

**Philipsburg-Osceola
Senior High School
Student Handbook
2021-2022**

"The mission of the Philipsburg-Osceola School District is to provide opportunities, resources and support for students to become lifelong learners."

Welcome to your 2021-2022 school year at POHS! We ask that you commit yourself to do your educational best! It is our commitment to help you achieve academic success this year!

**Mrs. Hockey
Ms. Bravin**

The Philipsburg-Osceola Board of School Directors declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, marital status, politics, ancestry, national origin or handicap/disability.

This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

POHS Administrative Staff

Mrs. Linda Hockey	Principal	lhockey@pomounties.org
Ms. Julie Bravin	Assistant Principal	jbravin@pomounties.org
Mr. Robert Mann	Athletic Director	rmann@pomounties.org
Mr. Matthew Curtis	Asst. Athletic Director	mcurtis@pomounties.org
	School Counselor	
Mr. Doug Sankey	School Counselor	dsankey@pomounties.org
Mrs. Nicki Anderson	Administrative Assistant	nanderson@pomounties.org
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Mrs. Ashley Lancaste	Counselor Admin. Asst.	alancaste@pomounties.org
Mrs. Krista Cole	Athletic Admin. Asst.	krcole@pomounties.org

POHS Contacts

High School Office	814-342-1521	814-342-7521 Fax
Guidance Office	814-342-1523	
Athletic Office	814-342-5983	814-342-2168 Fax

SCHOOL CALENDAR

2021-2022

August 25	First Day of School
September 6	No School – Labor Day
October 11	No School – In-Service
November 24 – 30	No School – Break
December 23 - January 3	No School – Winter Break
January 4	School Resumes
January 17	No School – Closed
February 18	No School – In-Service
February 21	No School
April 14 - April 19	No School – Spring Break
May 13	No School – In-Service
May 30	No School – Memorial Day
June 2	Last Student Day
June 3	Commencement

2021-2022 DAILY BELL SCHEDULE

Arrival	7:30
Announcements	7:55
Period 1	8:00 – 8:42
Period 2	8:46 – 9:28
Period 3	9:32 – 10:14
Period 4	10:18 – 11:00
5 Lunch	11:04 – 11:34
Period 6/7	11:38 – 12:19
Period 8/9	12:23 – 1:04
Period 5/6	11:04 – 11:45
7 Lunch	11:49 – 12:19
Period 8/9	12:23 – 1:04
Period 5/6	11:04 – 11:45
Period 7/8	11:49 – 12:30
9 Lunch	12:34 – 1:04
Period 10	1:08 – 1:49
Period 11	1:53 – 2:35

STUDENT RIGHTS

Freedom of Expression - Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school, encourages unlawful activities or interferes with another individual's rights.

Flag Salute and the Pledge of Allegiance - "Act 157 of 2002 amends the School Code to require students to recite the pledge of Allegiance at the beginning of each school day and requires the United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents in writing of their child's refusal to recite the pledge." Any student not participating in the pledge must remain quiet and respectful.

Appeals - Students should expect to be disciplined for obvious misconduct and disruptive behavior. If there are questions about the assignment of detention or suspension, students may make an appeal in this order: Teacher, Assistant Principal, Principal, and then the Superintendent.

STUDENT RESPONSIBILITIES

- Be aware of all rules and regulations for student behavior and conduct yourself in a safe and appropriate manner at all times.
- Attend school daily (except when excused) and be on time to all classes, prepared to work.
- Dress and groom yourself to meet fair standards of safety and health so as not to cause a disruption of the educational process.
- Make all necessary arrangements for making up work when absent from school.
- Attempt to complete the courses of study prescribed by the state and local school authorities.
- Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Be courteous and demonstrate respect for others and their property.

NOTE: School administrators reserve the right to modify discipline procedures during the course of the school year should the need be warranted and appropriate. The consequences may change given context, cooperativeness and administrator discretion.

ACADEMICS

ACADEMIC ACHIEVEMENT

A (Excellent)	93% - 100%
B (Good)	85% - 92%
C (Average)	77% - 84%
D (Fair)	70% - 76%
F (Failing)	0% - 69%
I	Incomplete

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. The incomplete work becomes a zero if not completed by the next marking period and is averaged with the grades of the previous marking period.

