

HIGHLANDS HIGH SCHOOL

STUDENT & PARENT HANDBOOK



2024-2025

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Student Name: _____

Homeroom Teacher: _____

Welcome to the 2024-2025 school year!

Highlands High School is committed to cultivating a positive and nurturing learning environment that is focused on student success. As we begin the new school year, our goal is to develop and foster a growth mindset through dedication and hard work. We strive to provide an environment in which students hold themselves to be:

Respectful, **A**ccountable, **M**otivated, and **S**afe.

The purpose of this handbook is to provide students and parents with information regarding the academic and behavior expectations of Highlands High School.

Upon review of this handbook, please sign below and return this form to your child's homeroom teacher no later than **Friday, September 6, 2024**.

The teachers and staff at Highlands High School are here to support students with their academic, personal, and future goals. Please do not hesitate to contact us with questions, concerns, and suggestions.

We look forward to working with you and your children.

Sincerely,

Mr. Michael Toole, Principal
mtoole@goldenrams.com

Ms. Kaitlyn Grzywinski-Selfridge, Assistant Principal
kselfridge@goldenrams.com

I, _____ (guardian), have read and understand this student handbook for my child, _____.

I, _____ (student), have read and understand this handbook.

I have clarified any questions with the Highlands High School staff and/or administration.

Student Signature

Parent/Guardian Signature

Intentionally Blank

Highlands School District 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.

The Highlands Community

The Highlands School District is comprised of the municipalities of Fawn Township, Harrison Township, Brackenridge Borough, and Tarentum Borough. This area is approximately twenty-two square miles with a population of about 25,000. It is in the northeast corner of Allegheny County along the Allegheny River about 18 miles from Pittsburgh. The Route 28 Expressway provides easy access to the Greater Pittsburgh area. The immediate area contains major industries, including three major research and development facilities. The four communities offer a mixture of urban and rural residential areas and a variety of recreational, educational, shopping, and health care facilities. Residents are within commuting distance of major Pittsburgh and West Pennsylvania colleges and universities and a wide selection of business and technical schools.

Organization of Schools

The Highlands School District is comprised of four school buildings and the Administrative Center, which is in back wing of the High School. The breakdown of each building is below. Total enrollment is around 2,500 students.

- Early Childhood Center: Grades PK – K
- Highlands Elementary School: Grades 1 – 4
- Highlands Middle School: Grades 5 – 8
- Highlands High School: Grades 9 -12

Highlands Central Administration

1500 Pacific Avenue
PO Box 228, Natrona Heights, PA 15065
Phone: 724.226.2400
Fax: 724.226.8437

Dr. Monique Mawhinney	Superintendent
Dr. Cathleen Cubelic	Assistant Superintendent
Mr. Paul Paradise	Executive Director of Business Affairs
Dr. Catherine Russo	Coordinator of Curriculum, Instruction, Assessment
Dr. Amber Dean	Director of Student Services
Dr. Rebecca Keenan	School Psychologist
Dr. Angela Kennedy	School Psychologist
Dr. Stanley Whiteman	Director of Innovation
Mr. Jonathan Westergom	Assistant Director of Technology
Ms. Stacey Waffensmith	Director of Food Services
Ms. Katie Jo Stobert	Director Athletics and Transportation
Mrs. Jennifer Goldberg	Coordinator of Communications
Officer Steve Guelich	School Police Officer
Mr. Chris Reiser	Supervisor of Buildings and Grounds
Mrs. Diane Faix	PIMS Coordinator
Mrs. Carmen Corna	School District Attendance Officer

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.

Highlands High School School-Parent Compact 2024-25

Highlands High School and the parents of the students participating in activities, services, and programs funded by Title I of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership that will help children achieve the Pennsylvania Core Standards.

This school-parent compact is in effect during the school year 2024-25.

School Responsibilities

Highlands High School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's student academic achievement standards as follows:**
 - Provide engaging and rigorous learning experiences through educational best practices and research-based strategies.
 - Set high academic and behavior expectations.
 - Promote collaboration between staff, administration, parents, and community stakeholders.
 - Provide clear explanations of academic and classroom expectations to both students and parents.
 - Use differentiation of instruction and research-based interventions using progress monitoring and data collection.
 - Encourage lifelong learning through parent involvement activities
 - Emphasize respect and uniqueness of students and families.
 - Enable students to become responsible citizens by providing opportunities for success.
2. **Hold parent-teacher conferences (at least annually in high schools) during which this compact will be discussed as it relates to the individual child's achievement.**
 - Parent conferences will be held yearly in November.
3. **Provide parents with frequent reports on their children's progress.**
 - State testing score reports will be mailed home to parents.
 - District Benchmark Assessment and Progress Reports will be given to parents via the classroom teacher or PowerSchool.
 - Quarterly progress reports and report cards are available via PowerSchool.
 - Provide *PowerSchool* information to check student grades, attendance, and/or teacher comments.
4. **Provide parents reasonable access to staff.**
 - Specifically, staff will be available for consultation with parents as follows:
 - Back to School Night in September
 - Parent/Teacher Conferences in November
 - Learning Support and Speech IEP meetings throughout the year as needed
 - Individual parent conferences as needed
 - Title I Night

- Title I/ PAC parent meetings/workshops
 - Email
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities** (*clearances needed)
- Parents may observe classrooms by request
 - Parents are invited to Title I Night to participate in activities with their children
 - Parents may volunteer to chaperone field trips*

Parent Responsibilities

We, as parents, will support our child's learning in the following ways:

- Encourage proper study habits, including quiet study time at home.
- Promote my child's self-esteem by talking about schoolwork and activities.
- Reinforce respect for self and others.
- Be aware of my child's progress by checking grades and attendance on-line, attending conferences, checking my child's folder/backpack daily, reviewing schoolwork and communicating with school when needed.
- Attend school events and/or volunteer to help in the classroom or at school activities.
- Encourage good reading habits by reading to or with my child.
- Limit my child's screen time (TV, tablets, etc.) and help select worthwhile programs.
- Encourage proper hygiene.
- Follow district dress code.
- Encourage daily attendance and provide written excuse when student is absent.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. We will:

- Complete my work on time.
- Read at least 20 minutes a day outside of school time
- Give to my parent/guardian all notices and information from my school everyday
- Work hard and challenge myself.
- Respect myself, and others, and take responsibility for my behavior.
- Discuss with my parent/guardian what we did in school during the day
- Limit my screen time (computer, TV, gaming device) and make time for reading
- Be prepared for school every day---book bag, HW folder, pencil, etc.

Highlands High School will:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
- Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.

- Hold PAC (Parent Advisory Council) meeting(s) to inform parents of the school's participation in Title I programs, and to explain the Title I requirements, and the right of parents to be involved in Title I programs.
- Provide information to parents in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information in a timely manner about Title I programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- At the request of parents, provide opportunities for suggestions, and to participate, as appropriate, in decisions about the education of their children.
- Provide to each parent an individual student report about the performance of their child on the district's benchmark assessments in Reading and Math, and, for students enrolled in Keystone Exam classes, the scores on their Biology, Algebra 1, and Literature exams.

Section 1: School Information and Procedures

Highlands High School Front Office Staff

1500 Pacific Avenue
Natrona Heights, PA 115065
Phone: 724.226.2400
Fax: 724.226.9611
www.goldenrams.com

Mr. Michael Toole	Principal
Ms. Kaitlyn Grzywinski-Selfridge	Assistant Principal
Mr. Thomas Stanko	Dean of Students
Dr. Susie Currera	School Counselor (Last Names: A-G)
Mrs. Mary Beth Carrarini	School Counselor (Last Names: H-O)
Mrs. Marilyn Skwortz	School Counselor (Last Names: P-Z)
Mrs. Brittany Barch	Secretary to the Principal
TBD	Secretary to the Assistant Principal
Mrs. Deandra Wetzel	Secretary to School Counselors
Mrs. Melissa Lentz	School Nurse

Administrative Message to Students and Parents

The purpose of this handbook is to inform students and families about the Highlands High School policies, procedures, and practices for the 2024-25 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 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 you become further acquainted with Highlands High School, we encourage you to respect its ideals and to take pride in calling it your school. Please take advantage of all that we have to offer.

We look forward to working with you during the school year.

