on time, maintaining passing grades, and showing respect to one's peers and instructors. Such a student will have benefits that other students may not receive. Some of these benefits may include but are not limited to: attendance to semi-formal dances such as the Christmas dance and the Valentine's Day dance, sporting events, college visits, homecoming dance, Senior banquet, awards banquet and the Junior-Senior Prom. A list of students who habitually break the school's rules will be generated and considered the restricted list. A student whose name does not appear on the restricted list is considered to be a student in good standing.

STUDENT PUBLICATIONS

Student publications, such as the Newspaper and the Yearbook, are school sponsored and school controlled. The content is subject to review and approval prior to publication by school administrators.

STUDY HALL EXCUSES

A study hall excuse will be issued **IN ADVANCE** by the teacher who wishes to have a student excused from study hall for special work in his/her room. You must present this

excuse yourself to the study hall teacher who countersigns it and notes the time of your departure. The study hall passes will be issued only for the entire period on a specific date.

TARDY POLICY

1. Any Student entering the building after 7:45 AM (Tardy Bell) will be considered Tardy and must report to the front office.
2. A student may be excused for being tardy to school for legitimate reasons (ex. illness) but must be accompanied and signed in by a parent/guardian.
3. A written excuse is required for every instance of tardiness. There is a one-day grace period to hand in an excuse, but after the second day the tardiness is unexcused.
4. Each Unexcused Tardy to school will result in a lunch detention the same day.
5. Detentions and in-school-suspension will be served during the following week of school (Monday through Thursday) after the tardy(s) have occurred.

Tardy Reports will be reviewed every Thursday

6. Four unexcused tardy(s) to school is recorded as one unexcused illegal absence.
7. Any Student arriving between the hours of 9:30 AM – 11:00 AM will be considered **Absent** (1/2 Day) from the morning session.
8. Any Student arriving after 11:00 AM will be considered **Absent** for the entire day.

TECHNOLOGY/COMPUTERS

It is a privilege to use technology at Highlands. As more and more technology is available in your classes, there are some guidelines that must be followed. Many areas are now networked.

1. All disks/USB memory sticks/key drives used at school must remain in the area where they are used.
2. Students are not permitted to bring disks/USB memory sticks/key drives from home.
3. Students are not permitted to tamper with equipment or the network in any way.

The smooth running of a classroom or area containing technology is of prime importance. Students found guilty of any type of action that interferes with this smooth operation will receive a **minimum** two-day suspension and/or loss of computer privileges.

TELEPHONES

1. Office phones are for business purposes only. A student needing to make an emergency call during the school day must contact the Main office for permission to use the phone.
2. **STUDENTS ARE NOT PERMITTED TO USE THE CLASSROOM PHONES.**
3. Students will not be called from class to the phone. Messages will be delivered **only** in case of emergency from a parent/guardian.

TESTING (STATE/NATIONAL STANDARDS)

Highlands School District employs two types of testing. The first is the teacher-designed test of specific knowledge and skills taught in the curriculum subject areas. The second is the standardized program of state and national tests. Throughout the year parents are given specific information on the type of test that will be given, the dates of the testing, and the results by means of notices, letter, and calendar publications.

NOTE: *Parents who do not want their child to take a specific state or nationally standardized test must notify the building principal in writing when the announcement of that test is made.*

TEXTBOOKS

Textbooks are the property of the Highlands School District and are furnished to the student on a loan basis. Students are responsible for the upkeep and return of all textbooks issued to them. When teachers issue books to a student, the student must record on the textbook slip his/her name, the serial number of the book, and any damage to the book. It is important to examine each issued book carefully since any unreported damage must be paid for by the student upon collection of textbooks at the end of the term. If a student loses a textbook during the school year, he/she must pay for the lost book before a new one will be issued.

TOBACCO

This includes any and all types of tobacco: cigarettes, cigars, pipe tobacco, chewing tobacco (snuff), etc...

- | | |
|-------------------------|---|
| 1 st offense | Possession – One Day In-School Suspension Use – Two Day In-School Suspension plus citation if two hour smoking cessation class is not completed. |
| 2 nd offense | Three Days ASA or OSS plus citation |
| 3 rd offense | Three Days ASA or OSS plus citation |
| 4 th offense | Possible recommendation for expulsion for willful and persistent violation of school requirements. |

NOTE: *A citation is issued for each offense after the first offense and the completion of the smoking cessation class.*

TRANSPORTATION

Transportation of pupils is governed by Section 1361 and 1362 of Pennsylvania Public School Code (24 P.S. 1361 and 1362). In addition to authorizing free transportation of pupils at the discretion of the board, the statutes authorize the State Board of Education to adopt regulations governing such transportation.

In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to be courteous, cooperative and restrained. Students are to ride their assigned bus. Students may not ride another bus without a written request from a parent and signed permission from the Building Principal, Assistant Principal or Dean of Students. Audio-video Cameras have been installed for use on all buses. Videotapes will be periodically reviewed to assure the safe and orderly transportation of students. The following specific regulations are required from each student.