The end of the 2021-2022 marking periods are:

First nine weeks – October 28

Second nine weeks – January 18

Third nine weeks – March 23

Fourth nine weeks – June 2

HIGH HONOR ROLL – Grade average is 93% or higher

All grades must be at least 85% to be eligible for high honor roll consideration.

HONOR ROLL – Grade average is 85% to 92.9%

All grades must be at least 77% to be eligible for honor roll consideration.

***Withdrawal Pass (WP) will disqualify a student from all Honor Rolls during the current marking period. Withdrawal Fail (WF) will disqualify a student from all Honor Rolls for all marking periods from the time of withdrawal.*

***An incomplete grade will disqualify the student from honor roll/high honor roll consideration.*

ACADEMIC INTEGRITY

The Philipsburg-Osceola Area School District supports students' learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displaying the best academic ethical behavior. Grades should reflect the student's own work.

A lack of academic integrity is defined as doing or attempting to do the following:

- Cheating (copying/sharing/failure to produce own work): includes, but is not limited to, a student copying, or allowing someone to copy, an in-class assignment, quiz or test and submitting it as his/her own, unless specifically permitted or required by a teacher; unauthorized use of or communicating with notes, calculators, computers, textbooks, websites, cell phones, etc, during an exam or project without the consent of the teacher; telling other students what is on an in-class assignment, quiz or test or providing specific questions or answers before or after.
- Plagiarism: The willful submission of any work that is not the student's own. Plagiarism includes the submission or use of falsified data or records and is further defined as the act of appropriating the literacy composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an outside source includes any work, published or unpublished, by a person other than the student. Plagiarism may include, but is not limited to the following: word-for-word quotations, except those of common knowledge, passages that have been summarized or paraphrased, charts, graphs, and diagrams that are not the student's own, statistics that have not been compiled by the student, theories or interpretations that are not the student's own key words/terms that have been taken from a special source and/or mosaic in which phrases and terms are copied and embedded in the student's work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else's thought without proper acknowledgement.
- Forgery/Stealing: The unauthorized access to an exam or answers to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or grade book records or forgery of signatures for the purpose of academic gain as well as sabotaging or destroying the work of others. y

Consequences:

First Offense:

- Assignment will be recorded as missing/incomplete until completed properly under teacher guidance. Failure to redo the assignment will result in a zero at the completion of the 9-weeks. The amount of credit awarded will be at the discretion of the teacher.
- Four (4) hours tutorial
- Academic probation for the remainder of the school year (Academic Probation means the student will fail any subsequent assignment in which they exhibit a lack of academic integrity, even if it's a different course.)

Second Offense:

- Receive a failing grade (69% or below - teacher's discretion) for the assignment in which the instance occurred; complete assignment (or alternate assignment) properly within 5 days to remain in class
- Suspension
- Removal from elected/appointed positions
- Removal from extracurricular positions

Additional Offenses

- Failure of the course in which the 3rd instance occurred
- Removal from the class (WF) with no credit
- Suspension

This policy covers all school related tests, quizzes, reports, class assignments, and projects both in and out of class.

*Tutorial and suspensions apply to in-person students only

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

Students participating in school sponsored activities – including but not limited to clubs, athletics, field trips, drama and music - must meet PIAA academic eligibility requirements. Students must be passing at least 4 full credit subjects as of each eligibility check (once a week during the season/event). Failing to meet this requirement makes the student ineligible to participate in interscholastic events/extracurricular events for the next week.

Students not passing 4 credits at the end of a marking period will be ineligible for 15 days in compliance with PIAA regulations/school regulations.

EDUCATIONAL RECORDS

The school maintains a record of attendance, achievement, and other test data required to administer the educational program. Students and/or parents/guardians may review their education record within a reasonable period of time, but in no case more than 30 days after the request. Parents/guardians shall make the request in writing to the principal who will set up the appointment at a mutually convenient time. A fee may be charged for copies made of educational records.