Mr. Michael Toole, Principal

Ms. Kaitlyn Grzywinski-Selfridge, Assistant Principal

Bell Schedules

During the 2024–2025 school year, Highlands High School will follow a bell schedule provides students with a 30-minute lunch with eight academic periods separated by four minutes for class changes. Students can view their lunch periods on their schedule. **For the 2024–25 school year, the high school building will be open at 7:15am.**

Regular Bell Schedule

Homeroom	7:45–7:55
Period 1	7:58–8:40
Period 2	8:43–9:25
Period 3	9:28–10:10
Period 4	10:13–10:55

Lunch A	10:58–11:28	Period 5A	10:58–11:40	Period 5A	10:58–11:40
Period 5B	11:31–12:13	Lunch B	11:43–12:13	Period 6B	11:43–12:25
Period 6C	12:16–12:58	Period 6C	12:16–12:58	Lunch C	12:28–12:58

Period 7	1:01–1:43
Period 8	1:46–2:30

AM Activity Period Schedule

Homeroom	7:45–7:55
Activity Period	7:55–8:12
Period 1	8:15–8:54
Period 2	8:57–9:36
Period 3	9:39–10:18
Period 4	10:21–11:00

Lunch A	11:03–11:33	Period 5A	11:03–11:44	Period 5A	11:03–11:44
Period 5B	11:36–12:17	Lunch B	11:47–12:17	Period 6B	11:47–12:28
Period 6C	12:20–1:01	Period 6C	12:20–1:01	Lunch C	12:31–1:01

Period 7	1:04–1:43
Period 8	1:46–2:30

PM Activity Schedule

Homeroom	7:45-7:55
Period 1	7:58-8:37
Period 2	8:40-9:19
Period 3	9:22-9:57
Period 4	10:00-10:39

Lunch A	10:42-11:12	Period 5A	10:42-11:21	Period 5A	10:42-11:21
Period 5B	11:15-11:54	Lunch B	11:24-11:54	Period 6B	11:24-12:03
Period 6C	11:57-12:36	Period 6C	11:57-12:36	Lunch C	12:06-12:36

Period 7	12:39-1:18
Period 8	1:21-2:00
Activity Period	2:00-2:30

Two-Hour Delay Schedule

Homeroom	9:45-9:53
Period 3	9:56-10:21
Period 4	10:24-10:49

Lunch A	10:52-11:22	Period 5A	10:52-11:27	Period 5A	10:52-11:27
Period 5B	11:25-12:00	Lunch B	11:30-12:00	Period 6B	11:25-12:05
Period 6C	12:03-12:38	Period 6C	12:03-12:38	Lunch C	12:08-12:38

Period 7	12:41-1:06
Period 8	1:09-1:34
Period 1	1:37-2:02
Period 2	2:05-2:30

Attendance Policy

One of the most important items for a student's success is good 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 for the following reasons: illness of the pupil, death in the family, religious, vacation (maximum of school-approved five days per school year), 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 PowerSchool system at www.goldenrams.com.

Absence Reporting/Information

- It is not necessary to call the school when your child is absent. Feel free to communicate with your child's teachers about absences, but please understand that a phone call will not excuse absence. Written or email documentation is required for our records.
- A call will be made to all homes/families of students who are marked absent from their homeroom.
- Educational trips (up to five days) *must be pre-approved* by the building principal. Requests must be submitted at least one week in advance of the trip and should be submitted to the high school office.
- If a student has 3 illegal absences, parents will receive a Notice of Truancy in the mail notifying them of the illegal days and encouraging them to participate in an attendance improvement meeting.
- After the 6th illegal absence, a letter will be sent in the mail with a date and time for a Student Attendance Improvement Plan conference. If parents cannot attend due to work, they should contact the school office within 48 hours of the meeting to reschedule. Failure to attend the meeting and/or continued absences may result in a citation with the local magistrate.
- When a student reaches an 8th Excused absence, a Warning Letter will be mailed notifying parents that all absences beyond 10 require a doctor's excuse or the absence will be illegal.

- **Truancy is defined as 3 unexcused absences; habitually truant is defined as 6 unexcused absences.**
- **If a student has 10 days of consecutive non-attendance, they will officially be withdrawn from Highlands School District.** Re-enrollment would be required to attend Highlands School District in the future.
- Please contact the District Attendance Officer if you have any questions about the policy at 724.226.2400 ext. 3007.

Excuse for Absence

After an absence, a student **MUST** provide a written or email excuse to the school. Students may also submit their excuses, with a parent signature or doctor's note if necessary, to their homeroom teacher, who will then file the excuse at the main office. The excuse must include the student's full name, date(s) of absence(s), reason(s) for absence(s), the date(s) the excuse was written, the name of the student's homeroom teacher, and the signature of the parent or guardian. The excuse must be submitted upon return to school, or the absence will be classified as illegal. A student signing for their parent or guardian is unacceptable, and the excuse will not be counted.

The attendance contact for the High School building is:

- HHSAttendance@goldenrams.com
724.226.2400, ext. 4600

A parent only has ten excuses to use per school year. Every subsequent absence will require a doctor's excuse with a specific date from the office. Excuses which detail future absences will not be accepted.

School personnel may call home to verify the validity of any note at any time.

If a student requires a special appointment during school hours, a written request from the parent/guardian must be presented to the main office of the school. Phone requests will not be honored.

For these and all early dismissals, parents/guardians must report to the front office of the school with state identification to be provided to the office staff to verify identification. The parent/guardian must sign out the student on the front clipboard prior to the student being released to their parent/guardian. Early dismissals for school dances will not be accepted, and the student will not be able to attend the dance.

Absence for Vacation/Educational Tour or Trip

For optimal student success, we request you do not schedule vacations when school is in session. Absences due to family vacations/Educational Tour will only be considered legal if the following conditions are met:

- Submit a request on required district Educational Trip Form, detailing the nature and dates of the vacation to the building principal at least one week in advance of the departure date.
- The length of the vacation does not exceed five (5) school days. Any days exceeding 5 will result in illegal absences and not be approved.
 - **If a student has 10 days of consecutive non-attendance, they will officially be withdrawn from Highlands School District.** Re-enrollment would be required to attend Highlands School District in the future.
- Parents will be responsible for making sure that missed schoolwork is completed by the child before returning to school.
- Students referred to the magistrate for attendance issues may not be granted approval. This permission will be at the principal's discretion.

Attendance Requirements for Extracurricular Activities

Daily attendance is expected of all student athletes. According to PIAA regulations, students participating in athletic practices/and or competitions on a given day must be present and accounted for in classes for a minimum of four consecutive periods in a school day. Exceptions may be given with a corroborating, signed doctor's excuse. Daily attendance is monitored each day by the athletic director, and coaches are notified of students ineligible to participate.

Administrator's Discretion

The Principal of the school shall exercise discretion whether to excuse the student from compulsory attendance. Consideration shall be given to the length of the tour or trip, the number of requests made during the school year, and whether the educational tour or trip is likely to advance the educational growth of the student. It is the practice of Highlands School District to discourage excused absences for educational tours or trips during the school year.

Assignments

Upon request by a parent, guardian, or student, teachers shall submit a list of student assignments for the period of absence during an approved education tour or trip. These requests must be formally submitted to the high school main office, at least three 3 days prior to the approved absence. Assignments/responsibilities may be made either prior to the absence or upon return to school. All assignments to be completed shall be submitted to the teacher(s) upon return to school or within a reasonable period designated by the teacher(s).

Return to School

The student shall return to school by the first scheduled school day after the excused absence or date previously specified by the building Principal.

Implementation

This policy is designed for implementation at the building level. Frequent recurrence of requests for educational tours or trips during a school year shall result in disapproval, although the requested trip may be meritorious. This policy is designed to foster better school/student relationships and avoid excessive absence.

Illness During School Hours

A student's claim of illness does not necessarily justify being excused from class or school. Students who claim to be ill must:

- Ask the teacher's permission to see the nurse, who will determine the degree of illness. If the nurse is not present, the student should report to the office. If a student is sent home from school by the nurse, that day is counted as an attended day of school.
- If necessary, the nurse or member of the office staff (NOT THE STUDENT) will contact the home to arrange for transportation.
- If the parent, near relative or designated person cannot be contacted, the student will remain in school.
- Parents may request the child's homework assignments during an extended absence and should plan for the work to be picked up, after a 24-hour notice.
- At any time, if someone other than the parent or guardian is picking a student up for an early dismissal, a handwritten note with the date of early dismissal, parent/guardian signature, and person picking up must be supplied (via email or text) to administration in order for the student to be signed out by someone other than their parent or guardian. Exceptions may be made by administration for emergency contacts on file with the high school.
- For these and all early dismissals, parents/guardians must report the front office of the school with state identification to be provided to the office staff to verify identification. The parent/guardian must sign out the student on the front clipboard prior to the student being released their parent/guardian.

Tardy to School

A written excuse is required for all tardiness. If an excuse is not provided to the school, the tardy will become illegal.

- Students who arrive between 7:40 AM and 9:40 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 arrive after 11:00 AM will be marked Absent for the whole day.
- Students who leave school before 9:40 AM will be marked Absent for the day.
- Students who leave school between 9:40 AM and 11:00 AM will be marked Absent for half a day, and students who leave after 11:00 AM will be given full credit for the day.

After more than 3 (three) UNEXCUSED tardies to school, students will be subject to disciplinary action that includes, but is not limited to:

- 4-6 Tardies = Student meeting with an administrator and a meeting with parents/guardians
- 7-10 Tardies = After school detention
- 11-13 Tardies = 1 After School Alternative (ASA)
- 14-15 Tardies = 1 day Rams Reflection Room (ISS)
- 16+ Tardies = Citation issued by School Police

Tardy to Class

NOTE: Period Attendance (Absent/Tardy) will be taken daily.

The definition of “Tardy” to class is if the student arrives after the class has begun. However, a student will not be considered tardy to class if another staff member has written a pass for that student using the SmartPass Hall Pass system. For any tardiness over three total tardies in a class, the following consequences, in conjunction with the parent/guardian being notified, may be issued:

- After School Detention
- After School Alternative (ASA)
- Rams Reflection Room (ISS)

Habitual tardiness will be addressed by the administration.

Tardiness of more than five minutes to class will be considered a suspected skip and no credit will be awarded for work missed during a suspected skip. It is the student’s responsibility to provide documentation to their whereabouts to make up work if their absence/tardy is recorded as a suspected skip.

- 12 unexcused class absences per semester equals a failing grade (semester-long course)
- 24 unexcused class absences per year equals a failing grade (year-long course)

Make-up Work

Students are responsible for all assignments missed during an excused absence; **students will not receive credit for work missed during illegal absences unless there are arrangements made by the classroom teacher.** The student must contact the teachers and arrange to complete all work within the agreed upon timeline. Parents may request make-up work by contacting the main office at 724.226.2400, ext. 4650 for absences that extend more than three (3) days. Students are encouraged to check Google Classroom for missed work as well.