1. Students must wait for the bus to come to a complete stop before entering/leaving the bus.
2. Except when assigned by a teacher or driver, to promote order, there are no reserved seats on the bus. Students will take seats available as they board the bus and will not "save" a seat for any other student.
3. Remain in the seat at all times when the bus is moving.
4. For their own personal safety, students are not permitted by state law to place hands, arms or heads out of the bus window.
5. Unnecessary conversation with the driver is dangerous.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Emergency doors are to be used only in an emergency and not an ordinary exit off the bus.
8. Eating, smoking, and/or use of abusive language are strictly forbidden on the bus.
9. The bus driver is in complete charge of the bus. Situations that need attention on the bus should be reported to the driver immediately. He will bring a written account of the infraction to the attention of the principal.
10. Students should not tamper with or deface anything on the bus. Financial responsibility rests with the student for any damage done to the bus.
11. Students must be on time; the bus cannot wait for those who are tardy.
12. The above regulations are presented so that each student will know what is expected of him. Should any student make a nuisance of himself on the bus so that he would jeopardize the safety of the entire group, he will be deprived of the privilege of bus transportation.

TRESPASS UPON GROUNDS OR FACILITIES OF HIGHLANDS SCHOOL DISTRICT

Any person who:

1. Is not a student, officer, or employee of the school district; or
2. Does not have legitimate business on the campus, or an invitation to enter or remain upon the school property; or
3. Is not a parent, guardian, or person who has legal custody of a student enrolled at such school; or
4. Is a student currently under suspension or expulsion;^{*} or
5. Is an employee who is not required by his employment by the school district to be on campus or any other facility owned, operated, or controlled by the governing board of the school district and who enters or remains upon the campus of any other facility or any school within the school district and thereon commits any act which disrupts the orderly conduct of the activities of such campus or facility, who enters or remains upon the campus or other facility of such school after the chief administrative officer of such school, or any employee thereof designated by him/her to maintain order on such campus or facility, has directed such person to leave such campus or facility or not to enter upon the same.

Is guilty of a misdemeanor of the third degree according to the Crimes Code of the Commonwealth of Pennsylvania (Section 3503) (b) (2).

Any police officer may arrest either on or off the premises and without warrant any person he has probable cause for believing has committed the offense of trespassing upon the grounds of a public school facility. Such arrest shall not render the police officer criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.

| ***NOTE:** *Any student on suspension/expulsion found on school district property is subject to arrest and to prosecution for trespassing (24 hours a day).*

TUTORING

Tutoring is available to any student every each morning from 7:30 a.m. until 8:00 a.m. Students must report to their homeroom teacher prior to going to the tutoring location.

VANDALISM

The normal repair and maintenance of school equipment and buildings is a costly item in the school budget. When school property is damaged or destroyed through vandalism, it is inconvenient for students and staff of the affected building and places an unfair burden on the taxpayer. Parents/guardians are financially responsible for cost of damage if it has been done deliberately by their child.

VIDEO CAMERAS

For the purpose of supervision, safety, and security, video cameras are used in the commons area, cafeteria, locker bays and hallways, on campus and school buses.

VISITORS

All visitors **must** sign in at the Main Office of the High School. They will be issued a name tag before they can tour or visit the appropriate individual. All visitors **must** sign out at the Main Office and return the name tag. Non-students are not permitted to visit the campus or individual classes. Former students may not visit until 2:35 PM or with an approved appointment. Persons on campus for the purpose of providing rides for students at the close of the day are to remain with their vehicle and are not to interfere with the school program or busing in any way.

WILLFUL AND PERSISTANT VIOLATION OF SCHOOL CODE

Students consistently violating the school code despite warnings from the staff and administration may be considered for placement on the restricted list, suspension or expulsion.

WEAPONS

The definition of "weapon" includes, but is not limited to, any knife, cutting instrument, cutting tool, martial arts device, brass or metal knuckles, firearm, hand gun, shotgun, rifle, chemical agent (such as mace or pepper spray), explosive device, or any other tool, instrument or implement capable of inflicting injury.

The definition of "firearm" includes firearms of any type which will or may readily be converted to expel a projectile by the action of an explosive, any destructive device, pellet gun, BB gun, or look-alike firearm whether capable of operation, loaded or unloaded.

Students suspected of possessing a weapon are subject to a search of pockets, lockers, coats, bookbags, purses, and cars parked on school property. Regulations also permit the use of reasonable force by school officials to obtain a weapon or otherwise dangerous object. If a student resists a search, the local police will be called for assistance.

WITHDRAWAL

When a student is withdrawing from school, it is necessary for the parent or guardian to go to the Guidance Office to authorize the withdrawal. Withdrawal procedures will include returning all textbooks and materials to teachers who will then complete the necessary withdrawal information. **All obligations must be cleared at this time.**

HHS RULES AND POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.