FIELD TRIPS

Field trips are an extension of the school day and classroom experience. As such, teachers must be reasonably assured that students will conduct themselves appropriately during the field trip. Students that do not meet conduct or PIAA academic requirements for field trips may be denied permission to attend. Students who have been suspended 2 or more times are not eligible to participate in field trips.

HOMECOMING

For a student to be eligible for homecoming, they must be in good academic standing at the time of nomination. Students must also have no suspensions or no more than 2 tutorial hours to be eligible to participate.

GRADUATION

Students may participate in graduation ceremonies only if they have completed all graduation requirements. Honor students are students who have achieved a GPA of 93% or higher.

HOMEBOUND INSTRUCTION

If a student becomes ill or disabled during the school year, they may receive instruction at home. A letter from a physician must be sent to the Guidance Office requesting homebound instruction.

It must explain:

- The nature of the illness or disability
- State that the student will be homebound for a minimum of four weeks.

A parent/guardian should also notify the Attendance Office. Students may receive up to five (5) hours of instruction each week. When approved by the school board, a certified teacher will be assigned. Subjects requiring special skills or equipment such as physical education, technical education, etc. are not available on a homebound basis.

KEYSTONE EXAMS

Educational trips will not be granted during exam time if your child is scheduled for a Keystone Exam. Keystone exams are given for Algebra 1, Biology and Literature.

Winter Wave 1: December 1-15, 2021

Winter Wave 2: January 3-14, 2022

Spring Wave: May 16-27, 2022

PARENT/TEACHER CONFERENCES

Parents/guardians who wish to speak with their child's teachers may contact the school counselors' office at 814-342-1521 to set up an appointment. Additionally, if you are unable to make an appointment to meet with your child's teacher and have a question on how your child is doing, you may contact your child's teacher via email.

CHAIN OF COMMAND / HOW TO EFFECTIVELY COMMUNICATE WITH THE SCHOOL

To promote effective and timely communication, parents should consult the "chain of command" for where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via email, and a phone call is the next preferable way. Contact information such as email addresses and phone numbers can be found on the district website.

1. On Matters Involving Instruction/Discipline

- a. Classroom Teacher
- b. Counselor
- c. Assistant Principal
- d. Principal
- e. Superintendent
- f. Board of Education

3. On Matters Involving Facilities/Grounds/Buildings

- a. Custodian
- b. Supervisor of Facilities/Event
- c. Principal or Assistant Principal
- d. Director of Buildings & Grounds
- e. Superintendent
- f. Board of Education

2. On Matters Involving Athletics/Extracurricular Activities

- a. Head Coach/Advisor
- b. Athletic Director
- c. Principal or Assistant Principal
- d. Superintendent
- e. Board of Education

4. On Matters Involving Transportation

- a. Bus Driver
- b. Transportation Director
- c. Principal or Assistant Principal
- d. Superintendent
- e. Board of Education

SCHEDULING CHANGES

Schedule changes should be requested at least one week prior to the first day of school. Exceptions to the deadlines will be granted to extenuating circumstances. All changes require faculty consultation, parent/guardian confirmation, and approval from a school counselor. Parent/guardian and students must sign a form requesting a class drop. Courses dropped will reflect a withdrawal passing (WP) or withdrawal failing (WF).

SPECIAL EDUCATION PUBLIC AWARENESS

Pennsylvania State Law and the Federal Individuals with Disabilities Education Act entitles each exceptional child the right to a free and appropriate education. In Pennsylvania, the term "exceptional" includes students with physical or mental disabilities and children who are mentally gifted, who are determined by an Individualized Educational Program (IEP) team to need specially designed instruction. In order to ensure that all children suspected of being exceptional are identified, the Philipsburg-Osceola Area School District conducts on-going screening and identification activities.

TUTORIALS

Teachers may be available for academic tutoring after school, before school, study halls and/or math labs. Students should make arrangements with the teacher for remedial help. Teachers may suggest that students stay after school when they deem it necessary to improve academic performance. Students should see teachers for needed help after an absence from school or prior to testing. Students may be assigned tutorial for failure to comply with behavior expectations.