Highlands Virtual Academy (HVA)

As an alternative to the traditional school environment, Highlands students in grades 7-12 may choose to enroll in the Highlands Virtual Academy to receive the same high quality, standards-based instruction through a cyber platform - Edgenuity. Participation in HVA is a privilege that allows the students to work remotely at their own discretion. Enrollment can be revoked, and the student will return to the face-to-face instruction if they are not successful in the cyber environment.

In the HVA program, Highlands teachers review and support student learning. Students enrolled in HVA may also attend Forbes Road Career and Technology School. Full-time and part-time HVA students are responsible for meeting all of Highlands School District graduation requirements in order to earn a diploma.

To register for HVA, students/parents should contact their school counselor. Interested students must also attend an orientation along with their parent/guardian. For more information about HVA, please visit www.goldenrams.com/hva.

Cafeteria

School Breakfast and Lunch Program

Highlands will continue to offer FREE breakfast and FREE lunch for all enrolled students. In 2014, Highlands School District received a grant through the Healthy Hunger-Free Kids Act that was passed in 2010, which qualified the school for CEP (Community Eligibility Provision). This allows all students to receive free breakfast and free lunch every school day. The purpose of this program is to improve overall student health by providing students with nutritious and healthy food options daily. Highlands will be following the HHKFA regulations by offering students with whole grain rich breads, low fat, low sodium and lower sugar foods. Students will be offered a variety of fruits and vegetables daily.

My School Bucks

Students who pack their lunch and wish to purchase a milk will have to pay \$0.65. Such purchases will accumulate on your student's account. You can access student balances at:

www.myschoolbucks.com

MySchoolBucks will be used to track student balances and load money to your students account. If you student wants to purchase snacks there must be money in their account.

The school district has a no charge policy. A "closed lunch" program is in effect; students may bring their own lunch or receive a free lunch from the school cafeteria, but all students must eat in the cafeteria. Pizza and/or fast food deliveries are not permitted.

ASK YOUR CHILD: What did you eat today? Did you try anything new? What vegetable or fruit choices did you have? What drink did you have? Children's nutrition and diet drives more than just their health and physical attributes. It also keeps their brains in high gear, allowing them to remain more focused and learn more! Please encourage your child to ditch the brown bag and jump in line for a nutritious and delicious meal in our café!

QUESTIONS? Please Contact:

Stacey Waffensmith, Food Services Director, at 724.226.2400, ext. 4180.

Transportation Procedures

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 a signed permission slip from building administration.

Audio-video cameras have been installed for use on all buses. Footage will be periodically reviewed to ensure the safe and orderly transportation of students. The following specific regulations are required from each student.

The following regulations are presented so that each student will know what is expected of them. Should any student make a nuisance of themselves on the bus so that they would jeopardize the safety of the entire group, they will be deprived of the privilege of bus transportation.

Failure to follow the rules of the bus can result in students being suspended from riding any bus to and from school. *BUSING IS A PRIVILEGE.*

- Students must wait for the bus to come to a complete stop before entering/exiting the bus.
- 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.
- Students must always remain in the seat when the bus is moving.
- For their own personal safety, students are not permitted by state law to place hands, arms or heads out of the bus window.
- Students must not have unnecessary conversation with the driver as it is dangerous.
- Outside of ordinary conversation, classroom conduct is to be observed.
- Emergency doors are to be used only in an emergency and not an ordinary exit off the bus.
- Eating, smoking, vaping and/or use of abusive language are prohibited on the bus.
- The bus driver is in complete charge of the bus. Situations that need attention on the bus should be reported to the driver immediately. They will bring a written account of the infraction to the attention of building administration.
- Students should not tamper with or deface anything on the bus. Financial responsibility rests with the student for any damage done to the bus.
- Students must be on time. It is recommended that students arrive at the bus stop five minutes prior to the scheduled pickup time.

Activity Bus

An activity bus will transport participating tutoring students home following the tutoring session. More information is available at the School Counseling office.

Bus Misbehavior

Parents may be notified of infractions. Misbehavior on a school bus or van will result in the removal of the student from the vehicle for up to ten days or for the remainder of the school year for more severe or continuing offenses. In severe cases, the student will also receive a disorderly conduct citation and be required to appear in front of the district magistrate. Any misbehavior may result in Rams Reflection, Detention, Out of School Suspension or ASA.

Student Driving

Student Driver Definition: Any student in 11th or 12th grade who is in good standing, has obtained a valid Pennsylvania State Driver's License, and is not on social probation.

Good Standing: Students must be in good standing with the school in order to receive, and maintain, their parking permits. Parking permits **may be temporarily revoked** for the following reasons:

- a. Failing 3 or more classes
- b. Repeated tardiness to school/class
- c. Excessive school/class absences
- d. Leaving school without permission
- e. Reckless driving, speeding, or driving in a manner that is dangerous to oneself or others.
 - i. These actions are subject to prosecution under the Pennsylvania Motor Vehicle Code.
- f. Unauthorized entry into a car during school hours
- g. Excessive or major violations of school regulations

***For permits to be reinstated, students must attend after school tutoring, not be failing 3 or more classes, and/or meet with the administration to create an Improvement Plan.**

Vehicle Definition: Any motor vehicle registered with the Pennsylvania Department of Transportation.

Parking: To park on school property, student drivers must obtain a parking permit by filling out the Google Form titled "Highlands High School Student Parking Application 2024-2025 School Year" that can be found on the high school's website. Once on the high school's website, please hover over "Our School" and click on "Dean of Students - Mr. Thomas Stanko" in order to access the Google Form,. All students who drive automobiles to school must park in the assigned area.

Violations: Students who violate school rules, may result in a loss of driving privileges and/or face disciplinary actions by administration. All cars are to remain in the parking area during the hours that school is in session. The speed limit for all vehicles on school property will be 10 miles per hour.

Copies of all required documentation must be uploaded into the Google Form application on the school's website, and the \$10 fee must be paid prior to the distribution of any student parking permit.

Please Note: Applications may be denied at the discretion of building administration.

The following is a list of student parking stipulations:

1. Any student vehicle parked on school property during school hours must be registered with the school and must display an approved parking permit. Violators may be towed at the owner's expense.
2. The permit must be displayed on the rearview 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. This is a **NONREFUNDABLE** fee that can be paid in cash or a check made payable to Highlands High School.
4. Parking permits 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. Loitering in cars or in the parking lot is prohibited. Take all your school materials with you. Students cannot return to their cars during school hours. 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. All school rules are enforced while on school property—including while the student is in their vehicle. This includes but is not limited to our no vaping and smoking policy as well as our no weapons policy.
7. 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.
8. Parking privileges may be revoked for any driving or school rule violations while on school property. Driving infractions may be speeding, driving in a reckless manner, and driving/parking in an unauthorized area, etc.
9. Any violation may result in a loss of parking privileges, suspension from school, ticket for a moving violation, and/or towing at the owner's expense.
10. Any loss in parking privileges will result in the forfeiture of the registration fee. A new permit must be purchased once building administration has indicated that the parking privileges may be restored.
11. Lost registration permits must be replaced by the purchase of a new permit at the \$10 fee.

12. Parking permits are non-transferable. Placing a registration permit on a vehicle other than the vehicle to which it is registered will result in loss of parking privileges for both students for one semester and possible towing at the owner's expense.
13. Once driving privileges have been suspended, any student who continues to drive and park in school lots without approval will face disciplinary action from school administration and possible towing at the 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.
15. When parking on campus, the student agrees that they will not display any article on/in their vehicle that may be perceived as intimidating or offensive to others. Failure to comply may result in the removal of the student's parking privileges.
16. Under the provisions of Board Policy 218 Student Discipline, disciplinary actions may be imposed for the following reasons:
 - a. No parking permit displayed
 - b. Vehicle not registered
 - c. Unauthorized use of another student's permit
 - d. Vehicle parked improperly
 - e. Inappropriate behavior related to vehicle on school property
17. Students receiving suspension, in school or out of school, may lose parking privileges as noted below:
 - a. First suspendable offense – 5 days loss of parking privilege
 - b. Second suspendable offense – 10 days loss of parking privilege
 - c. Third suspendable offense – loss of privilege for one 9 week period
 - d. Fourth suspendable offense – loss of privilege for remainder of the school year
18. School financial obligations must be cleared to receive or retain a parking permit.

School Safety

Safety Drills

There are safety drill instructions posted in every room. At the beginning of the year, students and staff will review the proper procedures for each safety drill. These drills will be conducted on a monthly interval. Any student that willfully fails to comply with drill instructions may be subject to discipline at the discretion of building administration.

Mandated Reporting

Under Subchapter B: Provision and Responsibilities for Reporting Suspected Child Abuse, a mandated reporter, in section 6311, is defined as a “[person] required to report suspected child abuse,” and in subsection a4, more specifically, “a school employee” is listed as an example of a mandated reporter.

Section C further details the responsibilities of the school employee. “Whenever a person is required to report under subsection (b) in the capacity as a member of the staff of a medical or other public or private institution, school, facility or agency, that person shall report immediately in accordance with section 6313 and shall immediately thereafter notify the person in charge of the institution, school, facility or agency or the designated agent of the person in charge. Upon notification, the person in charge or the designated agent, if any, shall facilitate the cooperation of the institution, school, facility or agency with the investigation of the report. Any intimidation, retaliation or obstruction in the investigation of the report is subject to the provisions of 18 Pa.C.S. § 4958 (relating to intimidation, retaliation or obstruction in child abuse cases). This chapter does not require more than one report from any such institution, school, facility or agency.”