ATTENDANCE

State law requires all children between the ages of 6 and 18 to attend school. Students are expected to be in school unless absent with parental permission. Regular attendance is in the best academic interest of the student and increases the likelihood that he or she will be successful in the classroom.

ABSENCES - On each day a student misses school, the School Messenger system will notify the parents of the absence. The day the student returns to school, he or she must bring a written excuse from the parent or guardian

stating the reason for the absence and drop it off at the lobby window. *If an excuse is not brought in after three school days, the absence will be considered illegal.*

MAKE-UP WORK - It is the student's responsibility to make up missed work. If a class or classes are missed due to an excused absence, the student will be allowed to make up all work required in accordance with the number of days missed: one day missed = one day to turn in missed work; two days= 2 days to turn in, etc.

The school will make contact on behalf of a student who has been suspended to gather work to be completed during the suspension. If the missed assignments are satisfactorily completed and received by the teacher on the first day of the student's return to school, full credit will be given.

EARLY DISMISSAL - Parents are encouraged to make appointments after school hours if possible. When a student needs to be excused early, the parent or guardian must send a note with the student and drop it off at the lobby window.

TARDINESS - Any student who is not in his or her Period 1 class before 8:00 AM is considered tardy and must report to the reception window/visitor entrance. Students must have a note from the parent or guardian stating the reason for being tardy. A student who is tardy more than three times will be assigned tutorial. Chronic tardiness (7 or more occurrences) may be assigned ISS.

EXCESSIVE ABSENCES - In compliance with PA School Code, if a student who has been absent ten days, a letter will be sent to parents explaining that a doctor's excuse will be needed for further absences. Failure to bring in doctor's excuses will result in an illegal day. Three illegal days will result in a first notice being sent. Any illegal absences after the first notice will result in a citation being issued through the district magistrate. Presenting doctor's excuses each time your child has an appointment will not use one of the ten allowable days absent.

EDUCATIONAL TRIPS - District policy permits students to take educational trip(s) during the year not exceeding five (5) school days. The parent or guardian must submit a written request to the principal at least one (1) week prior to the trip and the student is responsible for making up all assignments during the period of absence. The principal reserves the right to grant approval for **excused days** based on the student's attendance record and academic standing. (Students must not be failing any subjects or have missed more than 10 days of school.) ***Excused absences for educational trips will not be granted during state assessment/achievement testing periods.***

EXTRACURRICULAR ATTENDANCE/PARTICIPATION

- Including but not limited to: Clubs/Activities, Athletics, Field Trips, Drama, Music
- Students are not permitted to participate in practice sessions or school events if they are absent from school that day. Exceptions are preplanned college visits, other school related functions such as a field trip, educational trip, doctor, emergency or extenuating circumstances approved by the building administrator.
- All students must be in school and attending classes the entire school day to be eligible to participate in extracurricular activities that day (including practices/rehearsals). Students cannot be tardy or leave early. Only bonafide doctors' excuses or other urgent circumstances will be considered by the principal in waiving this policy. Appointments in excess of 180 minutes must have an excuse from a doctor stating that it was medically necessary to be out for an extended period, or have bonafide circumstances for excess of 180 minutes. Parent notes are not acceptable excuses for purposes of these guidelines.
- Any student sent home ill from school is ineligible for all activities that day.
- **Any student that is disciplined for fighting/assault may be suspended from all extra-curricular activities or could possibly be dismissed from the team or activity per the athletic/activity handbook in consultation with the principal and athletic director.**

CONCUSSIONS

Students who have been diagnosed with a concussion will be given the appropriate accommodations throughout the school day. It is the responsibility of any student placed on concussion protocol to follow the protocol that is put in place. If a student is on concussion protocol and is a member of **any** extracurricular activity, they are not able to participate in any way until released completely from all concussion protocol by a medical professional. Students will need clearance from a medical professional to return to physical education classes.

SCHOOL DAY

ARRIVING AT SCHOOL

Students will be admitted to the building beginning at 7:30 AM. Once students enter the building, they are permitted to get a grab-and-go breakfast from the cafeteria, go to their lockers and report to their period 1 class. Students are encouraged to use the time between arriving at school and 7:55 to eat breakfast, make cafeteria deposits, use the restroom or turn in excuses at the reception window. Students may not linger in the hallways. **Students not in their period 1 class by 8:00 AM will be considered tardy.**

BUILDING SECURITY

In order to provide a safe and healthful environment for faculty, students, and staff, all doors will be locked at 8:00AM.

- All visitors must sign in at the lobby window.
- All visitors will be given a visitors' pass, and must sign out of the building when leaving.
- Visitors who wish to leave a message with a student may do so at the lobby window.
- Students will not be interrupted during a scheduled class. Emergency situations will be handled with administrative approval.
- If a student becomes aware of a visitor who does not display a POHS visitor's badge, please inform a faculty/staff member immediately.
- Upon entering school property, security cameras are used to monitor activity.

METAL DETECTORS

All students and visitors will be required to pass through a metal detector anytime they enter the building. All persons entering the building at any time are subject to search and/or denial of entry into the building.

****Metal detector procedures are subject to change to benefit the safety of our students.**

BACKPACK POLICY

Students are to leave their backpacks in their assigned locker prior to the start of the school day. Students are not permitted to have backpacks during the school day (unless going directly to and from physical education classes) and may retrieve them at dismissal.

CAFETERIA

POHS participates in the Federal School Breakfast and Lunch Program. Students and/or parents/guardians may request the necessary forms for Free and Reduced School Meals Household Applications from the office, cafeteria, or school website. To encourage good nutrition, well-balanced breakfast and lunch programs are offered daily. Parents can check their child's cafeteria account balance and activity on-line as well as make electronic cafeteria account payments. Instructions can be found on the school district website under "Departments" and click on "Food Services." Parents may also deposit money into their student's account via the traditional envelope method. Please contact the Food Service Office at 814-342-1050 for further information. Up to three (3) lunches may be charged. Snacks and à la carte beverage purchases may not be charged. Water is available free of charge. Bottled water is available for purchase as well.

Cafeteria Expectations:

1. Outside deliveries of food items are prohibited
2. Follow posted cafeteria expectations. Failure to comply may result in alternate lunch, assigned seating, loss of cafeteria privileges, and/or other consequences.

BREAKFAST

Students may get a grab-and-go breakfast in the cafeteria area upon arrival at school, until 7:55

TECHNOLOGY DEVICES

The following policy regarding cell phones and technology devices will be in place:

In an attempt to decrease the number of incidents such as bullying, hazing, harassment, and illegal activities and increase school safety, the use of a cell phone at the POHS is a privilege and not a right. Research has also shown the use of a cell phone in a classroom setting is not only a distraction to the user, but to others around them.

- You may have limited/no connection of your personal device to the district Wi-Fi while on school grounds.
- Cell phone usage is permitted during class changes and lunch.

- Cell phones/technology devices may be used as an instructional tool with teacher permission during that teacher's class only.
- Cell phones/technology devices may **NOT** be used during tutorial hours.
- Earbuds/headphones are not permitted in the classroom setting.
- The use of electronic devices in locker rooms, health suites, restrooms, and other areas where an individual would have a reasonable expectation of privacy is strictly prohibited.
- Administration reserves the right to deny access to technology services due to violations of the acceptable usage policy and/or student discipline code.
- The Philipsburg-Osceola Area School District is not responsible for lost or stolen personal technology devices. You are encouraged to use a lock on your locker.

During all classes, cell phones must remain unseen and silent. The teacher will have the discretion to determine whether cell phones remain with students or are required to be placed in the room's cell phone holder. The only time a student will be in possession of a cell phone in the classroom is when a teacher permits it for instructional purposes.

Failure to comply with these expectations will result in the following consequences:

First Offense: cell phones/technology devices will be confiscated and sent to the office until the remainder of the day.

Second Offense: cell phones/technology devices will be confiscated and sent to the office and a parent must pick up the device (during school hours).

Third Offense: cell phones/technology devices turned into office, parent/guardian pick up after 24 hours (during school hours) and/or stricter discipline will result.

Refusal to comply with the above cell phone policy will result in ISS/OSS.