All concerns of abuse will be reported on the Child Abuse Hot Line (1.800.932.0313) or filed online at the Pennsylvania Child Welfare Information Solution website. This is the law. All teachers, school nurses, and social workers are bound by law to report concerns of neglect or abuse that are brought to their attention.

To read the Pennsylvania State Law in full, please click [here](#).

Metal Detectors

All bags (including, but not limited to, book bags, sports bags, lunch boxes/bags, fanny packs and purses) and belongings will be checked at the security tables before entering the school. In order to expedite the security procedures students will be responsible for removing any items from their pockets along with their belts, watches and jewelry which set off metal detectors. These items will be placed on the security tables for inspection. In addition, students will be asked to remove their shoes if the metal detector is activated. All students and visitors must pass through the metal detectors before entering the building. If a person refuses to pass through the metal detectors, they may be denied entry into the school building.

Bookbags/Backpacks

Students are permitted to carry standard sized book bags in the high school. These bags and all bags that enter the school will be searched upon daily entry into the building. Athletic bags and purses will also be searched upon entry into the high school. Bookbags should be clean, able to be easily searched, and free from clutter to ensure quicker and safer entry into school.

Refusal to Be Searched

If a student refuses to be searched for any reason, the student may be subject to consequences in accordance with the Highlands High School Discipline code. Upon refusal to be searched, the student will be assumed guilty, and the subsequent discipline will correspond to the appropriate Behavioral Consequence Level for the suspected offense as detailed in this Student Handbook.

Video Cameras

For supervision, safety, and security, video cameras and recorders may be used on campus and school buses.

Students may not use recording devices or phone cameras during school under any circumstance.

Visitors

Visitors must have a government-issued photo ID. All visitors should have a scheduled appointment and are required to sign in and out in 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 are required to sign out at the Main Office and return the name tag.

PROCESS FOR ADDRESSING COMPLAINTS OR CONCERNS

A parent or student who has a complaint or concern should first speak directly with the teacher involved. If necessary, the matter may then be brought to the principal. Do not rely on hearsay or "second-hand" information. Parents should make an appointment to ensure adequate time to discuss the problem with the teacher/principal.

The Highlands School District is committed to communication with parents and the community. We believe open lines of communication are essential to the educational process. District staff members will make a concerted effort to respond to inquiries in a timely fashion. Please note that staff members are not permitted to contact parents during instructional time and thereby, will not correspond to you immediately during the school day. In the event of an emergency during the school day, please contact the Main Office. Parents are advised to contact their child's teacher(s) or educator in charge of the class or program via voicemail or email when a question or concern arises. Should your child's teacher(s) not be able to assist in fielding the inquiry or addressing the concern, please follow the Chain of Command below.

The Chain of Command serves as a resource to parents and the community regarding communications with various departments for other concerns or questions.

CHAIN OF COMMAND FOR MATTERS INVOLVING:

Attendance

1. Main Office
2. School Counselor/Nurse
3. Principals

General Information on School Programming

1. School Website
2. Main Office
3. Principals
4. Assistant Superintendent
5. Superintendent
6. Board of Education

Student Activities

1. School Website
2. Supervising Staff Member
3. Main Office
4. Athletic/Activities Coordinator
5. Building Principals

Credential Support (Access, Usernames, Passwords for school website, school network, Google Account, Edgenuity)

1. Classroom Teacher
2. Main Office
3. School counselor
4. Edgenuity Lead Teacher
5. Building Principals
6. Director of Technology
7. Assistant Superintendent
8. Superintendent

Instruction/Curriculum/Student Progress

1. Classroom Teacher
2. Building Principals
3. Assistant Superintendent
4. Superintendent
5. Board of Education

Student Discipline based on Board Policy

1. Classroom Teacher
2. Dean of Students
3. Building Principals
4. Assistant Superintendent
5. Superintendent
6. Board of Education

Athletics

1. Coach
2. Athletic Director
3. Building Principals
4. Assistant Superintendent
5. Superintendent
6. Board of Education

Facilities/Grounds/Buildings

1. Director of Facilities 724-226-2400
2. Superintendent
3. Board of Education

Transportation (busing information, personnel)

- 1 Main Office
2. Building Principals
3. Director of Transportation - 724-226-2400
4. Superintendent
5. Board of Education

Transportation (Student Concerns)

1. Main Office
2. Counselor
3. Dean of Students
3. Building Principals
4. Director of Transportation
5. Assistant Superintendent
6. Superintendent
7. Board of Education

Harassment, Intimidation, and Bullying

1. Safe2Say
2. School Counselor
3. Dean of Students
4. Building Principals
5. Assistant Superintendent
6. Superintendent
7. Board of Education

Emergency School Closings

The decision to delay starting times, to cancel school, or to dismiss students early because of weather factors or other emergencies is based solely on the safety and welfare of students. These situations necessarily require the understanding and cooperation of parents.

Parents, who are not ordinarily at home at times of morning delays, school cancellations, or early dismissals, should make arrangements at the start of the school year for their children to be supervised at home or for them to report to a pre-arranged, safe place when such an emergency occurs.

- Announcements of school emergencies will be broadcast on local radio and TV stations, the SchoolMessenger automated phone system,* the district's mobile app and website, www.goldenrams.com, Facebook and Twitter.
- On a two-hour delay, starting times at schools and bus pick-up times will be adjusted according to the length of the delay for K-12 students. Parents of Pre-Kindergarten students will be informed of the delay procedures at the beginning of the school year.
- Early dismissals due to emergency will be ordered only when necessary.
- Please do not call the schools. This procedure will always be followed. Additional information or changes during an emergency will be broadcast if necessary.
- In the case of a remote learning day due to inclement weather, students will be notified via the SchoolMessenger system, and they will be expected to log-in to homeroom by 7:45am. Students will then progress through the rest of their day via Zoom.

**Please Note: The success of the SchoolMessenger automated phone system depends on accurate contact information obtained from school records. If your information has changed at any time during the school year, please notify the central registration office at 724.226.2400, ext. 5635 or akolek@goldenrams.com.*

Forbes Road Career & Technology Students

For FRCTC Morning-only Students:

- If Highlands High School has a two-hour delay and Forbes is canceled, our buses will pick students up and bring them to Highlands High School.
- If Highlands has a one-hour delay, the buses will run one hour later, and students will still go to Forbes Road.
- If Forbes Road CTC cancels but Highlands has school, then buses will pick up students to bring them 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.

For FRCTC Full-Day Students:

- Please follow guidance from Forbes Road CTC on attendance during delays or school cancellations.

Section 2 – Student Services

The Highlands School District Student Services Department is committed to providing a continuum of services to meet the needs of all students. The Student Services Department can be reached at 724.226.2400 ext. 5650.

School Counseling Department

In partnership with the school community, school counselors deliver a school counseling program to support all Highlands School District students. The School Counselors will assist students in applying academic achievement strategies, practicing interpersonal skills, and planning for college and career readiness.

The School Counselor roster distribution is as follows:

- Dr. Gurrera (Last Names beginning A – G)
- Ms. Carrarini (Last Names beginning H – O)
- Ms. Skwortz (Last Names beginning P – Z)

Special Education Services

The Highlands School District offers a full continuum of services. Student's Individual Education Programs (IEP) are developed by their IEP teams, including parents/ guardians and, when appropriate, the student. If you have a question or concern about your child's IEP, please contact their IEP Case Manager. If you believe your child may be eligible, please contact your child's school counselor.

Gifted & Talented Education

The Highlands School District recognizes that gifted students have special educational needs that should be met within the context of educating the whole child through a variety of services and options. Students needing Gifted Education receive services based on their Gifted Individualized Education Plan (GIEP). These plans are developed by their GIEP teams, including parents/ guardians and, when appropriate, the student. If you have a question or concern about your child's GIEP, please contact their GATE teacher. If you believe your child may be eligible, please contact your child's school counselor.

504 Services

Highlands School District provides eligible students services aligned to their disability-related needs which allows the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate. If you have questions or concerns or believe your child may be eligible, please contact your child's school counselor.

English as a Second Language

ESL instruction is available to students with limited proficiency in speaking, listening to, reading, or writing English due to their status as immigrants, refugees, foreign exchange students, or American-born children from non-English speaking homes. Parents of children who may require ESL instruction should alert the registration department when enrolling their child or contact our School Counseling department if a need arises.

Student Assistance Program (SAP)

SAP services are available to all Highlands School District students. The Commonwealth of Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying any issues (including academic problems, emotional/social issues, and alcohol, tobacco, and other drug use/abuse) that pose a barrier to a student's learning and success in school. SAP Teams are a specially trained group of teachers, school counselors, administrators, and a liaison from a local mental health agency. If you believe your child could benefit from these services, please contact your child's counselor.

Nursing Services

Please see the Health Services and Procedures section of the handbook.

Health Services & Procedures

Health Suite

1. The health suite is under the supervision of the school nurse Mrs. Lentz, who can be reached at 724.226.2400, ext. 4700.
2. The nurse's suite is on the second floor and supervised by a certified school nurse. If students are ill, they must secure a pass from their teacher and report directly to the nurse's suite.
3. The school nurse is normally available for first aid and consultation services every day.
4. Should any student find the health suite closed, he/she should report to the main office. 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.
7. Between classes, students must obtain a pass from their next class teacher. Under no circumstances are students making their own decision to leave school because they feel ill.
8. Students are not permitted to remain in the restrooms if they are ill. Instead, they must report to the nurse's office.
9. Students returning to class will be given a pass from the nurse. Students who become ill while school is in session must be seen by the nurse to be dismissed. Failure to do so may result in disciplinary action.
10. Only the nurse or an administrator have the authority to excuse a student from school because of illness.