The inappropriate use of cell phones or other electronic devices could subject the student to school consequences and/or possible police action. Inappropriate use includes, but is not limited to: bullying, harassment, videotaping a fight, or any other action which could be construed to be damaging to the character of another person.

DRESS CODE

Students are expected to dress in a manner that is not distracting or disruptive to the educational process. The following guidelines will apply to student attire:

- Clothing with offensive slogans or pictures related to drugs, alcohol, gender, tobacco, ethnic origin, sex, weapons or profanity will not be permitted.
- Students are prohibited from wearing or carrying clothing or accessories that display e-cigarette or vape industry brand names, logos, or other related identifiers or allusions to vaping or vaping-like product use on school property.
- Hats, visors, sunglasses (unless prescription) and bandanas/headbands must be removed upon entering the building and may not be worn until after dismissal.
- Clothing that inappropriately exposes one's body is prohibited.
 - Shorts, skirts and dresses must be an appropriate length.
 - Clothing with spaghetti straps is prohibited.
 - Low cut tops or clothing which exposes the midriff or undergarments is not permitted at any time.
- Students are prohibited from wearing blankets, capes, flags or any other item that impedes safety.
- Wallet chains are not permitted.
- Students are required to bring a change of clothes for physical education classes.
- Body Piercing is restricted as follows: Teachers will make reasonable requests of students to remove piercings if they pose a danger to student safety or the safety of others during the class.
- Footwear is required.

The Administration reserves the right to determine if a student's clothing interferes with education or is offensive. Students who violate the dress code will be asked to change or call home to get appropriate clothing. Repeated violations of the dress code may result in tutorial.

HALLPASSES

Students have a responsibility to use their agenda as a hall pass throughout the school day. These agendas can be replaced at a cost of \$5.00 and can be purchased in the main office.

INTERNET ACCEPTABLE USE POLICY

Telecommunication services are available to students and staff in the Philipsburg-Osceola Area School District. It offers vast, diverse, and unique resources to both students and staff. In providing these services, we are promoting educational excellence in Philipsburg-Osceola Area Schools by facilitating resource sharing, innovation, collaboration, and communication. For terms and conditions of use, please see our homepage. Copies are also available upon request at the main office.

Questions regarding technology and one to one laptop computers should be referred to:

<http://www.pomounties.org/Technology.aspx>

<http://www.pomounties.org/StudentOnetoOneProgram.aspx>

LOCKERS

Students are assigned their own locker. It is for the convenient storage of clothing and books. These lockers remain the property of the school district and shall under no condition be considered private property. Lockers shall be subject to regular, random search.

Please close locker doors completely, do not share your locker or combination with others, and/or do not leave food or beverages in lockers beyond the day of use. Locks may be purchased in the office.

The school district is not responsible for any items (textbooks, school supplies, clothing, or personal property, etc.) missing from lockers. If students have valuables that they do not want to place in their locker, please bring it to the office.

OBLIGATIONS / DEBTS

Outstanding obligations include lost or damaged textbooks, laptops, library books, calculators, career and technical education and family and consumer science fees, lost athletic equipment or other school property. It is expected that all obligations are to be resolved as soon as possible. Obligations will be reviewed yearly with the following action(s) occurring:

1. Student notification
2. Parent/guardian notification
3. Report cards will not be issued until all obligations are satisfied
4. Diploma withheld

RESTROOMS

Students may use the restrooms before and after school, between class periods, and during lunch periods. Only emergency passes will be issued while classes are in session. Students should not loiter in the restrooms, write on the walls, or damage the facilities in any way.

SEARCHES ON SCHOOL PROPERTY

School administrators and/or designees have the right to search lockers, belongings, and vehicles when a reasonable, individualized suspicion exists that a student may be hiding contraband, exhibiting evidence of a prohibited act or creating an unsafe or unhealthy environment in violation of school rules. School officials may seize any prohibited materials. Random searches will be conducted periodically.

TEXTBOOKS

Students will be issued textbooks at the beginning of the year and are responsible for any damage or loss of textbooks that may occur during the year. Students who do not pay for lost or damaged books will have their report cards and schedules withheld until the bill is paid.

STUDENT SERVICES

COUNSELING OFFICE

The counseling office is available to work with students to meet their academic, social, and emotional needs in a variety of ways:

- Seeks to ensure that students are appropriately scheduled for high school classes based on POHS graduation requirements and student talents, aptitudes, and postsecondary plans.
- Provides information and preparation strategies for the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), the American College Test (ACT), the Armed Services Vocational Aptitude Battery (ASVAB), and Advanced Placement exams.
- Provides the “Guide to College Planning,” which details the steps involved in choosing a postsecondary institution, completing the application process, and applying for financial aid.
- Meets with seniors several times during the year to discuss progress in postsecondary planning.
- Encourages and solicits parent involvement during these planning meetings and throughout the year.
- Aids in completing job or college applications, coordinates references, and provides official transcripts.
- Hosts a Financial Aid Night each year and provides information on scholarships to students preparing to enter postsecondary education.
- Offers conflict resolution strategies and individual counseling opportunities as the need arises.

Counselors are building level suicide prevention coordinators who ensure age appropriate comprehensive health and wellness information. Counselors also follow suicide awareness, prevention and response protocol, and are members of the school’s SAP team (Student Assistance Program), which works to identify, intervene with, and refer students who are at-risk for drug, alcohol, and/or mental health issues.

Suicide Awareness, Prevention, and Response

The district is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

Centre County CAN HELP: 1-800-643-5432
Clearfield County CAN HELP: 1-800-341-5040

Mr. Sankey: School Counselor for students last name A-K
To be Determined: School Counselor for students last name L-Z

Safe2Say

The PA Attorney General in conjunction with schools have created an anonymous tip line to increase safety of all students in an effort to reduce violence, suicide and cutting, bullying, drug use and overall victimization with more students getting help.

Website: WWW.SAYSOMETHING.NET

Tip line: 1-800-saf2say

Mobile app: Say Something—anonymous reporting system available on iPhone and Android devices.

Nurse/ Health Office

Illness/First Aid:

Students, who become ill, require minor first aid at school, or need to be evaluated for health reasons must report to the nurse. A written pass from the teacher or signed agenda is required to visit the nurse. Students are not permitted to use cell phones or school phones to call parents to be dismissed for health reasons. The nurse will assess the student, provide care according to standing medical orders, determine whether parental contact is necessary, and if the student needs to be sent home. To be in compliance with attendance requirements, if a student has missed 10 days or more and he/she leaves the school due to illness or injury, a doctor’s excuse is needed for that absence from the school day. The nurse is not able to provide excuses for students with excessive absences.

Medications:

Medications students are required to take during school must stay locked in the health office medication cabinet. Students are not allowed to store medications in their backpacks or carry medications during the school day unless the physician order states “must carry.” Examples of “must carry” medications may include: metered dose asthma inhalers, epinephrine auto injectors, diabetic supplies, and other medications for medical conditions as specified by the physician.

Prescription and/or over the counter medication (OTC) must be in the original container from the pharmacy or manufacturer. Prescription medication cannot be given without a written doctor's order and written parent/guardian consent. The nurse cannot accept loose medication in bags or envelopes. If the parent/guardian provides the school nurse with a signed written consent that includes the student's name, medication name, dosage, and time medication is to be administered, the nurse can give over the counter medication. For safety reasons, medication not sent in the properly labeled container by the pharmacy or manufacturer cannot be given. Any student carrying medications without a written physician's order on file in the health office and permission from the nurse are in violation of the school's drug policy and may be disciplined according to school policy. These rules and guidelines are for the safety of all students.

Mandated Screenings:

All students must abide by school health law requirements and have the required health screenings and immunizations completed for specific grades.

Pennsylvania School Law and Pennsylvania Department of Health mandate the following screenings. Information will be sent home with the students throughout the school year outlining details and dates for specific screenings.

Parents/guardians are welcome to be present during their child's screenings. Private physical forms can be viewed and downloaded from the POHS website school nurse link.

1. Height, weight, & BMI yearly for all students in grades 9-12
2. Vision screening (near and far) yearly for all students in grades 9-12
3. Hearing screening for all students in grade 11, and upon teacher or parent request for all other students.
4. **Physical examinations** are required for all students in **grade 11**. This exam will be performed by the school physician only with parent/guardian written consent. Students also have the option of having a private physical exam done by a private physician at their parents' expense and return a copy of the exam to the school nurse.