Examinations

Pennsylvania requires each student to receive a comprehensive health examination conducted upon original entry, sixth grade, and eleventh grade. Families may have these examinations completed by their family physician. Forms are available on the Highlands School District website.

Screenings

As school law requires, hearing tests will be conducted at the 11th-grade level, and vision screening tests will be conducted at the 9th and 11th-grade levels. In addition, incoming students who have not had a screening exam will be evaluated. In addition, a yearly screening program consisting of weight and height measurements are completed on every student. Abnormal screening results will be communicated to parents/guardians.

Please contact the school nurse if you choose to opt your child out of health screenings. In accordance with the school policy, the parents/guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. In addition, the notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such a statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.

Immunizations

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

Immunization requirement information is available on the Highlands School District website.

Medication in School

1. NO medications, prescription and non-prescription will be permitted in school without the written approval from the school nurse or administration. Failure to follow the below procedures may result in suspension or expulsion from school.
2. No medication, prescription and non-prescription (Over The Counter), will be administered in school except by the Direct Medication Order Form of a licensed health provider that is accompanied with a parent's/guardian completed and signed Highlands Medication Administration Permission Form. This paperwork must be in place before any medications are dispensed to students. Highlands School District does not supply any medications.
3. Prescription medication must be presented in the original pharmacy bottle and be accompanied by a Medication Administration Consent Form.
4. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
 - Student's name.
 - Prescription medication shall be delivered in its original packaging and labeled with:
 - Directions for use (dosage, frequency and time of administration, route, special instructions).
 - Name and registration number of the licensed prescriber.
 - Prescription serial number.
 - Date originally filled.
 - Name of medication and amount dispensed.
 - Controlled substance statement, if applicable.
5. 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, as well as a doctor's note.
6. Unlabeled medications will **not** be given at school.
7. Medications are to be kept in the Nurse's office. Students are not permitted to carry their medications with them throughout the day.

8. 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.
9. **It is the parent's responsibility to supply and deliver all medications with proper instructions from a physician and the Highlands Medication Administration Permission Form to the main office to be administered during school hours.**

Inhalers & Epinephrine Auto-Injectors

Before any student is permitted to possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the School Board shall require the following:

1. Provide a written statement from the parent/guardian requesting the school to comply with the doctor's order.
2. Provide a written statement from the parent/guardian acknowledging that the school is not responsible for ensuring that the medication is taken and its employees responsible for the benefits or consequences of the prescribed medication.
3. Provide a written statement from the licensed physician, certified registered nurse practitioner, or physician assistant 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 instructions
 - If the child is qualified and able to self-administer the medication
4. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that s/he understands appropriate safeguards.
6. The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.

7. A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.
8. The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.
9. Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse and other classroom teachers shall be informed where the medication is stored and the means to access the medication.

Diabetes Medication & Monitoring Equipment

1. Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:
2. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
3. A written statement from the student's health care practitioner that provides:
 - Name of the drug.
 - Prescribed dosage.
 - Times when medication is to be taken.
 - Times when monitoring equipment is to be used.

- Length of time medication and monitoring equipment is prescribed.
 - Diagnosis or reason medication and monitoring equipment is needed.
 - Potential serious reactions to medication that may occur.
 - Emergency response.
 - Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
 - A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment are appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment are stored and the means to access them.

Administration of Naloxone

In an effort to ensure the health and safety of its students and staff, the Highlands School District will maintain and administer an opioid antagonist in its schools, specifically Naloxone for use during emergencies to any student or staff member experiencing a known or suspected opioid overdose regardless of a previous history of opioid abuse. In compliance with school board policy, The District's medical director has issued a non-patient specific order to the school nurse to administer Naloxone on-site.

Administration shall notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. Any student who experiences a drug overdose shall be referred to the district's Student Assistance Program.

Additionally, administration shall immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations

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, these excuses should be turned into the student's homeroom teacher, who will file this with the attendance office.

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 Counseling Office or Highlands Administration Center. This service is provided by Highlands School District at no cost. In select cases, with building administration approval, virtual schooling and/or HVA may be an option for homebound instruction.

Student Insurance

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 can be printed from the Highlands School District website, and the completed and signed application and check are then returned to the student's homeroom teacher in the sealed envelope. 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 can 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.*

Highlands High School Dress Guidelines

Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

1. Students **Must** Wear:
 - A shirt or dress (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND Shoes
2. Students **May** Wear:
 - Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff
 - Religious headwear
 - Hooded shirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff, and individual teachers may require no hoods be worn in their classrooms)
 - Opaque leggings
 - Ripped jeans, as long as underwear and buttocks are not exposed
 - Tank tops, including spaghetti straps; halter tops
 - Athletic attire
 - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate the Basic Principles above).

3. Students **CANNOT** Wear:

- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Tops that do not have appropriate shoulder straps
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance) such as ski masks or face coverings (not pertaining to medical concerns)
- Tinted eyewear (not pertaining to medical concerns)
- Clothes that are excessively short/tight or with excessive holes that expose skin
- Clothing or jewelry that refers to tobacco, alcohol, weapons, violence, profanity, gangs, sex or drugs
- Slippers or any footwear that would be considered not appropriate for outdoor wear

Dress Code Enforcement

Students in violation of Dress Code will be provided three options to be dressed to code during the school day:

- a. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed to code for the remainder of the day.
- b. Students will be provided with temporary school clothing to be dressed to code for the remainder of the day.
- c. If necessary, students' parent(s)/guardian(s) may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Dress code enforcement shall not be affected by a student's racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity. Students who feel they have been subject to discriminatory enforcement of the dress code should contact administration.

Dress Code Philosophy

Highlands High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not

reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code. The student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography, content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.

The final decisions about appropriateness of dress will be made by the building administration. Failure to adhere to staff directives in relation to the dress code will result in disciplinary consequences.

Obligations

Students are responsible for returning all property belonging to the district that has been distributed to them (i.e. Chromebooks, calculators, uniforms, textbooks, etc). This equipment must be in good, working order. If the item is damaged, altered, or lost in any way, the student is financially responsible for the item's replacement. Students are required to fulfill all financial obligations annually. Obligations must be current in order to participate in after-school activities, school dances, sports, or graduation Commencement. Legal action may be pursued by the district for unfulfilled obligations.

Instructional Program

Graduation

For student to receive a high school diploma and to participate in commencement exercises, they must complete all the Highlands School District Board of Directors requirements prior to graduation day. By the day of commencement exercises, students who have not completed all requirements and/or not fulfilled all obligations will not be permitted to participate in the graduation ceremony.

Credit Breakdown

Highlands High School, which operates on a six-day course rotation, offers both full and half credit courses.

A credit is a unit of measurement that represents minimum of 200 minutes of classroom work per week for a period of 36 weeks and the completion of that work with a minimum final grade of a 60%. To earn a half credit, a class or course which meets 3 periods each rotation for 36 weeks, or every day for one academic semester, has a value of 0.5 credits, and the student must earn a minimum final grade of a 60%.

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. Students will also have to complete volunteer hours in order to meet the Highlands High School graduation requirements.

Currently, the minimum 24 credits required for graduation and participation in Commencement exercises are:

- English: 4 Credits
- Social Studies: 3 Credits
- Science: 3 Credits
- Mathematics: 3 Credits
- Electives: 7 Credits
- PE/Health/Aquatics: 2 Credits
- Arts/Humanities: 2 Credits

Volunteer Hours: Students must complete two (2) hours per year while completing the proper paperwork. Additional guidance will be distributed to students at the beginning of the school year.

Percentage Grading System

Percentage grades are used for each nine-week grading period as well as semester and final averages.

Weighted grades will be reflected in the nine weeks, 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.

- A: 100% - 90%
- B: 89% - 80%
- C: 79% - 70%
- D: 69% - 60%
- F: 59% or lower

If a student receives a failing grade (less than 60%) for the final average in a required subject, that course must be repeated. Students who fail subjects can take the course again the following year or make special arrangements with their school counselor and 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.

Weighted Grades & Quality Point Average

In the computation of a student's grade point average, weighted grades will apply to some courses as identified in the program of studies. The percentage earned in all AP 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.

Final Grade Computation

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

- 1st Nine Weeks: 25%
- 2nd Nine Weeks: 25%
- 3rd Nine Weeks: 25%
- 4th Nine Weeks: 25%

*Any final exam will be calculated into the 4th nine weeks marking period grade.

Grade Level Classification

Below is the number of earned credits required for students to be classified in a designated grade:

- Tenth Grade (Sophomore): Must have earned at least 5 credits
- Eleventh Grade (Junior): Must have earned at least 11 credits
- Twelfth Grade (Senior): Must have earned at least 17 credits
- Total Credits Needed for Graduation: Earned at least 24 credits

Academic Awards Celebration

Each year, the top academic achievers in grades 9 through 12 are recognized at a reception. These students are selected by Grade Point Average based only on the previous three nine-week periods of that year; prior grade point history will not be averaged into the GPA.

Students who earn the Vocational Education Award are also recognized. Honors Cords for Commencement will be distributed at this ceremony. Qualifying students for the ceremony will be notified via mail.

National Honor Society

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.

1. 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 grade12)
 - 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. Students seeking induction must display adherence to the four pillars of National Honor Society: Scholarship, Service, Character and Leadership.
3. Students must complete and return the applications, including all references, by the deadline; applications will be dated as received, and late applications will not be accepted.
4. The Honor Society advisory committee, composed of faculty members, evaluates all application packets. 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 National 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 committee deemed the student as deficient. To maintain the integrity of the application process, teacher ratings will not be shared with students or their parents.
7. Members must maintain the 93% average to remain in good standing.
8. Students applying for induction into National Honor Society must also demonstrate involvement in the school community. The tables listed below offer suggested activities provided by Highlands School District for student involvement.

School Activities for NHS Admission

- Athletics
- Audio-Visual, Stage Crew
- Cheerleaders
- Student Council
- DECA
- International Club
- Sophomore Class Officers
- Junior Class Officers
- Senior Class Officers
- Band Front
- Yearbook
- Marching Band
- PBIS Student Committee
- Spring Musical
- Superintendent's Advisory Committee

Homework

Students will be required to complete homework assignments on a regular basis throughout each week. The value and purpose of homework is to be an enrichment activity specifically designed for practice and reinforcement of skills presented in the classroom.

Tutoring

Tutoring is available to any student. An activity bus will transport participating tutoring students home following the tutoring session. More information is available at the School Counseling office.

Progress Reports/Report Cards

Student progress is available via Power School for all parents of elementary and secondary students to check on and track current levels, growth and grades in assigned subjects. The reports itemize specific academic weaknesses and strengths and/or provide parents with the opportunity to schedule a conference with the teacher. Report cards are also available online via Power School during the end of each nine-week marking period. Parents are encouraged to check daily and weekly progress of their student(s).

Keystone Testing

Highlands School District participates in the Keystone Testing guidelines per the Pennsylvania State Department of Education. These tests are taken at the conclusion of Biology, Algebra, and English 10. State testing is offered in the spring with make-ups offered during the winter months of the following school year. In accordance with Act 158 of PDE's Education Code, Keystone Testing is part of one possible pathway to graduation. For more information on the pathways, contact your school counselor.

Student Schedule Changes/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 have been made before July 1, 2022. After July 1, the **only** requests for schedule changes that will be honored are those resulting from errors made by the school counseling department or in the cases where a student opts to take a more challenging course in that curricula (e.g. A.P. Physics chosen over Physics).

Withdrawing from School

When a student is withdrawing from school (after the age of 18), it is necessary for the parent or guardian to go to the School Counseling Office to authorize the withdrawal. Please note that all withdraw procedures must be in accordance with Pennsylvania State Law. View the Compulsory School age statute [here](#). Withdrawal procedures will include returning all textbooks and materials to teachers who will then complete the necessary withdrawal information and a mandatory meeting with the building principals. **All obligations must be cleared at this time.**

Technology/Computers

It is a privilege to use technology at Highlands. All students are provided with a Chromebook which should come to school every day and bring their Chromebook. A parent or guardian must complete and sign the technology usage agreement prior to students receiving their Chromebook. Students are responsible for the safe keeping of their device.

Students are not permitted to tamper with equipment or the network in any way. Tech insurance, at the parent/guardian's expense, is offered upon the distribution of the

Chromebook. If a parent/guardian denies the insurance, they must sign a waiver stating so at the time of the insurance being offered.

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 consequences in accordance with the discipline handbook.

Athletic Programs

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

FALL	WINTER	SPRING
Boys Golf	B and G Basketball	Baseball
Boys Soccer	Wrestling	Girls Softball
Football	B and G Swimming	B and G Track and Field
Girls Tennis		Boys Tennis
Girls Volleyball		

Attendance Requirements for Extracurricular Activities

Daily attendance is expected of all student athletes. According to PIAA regulations, students participating in athletic practices/and or competitions on a given day must be present and accounted for in classes for a minimum of four consecutive periods in a school day. Exceptions may be given with a corroborating, signed doctor's excuse. Daily attendance is monitored each day by the athletic director, and coached are notified of students ineligible to participate.

Grade Requirements for Extracurricular Activities

The following position statement was developed by the Highlands School District in order to provide 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 developed the following guidelines that govern student participation in athletics.

1. The Athletic Director will run eligibility reports at 11am every Friday during the impacted athletic season.

2. A student failing more than one subject on any given Friday, at the time of the eligibility report is generated, will be ineligible for one week, beginning the Sunday following the Friday and continuing to the next Sunday.
3. Students academically ineligible may still attend practices and participate in team activities. However, they are not permitted to compete during the week. Team rules pertaining to participation in practice and team activities are subject to the head coach's and/or building administration's discretion.

Lockers

Lockers are assigned to every student that requests one for the storage of books and clothing. Each locker is provided with a built-in combination lock. Student will retain the same locker every year of high school. Please keep locker combinations confidential.

Student lockers are the property of the school district and may be searched by school officials if there is reasonable suspicion as stipulated in the student rights, discipline, and drug and alcohol policies.

Library

The library is located at the front of the building across the courtyard from the gym and near B-Wing. Any student may use the library before school (7:10 – 7:40 AM) and after school until 2:40 PM. If a student wishes to use the library during a study hall, they must sign up on the library website and report directly to the library during their assigned study hall.

Students are expected to sign-in on an attendance sheet that is shared with the study hall teacher(s). Students should not report to their study hall before reporting to the library and are expected to arrive in the library before the tardy bell. Periodically, the library may be closed for classes.

The library houses over 10,000 books. The library's catalog is online. In addition, an online database and an inter-library loan system are available. 48

Students are responsible for all the materials they sign out. There are no fees for materials not returned on time. However, students will be billed for lost or damaged materials at replacement cost. All obligations should be paid as soon as possible. Failure to fulfill obligations will impact a student's ability to participate in social activities (i.e. Homecoming, prom) and graduation and will result in a student being placed on social probation.

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, cell phones, earbuds, food, hats, and radios are not permitted in the library.

Section 3 - Student Code of Conduct

Highlands School District promotes a district-wide philosophy supported by procedures and policies that contribute to the promotion of a *RAMS for Life* attitude. We expect our students to be **R**espectful, **A**ccountable, **M**otivated and **S**afe in all school settings and in the community.

The administration, teachers and support staff teach students what these behaviors look like, recognize those students who display these behaviors and encourage and support students who struggle. A large portion of this philosophy depends on consistency, communication, and cooperation among all stakeholders.

PBIS

Positive Behavior Interventions and Supports, or PBIS, is an evidence-based, three-tiered framework that is designed to improve school-wide behavior and morale, which, in turn, correlates to a positive influence on academics. Here, at Highlands High School, we have a dedicated team of educators and students who work together to provide positive responses to positive behavior. As a team, we meet regularly to help support the academic, behavioral, social, and emotional needs of all students. The three-tiered approach supports everyone—students, educators, and staff—in all school settings. * The breakdown is as follows:

- **Tier 1:** All students are supported here where expectations are set for all students in all school settings. Normally, roughly 80% of the student body experiences success at this level. Here, building-wide expectations are set, taught, demonstrated, and followed-through upon. Language is very clear in establishing, as a team of students and educators, what we want our school to look like.
- **Tier 2:** This is a smaller group of students who need additional small group support. On average, according to PBIS.org, about 10-15% of our students will need some sort of Tier 2 support. There is re-teaching of expectations and deeper collaboration between staff and students on how this small group can be successful.
- **Tier 3:** An intensive, individualized approach is utilized in Tier 3 where anywhere between 1-5% of the student body resides. Intervention planning with families and other stakeholders allows one-on-one interventions to exist whose goal is to help the student be as successful as possible in the school setting.

*Data comes from www.pbis.org

PBIS Incentive Program

Throughout the school year, you and your students will see various school events sponsored by the PBIS team. Our PBIS team goal is to bring students, parents, guardians, and school personnel together in all aspects of school, and part of that are our incentives. Periodically, your student may receive gift cards and/or prizes for good behavior and performances as way to incentivize our programs goals. There is no cost to you for these prizes. The program runs through donations and state/federal funding. We just want school to be as welcoming as possible as move to help shape the futures of our students at Highlands High School.

Cafeteria Expectations

When in the cafeteria, students are expected to act in accordance with the following expectations:

- Students will remain in the cafeteria during their assigned lunch period.
- Students are to remain seated until dismissed by staff at the end of the lunch period.
- Students will always maintain an appropriate voice level in the cafeteria.
- Students should clean up after themselves and ensure that all garbage is placed in the appropriate receptacles before leaving the cafeteria.
- All students are provided with a thirty-minute lunch period.
- No speakers or noise-making devices are permitted to be used during the lunch periods.

Cell Phones/ Electronic Items

The Highlands School Board authorizes student possession of cell phones and other personal electronic devices, such as calculators, laptop computers, handheld computers, cameras, MP3 players, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not prohibit bringing these devices to school, the district does not recommend it. **Students assume all risks of damage, theft, loss or misuse of such devices.** Students may only be permitted to utilize such devices in the classroom with the consent of the teacher. **Otherwise, upon entering the classroom, students are to place all cell phone devices in the specific location designated by the teacher.** Refusal or failure to do so will result in disciplinary action consistent with the HHS student code of conduct.

*****NO EARBUDS, AIR PODS, OR HEADPHONES SHALL BE WORN IN THE CLASSROOM DURING THE SCHOOL DAY UNLESS SPECIFICALLY INSTRUCTED TO DO SO BY STAFF *****

- Violations of this policy by a student shall result in disciplinary action including, but not limited to, confiscation of the item. Students must follow the below guidelines about electronic devices.
- Students are expected to use all devices responsibly.
- Students are prohibited from making calls or FaceTime's on their personal devices during the day. Students that need to make phone calls may do so from the office.
- Students are prohibited from using external speakers on school grounds and transportation.
- Students are prohibited from posting pictures and/or negative comments about other students/staff during school time (this includes the bus ride to and from school) that disrupts the normal function of the school day. Failure to comply with this directive will result in disciplinary action.
- Students are prohibited from producing and sharing videos of the school and/or other students/school staff during the school day. (i.e. student altercations, TikTok Videos)
- Items may be given to the front office for safe keeping during the school day. Students are responsible for their belongings at all times. The school district is not responsible for any loss, theft or damage of items.

NOTE: If a student refuses to turn over a prohibited item, he/she will be immediately referred to a principal or Dean of Students for disciplinary action.

Bullying/Cyber Bullying

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

Definitions

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

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

Students are encouraged to use the district's report form, available from the building administrator, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

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

The policy shall be posted in a prominent location within each school building and on the district website.

Education

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

Consequences for Violations

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

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Counseling/Therapy outside of school.
9. Referral to law enforcement officials.

Harassment

Harassment is "to annoy or torment repeatedly and persistently." This includes 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 suspension, a citation for harassment filed with the district justice and a school board expulsion hearing. The district harassment report form is found at the bottom of the School Board Docs at goldenrams.com.

Drug & 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. Possession of drug and/or alcohol on school property or at a school-sponsored event is a serious violation of Highlands School District Policy 227.

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.

Any student caught with nicotine and/or vapes may be subject to completing cessation remediation.

Any suspicion of THC may result in the student or their belongings being subject to immediate testing for the substance.

Open Containers

Students are not permitted to bring any open containers into school. Students are only permitted to bring sealed, unopened, nonalcoholic beverages, and fillable water bottles if the bottles are empty when entering the building. This includes parents/guardians dropping off items for students.

Tobacco/Vape

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
1. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or

- b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
2. Any component, part or accessory of the product or electronic device listed in this definition, whether it is sold separately.
3. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

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 or a look-alike item.

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, book bags, 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.

*See Board Policies

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.

Class Cuts

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. Students will be considered illegally absent, will not have the opportunity to complete any missed assignments during the period they did not attend and a grade of zero will be applied in the gradebook for all work assigned during that period.

- After School Detention
- After School Alternative (ASA)
- Rams Reflection Room (ISS)
- Parent Meeting

If a student fails to attend within a given time period, they may be subject to suspension.

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 one example of plagiarism.

- The following will occur when a student is caught and reported cheating or plagiarizing:
- The student will receive a zero grade on the activity, project, or test on which the cheating occurred with no opportunity for make-up work.
- Teachers will notify the parent and referral student to building administration.
- Members of meritorious organization (i.e. National Honor Society) will also receive a one-year suspension from the organization) from the date of the infraction. A second offense will result in permanent expulsion from meritorious organizations.
- Forfeiture of any meritorious awards (e.g. valedictorian, salutatorian during periods of suspension or expulsion).
- A summary of the situation will be handed into the office, so it can be placed in the student's discipline file.

Student Publications

Student publications, such as the Yearbook, are school sponsored and school controlled. The content is subject to review and approval prior to publication by school administrators. This includes posters and wall décor for classrooms and hallways. Students may not distribute written materials to the student body without the permission of building administration.

Food Deliveries

Highlands does not accept deliveries of food from outside entities (i.e. pizza deliveries, Doordash, GrubHub, etc.). Any deliveries will be declined, and the district will not reimburse.

Behavioral Consequence Levels

One of the primary goals of Highlands High School is to promote constructive and respectful behaviors. The procedures and consequences are designed to modify unacceptable behavior, not to punish. Students are expected to make appropriate decisions concerning their behaviors. School administration has the right to address behaviors on a case-by-case basis.

The examples provided in this Code of Conduct are not to be construed as limiting the behaviors which may require disciplinary action by school personnel. The following misconduct/response structure includes four levels.

Level I, II, III, and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence, determined by school administration. Any student found in violation of Board Policy and District rules and regulations will receive appropriate disciplinary action.

Social Probation

Students who are placed on the social probation list will be restricted from special privileges and participating in extracurricular activities until their names are removed.

All students on the social probation list will report to the office during school functions (Examples: pep rallies, assemblies, etc).

A student may be placed on the social probation 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 Social Probation List as indicated on the Code of Conduct: Disciplinary Action Consequences

A student's name will remain on the social probation list until the building administration 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.

Detention

- Detention is held Monday through Thursday from 2:30 PM to 3:30 PM.
- Report for detention promptly; no one will be admitted after 2:40 PM.
- You must have schoolwork to complete, and you must work during the entire detention.
- If any of the above rules are broken, further disciplinary action will result.

After-School Alternative (ASA)

The After-School Alternative (ASA) program is designed to help students 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 2:30 p.m. – 5:30 p.m. The student will receive all their schoolwork for that day at ASA. Failure to report to ASA will result in the student facing further disciplinary action. ASA will be assigned at the discretion of building administration.

- Students must be in the classroom by 2:40 p.m. Any student arriving after 2:40 p.m. will be turned away.
- Students should bring materials to complete school work.
- Students will work for the duration of the class, if a student does not work on assignments they will be asked to leave and could face further disciplinary action.
- One 10-minute break will be given at 4:15 p.m.
- All school rules apply. In the event a student is asked to leave, the student could face further disciplinary action.

Section 4 - Parent Involvement

Students do better in school when their family takes an active role in their education. There are many ways for us to look at parent involvement, and at least four different categories of involvement have been encouraged by successful schools. At Highlands, parents are encouraged to become as active as possible including all these levels of involvement:

Parenting Level – Ensuring regular attendance, getting the child to the school bus or to the school building on time, calling to report your child is sick, making certain the child completes homework and assignments, congratulating a child's success, supporting the school's discipline, and attending the Back to School Night and Teacher Conference days.

Communicating Level – Two-way communication includes home-to-school, sending in an excuse or doctor's excuse when a child has missed a day of school, signing the homework planner each night, calling the child's teacher when there is a concern, returning calls from the school, and keeping the Emergency Card up to date with working / current phone numbers and contact information.

Home Learning Level – Home Learning means working on the class work or homework papers with your child to assess for yourself what your child knows and can do, providing the contact with teachers or tutors to assist your child with academic weaknesses.

Decision-Making Level – This level has the home becoming involved at the public meetings and open forums of the District-wide Title I PAC working with other families to create an Action Plan for your school.

Parent-Teacher Conferences

Parents can schedule conferences with teachers and principals any day of the school year by calling the school to make an appointment. In addition, the district has scheduled several parent-oriented events throughout the year when parents can exchange ideas and get information concerning the schools and their children.

In addition, Back to School Nights are scheduled in September at each school. Since time limits at these events prohibit lengthy discussions on serious problems, parents are invited to make appointments in advance to discuss problems at a time convenient for both parties.

Volunteers

Highlands School District welcomes parents and community members into the District as volunteers. The District believes it is important to include the community in its mission to build foundations for the futures of our students. Many programs, extracurricular activities, events and experiences would not be had if it were not for the graciousness of volunteers.

The District anticipates a cordial relationship with you, as a volunteer, and thanks you for your time and dedication to our youth. Building administration reserves the right to deny the ability to volunteer in the school for any individual.

Qualifications for Volunteers

- Minimum of 18 years of age unless volunteer is a high school student in a peer-mentoring position.
- Adhere to all regulations, policies and procedures of the Highlands School District.
- Maintain confidentiality when volunteering within the schools.
- Provide State Criminal Record Check and State Child Abuse clearances, as well as FBI clearance or Arrest / Conviction Form. Information about how to obtain the necessary clearances is posted on the school website at www.goldenrams.com/volunteer

Compliance Notifications

Annual Compliance Notifications include the following and additional notifications that can be found on the District's website.

Child Find Notice of Special Education Services & Program

Each school district and other public agencies in the commonwealth must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents, and describe the parents' rights concerning the confidentiality of information obtained during this process. The content of this notice has been written in English but can be translated into other languages or transcribed to braille. If a person does not understand any of these notices, they should contact Dr. Amber Dean at 724-226-2400 ext., 5651, and request an explanation.

IDEA and Chapter 14

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

Autism/pervasive development disorder

Blindness or visual impairment

Deafness or hearing impairment

Developmental delay

Intellectual Disability

Multiple disabilities

Neurological impairment

Other health impairments

Physical disability

Serious emotional disturbance

Specific learning disability

Speech or language impairment

If you believe your school-aged child may require special education services and related programs, or young child (age 3 to school-age) may need early intervention. Screening and evaluation processes designed to assess the needs of the child and their eligibility are available to you at no cost upon written request. You may request screening and evaluation, whether your child is enrolled in the District's public-school program. Requests for evaluation and screening are to be written to the building principal. Additional information is available on the District's website. Questions and concerns should be addressed to Dr. Amber Dean, 724-226-2440 ext. 5651

Section 504/ Chapter 15

In compliance with state and federal law, the School District will provide to each eligible student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities. Additional information is available on the district website. Questions and concerns should be addressed to the Section 504 Coordinator, Dr. Amber Dean, 724-226-2440 ext.5651

Gifted Education and Chapter 16

Specially designed instruction is provided for students who are identified as intellectually gifted in accordance with Chapter 16 of Title 22 of the Pennsylvania Code. These individuals have demonstrated cognitive and academic performance, which has been determined to be significantly beyond age/grade level norms. After thoroughly evaluating each gifted learner's educational needs, a team of qualified professionals and the parents develop a Gifted Individualized Educational Plan (GIEP). Questions and concerns should be addressed to Dr. Amber Dean at 724-226-2440 ext., 5651

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. Additional information is available on the district website.

Notification of Rights Under the FERPA for Elementary and Secondary Schools

All school records are handled in strict compliance with Federal and State laws and regulations. Additional information is available on the district website.

Homebound Instruction

If a student is unable to attend school for a temporary (10 days or more) mental or physical illness or other urgent reason, the parent/ guardian should contact their counselor or administrator and ask for the homebound request form. This form requires input from the treating physician indicating the medical or psychological issue and when the student will return. The District approves Homebound Instruction based on a review of these records. Homebound instruction may not exceed three months unless the District has approval from the Pennsylvania Department of Education. The school counselor will provide you with the required Physician's Statement and the Physician Input form. For additional information, please contact Dr. Amber Dean at 724-226-2400 ext. 5651

Title IX Information

The Highlands School District does not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information, or other legally protected categories in its educational programs, activities, or employment practices. The announcement of this policy is in accordance with State Law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

The District has established Title IX personnel to respond to concerns and sexual harassment and assault reports promptly. All investigations into sexual harassment and assault reports will be impartial, free of bias and conflicts, and will not prejudge the facts for either side. The District strives to maintain an environment where all students, staff, and the greater community feel safe.

Complaints or questions regarding nondiscrimination in school, classroom, and employment should be referred to the District's Title IX Coordinator, Dr. Cathleen Cubelic- Title IX Compliance Officer, Highlands Administrative Center, PO Box 288, Natrona Heights, PA 15065.

Students Experiencing Homelessness

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), the Highlands School District continues to attempt to identify all children within the District that may be experiencing homelessness. If you believe you know of families or individual students that may qualify for this service, please contact Dr. Cathleen Cubelic, McKinney- Vento Liaison, at (724) 226- 2400.

Suicide Awareness and Prevention Policy

The Highlands School District recognizes the need to protect its students' health, safety, and welfare, promote healthy development, safeguard against the threat or attempt of suicide among school-aged youth, and address barriers to learning. This policy supports other federal, state, and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury. For additional information, please contact Dr. Amber Dean, District Suicide Prevention Coordinator, 724-226-2400, ext. 5651

Highlands School District Annual Notice of Student Services

[Annual Notification](#)

APPENDICES: HSD ATTENDANCE POLICY 204

Book Policy Manual

Section 200 Pupils

Title Attendance

Code 204

Status Active

Adopted August 21, 2017

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and regulations.

Definitions

Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[9\]](#)[\[8\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.

3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth agency, and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.[\[11\]\[1\]](#)

The Superintendent or designee, in coordination with the building principal, Attendance Officer, and Home and School Visitor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
4. Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[5\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.[\[5\]](#)[\[14\]](#)[\[2\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[6\]](#)[\[7\]](#)[\[20\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[5\]](#)[\[21\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[22\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[5\]](#)[\[25\]](#)[\[23\]](#)[\[24\]](#)[\[17\]](#)[\[26\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[5\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[7\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[7\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[6\]](#)[\[3\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
3. Quarantine.
4. Family emergency.

5. Recovery from an accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[6\]\[1\]](#)
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.[\[27\]](#)
10. Non School-sponsored educational tours or trips, if the following conditions are met:[\[6\]\[28\]](#)
 1. The parent/guardian submits a written request for excusal prior to the absence.
 2. The student's participation has been approved by the Superintendent or designee.
 3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
11. College or postsecondary institution visit, with prior approval.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.[\[6\]\[3\]](#)

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

Temporary Excusals

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[5\]\[14\]\[17\]](#)
2. Students participating in a religious instruction program, if the following conditions are met:[\[29\]\[27\]](#)
 1. The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

2. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 3. Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[20\]](#)

Parental Notice of Absence

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.[\[9\]](#)

Parental Notification - District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant - When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[30\]](#)

The notice shall:[\[30\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address

is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[30\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[30\]](#)

School Attendance Improvement Conference

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.[\[30\]](#)

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[9\]](#)

The following individuals shall be invited to the School Attendance Improvement Conference:[\[9\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[30\]](#)

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[30\]](#)

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.[\[30\]](#)

Student is Habitually Truant

When a student under fifteen (15) years of age is habitually truant, district staff:[\[31\]](#)

1. Shall refer the student to:
 1. A school-based or community-based attendance improvement program; or
 2. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.[\[31\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[31\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[31\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[\[31\]](#)

Filing a Citation

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the school in which the student is or should be enrolled.[\[32\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[32\]](#)

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[33][34][36]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[30\]](#)

APPENDICES: HSD ELECTRONIC DEVICE POLICY 237

Book Policy Manual

Section 200 Pupils

Title Electronic Device

Code 237

Status Active

Adopted March 21, 2016

Last Revised May 15, 2017

Last Reviewed April 6, 2017

Authority

The Board authorizes student possession of cell phones and other personal electronic devices, such as pagers, calculators, personal digital assistants (PDAs), laptop computers, handheld computers, cameras, MP3 players, mobile phones, tablets or any other devices designed to communicate, create or store information. While the district does not prohibit bringing these devices, the district does not recommend it.[\[1\]](#)

Owners assume all risks of damage, theft, loss or misuse of such devices.

Students may only be permitted to utilize such devices in the classroom with the consent of the teacher.

Students may not use such devices on school property and school-sponsored activities to access and/or view Internet websites that are otherwise blocked to students at school, such as but not limited to FaceBook, MySpace and YouTube.[\[9\]](#)

The following shall also be prohibited while using such devices on school grounds:[\[9\]](#)

1. Sending and/or displaying offensive messages.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Violating copyright laws.

5. Using another individual's password/access codes.
6. Trespassing in digital files, work or folders.

Cameras of any type shall be prohibited in restrooms, locker rooms, swimming pool areas or during testing shall be prohibited.

The Board prohibits possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[\[2\]](#)

Devices shall be powered off or silenced during the school day, unless otherwise permitted by district procedures, rules and/or regulations. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and shall result in disciplinary action and/or confiscation of the electronic device.[\[3\]](#)[\[6\]](#)[\[7\]](#)

Definition

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, CD players, DVD players, handheld game consoles, mobile phones, tablets, laptops as well as any new technology developed with similar capabilities.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[\[3\]](#)

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[\[4\]](#)[\[5\]](#)
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or

conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the Board's electronic device policy by publishing such policy in the student handbook, on the district website and in other publications mailed to addresses on file.

Guidelines

Parents/Guardians and students shall sign the acceptable use waiver acknowledging review of Board policy, register applicable equipment with the district and sign related forms.[9]

Sending text, image, sound, video or files for the purpose of cheating shall be grounds for confiscation and/or inspection of transmitted data.[6]

If a device shall be confiscated, it shall only be released and/or returned to a parent/guardian.

Students may not:[9]

1. Employ the district network for commercial or any non-educational purposes.
2. Intentionally waste resources, such as excessive downloading or creating viruses.

Exceptions to the 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) and other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.

3. Other reasons determined appropriate by the building principal.

District staff shall not be authorized to share, distribute or download any content from a student's electronic device.

If the district confiscates a student's device, it shall not be responsible for loss of data or damage to the device.

APPENDICES: HSD TOBACCO/NICOTINE POLICY 222

Book Policy Manual

Section 200 Pupils

Title Tobacco/Nicotine

Code 222

Status Active

Adopted January 18, 2016

Last Revised April 15, 2019

Purpose

The Board recognizes that tobacco, nicotine and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definitions

For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.[\[1\]\[2\]\[3\]](#)

The Board also prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and

regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Delegation of Responsibility

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco/nicotine policy by publishing information in student handbooks, parental newsletters, Code of Student Conduct, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[1\]](#)

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

Guidelines

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[9\]](#)[\[10\]](#)[\[11\]](#)

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by students to the Office for Safe Schools on the required form.[\[9\]](#)[\[12\]](#)

Additional Provisions - Tobacco Only

The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[9\]](#)[\[10\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.[\[15\]](#)

APPENDICES: HSD WEAPONS POLICY 218.1

Book Policy Manual

Section 200 Pupils

Title Weapons

Code 218.1

Status Active

Adopted January 18, 2016

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[10\]](#)

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[11\]](#)[\[13\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[16\]](#)[\[10\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[13\]](#)[\[10\]](#)

The Superintendent or designee shall report all incidents regarding expulsion for possession of a weapon to the Department of Education.[\[2\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[17\]](#)[\[18\]](#)

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

APPENDICES: HSD CONTROLLED SUBSTANCE/PARAPHERNALIA POLICY 227

Book Policy Manual

Section 200 Pupils

Title Controlled Substances/Paraphernalia

Code 227

Status Active

Adopted January 18, 2016

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution dedicated to the holistic well-being of each student, the utilization of curriculum, classroom activities, community support and resources, strong and consistent administration and faculty efforts and rehabilitative and disciplinary processes shall enable the schools to strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

School Property - for the purposes of this policy, shall include not only actual buildings, facilities and grounds on the school campus, but shall also include buses, school bus stops, school parking areas and any facility being used for a school function.

Student Assistance Program (SAP) Team - a multi-disciplinary team comprised of school personnel, teachers, staff, administrators, nurses, guidance counselors, probation officers, etc. The team shall be trained to understand and work on the issues of adolescent chemical use, abuse and dependency, and shall play a primary role in the identification and referral process of students.[27]

Authority

The Board prohibits students from aiding in the procurement, using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity on or off school property, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[14]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[15][16]

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[\[17\]\[18\]\[19\]](#)
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. Provide education concerning the dangers of abusing controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[\[14\]\[20\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[17\]\[18\]\[21\]\[22\]\[23\]](#)[\[13\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The

Superintendent or designee shall document attempts made to reach the parent/guardian.[\[21\]](#)[\[24\]](#)[\[13\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[\[18\]](#)[\[13\]](#)

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[\[25\]](#)

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[\[26\]](#)[\[20\]](#)

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.