Immunizations:

Pennsylvania Department of Health (according to PA School Code) requires all students attending school must be fully immunized. The only exceptions to these regulations are those students for whom immunization is not medically advisable or those for whom immunization is contrary to religious or moral convictions.

Emergency Epinephrine Opt-Out Information Information You Should Know About Emergency Epinephrine

Emergency epinephrine is:

Used to counteract anaphylaxis, a rapid, severe, life-threatening allergic reaction that can cause skin itching and hives, throat tightness, wheezing, and inability to breathe, and may result in death. Common allergens that can cause anaphylaxis include food, bee sting venom, medications and latex. A life-threatening reaction can occur within minutes or hours after exposure to an allergen. The treatment for anaphylaxis is prompt administration of epinephrine and transport by emergency medical services (EMS) to the nearest hospital emergency department.

Emergency epinephrine administration:

Students who have a known history of severe life-threatening allergies and have a prescription for an epinephrine auto-injector. Students who have their first life-threatening allergic reaction to an unknown or undiagnosed allergy while at school. Emergency epinephrine is administered by auto injector. **Persons who may administer emergency epinephrine include:** A nurse working in the school building or a trained unlicensed school employee.

Epinephrine Opt-Out:

Act 195 of 2014 provides parents with the right to exempt their student from administration of epinephrine. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

School Messenger

In efforts to improve communication between parents and school, POASD uses the School Messenger telephone broadcast system to notify all households in the event of school closings or delayed starts due to inclement weather or any other emergency, the announcement will be posted on the school website and a School Messenger notification will be initiated.

STUDENT ASSISTANCE PROGRAM

In accordance with Pennsylvania Act 211, the Student Assistance Program consists of faculty members who have been specially trained to assist students with drug, alcohol or emotional problems.

The purpose of the Student Assistance Program is to identify and make referrals for students who are experiencing problems with substance abuse and/or mental health concerns. The Student Assistance Program receives referrals from parents/guardians, students, school personnel, or any other concerned individuals. Data will be gathered by the Student Assistance Program, and, if an intervention is deemed necessary, the facts will be presented to the identified student and her/his parent/guardian. Recommendations may suggest involvement with community resources. Strict confidentiality is maintained.

WORK PERMITS

Work permits are issued at the HS during the school year and at the Central Administrative Office located at the PO Middle School during the summer. Although there are positive benefits from working, you are responsible for attendance, promptness, and course-related work.

STUDENT PARKING AND DRIVING REGULATIONS

The following rules and regulations shall govern student parking on school property. Failure to adhere to any of these guidelines will result in the student losing their privilege to drive and park on school grounds or other appropriate disciplinary action.

- 1) Driving to school and parking on school property is a privilege and should be considered as such. Failure to comply with the driving regulations can result in a student losing his/her privilege to drive and park on school grounds indefinitely.
- 2) Each student desiring to park their vehicle on school grounds during school hours must complete a registration form and return it to the office.
- 3) Each student authorized to park their vehicle on school grounds will be issued a tag that is to be displayed on the rear-view mirror when the student is parked on school grounds.
- 4) Student drivers who have excessive tardies (4) to first period may lose their driving privileges.
- 5) Students are not to go to their cars during school hours without securing a pass from the office.
- 6) The speed limit on school grounds is 15 mph. Failure to adhere to this speed limit, driving off a paved area, or driving in a reckless or dangerous manner may result in the revocation of parking permits or other disciplinary action as deemed appropriate for the situation.
- 7) At dismissal, if a student is not participating in an extracurricular activity, they must exit the parking lot.

STUDENT ACTIVITIES

ATHLETICS

Refer to the PIAA academic eligibility requirements on page 5 and the extracurricular attendance policy on page 7.

Any student who has been suspended may not participate in or be a spectator in any school activity during the term of the suspension.

PROM/HOMECOMING ACTIVITIES

Attending homecoming and prom are privileges at POHS. As such, proper conduct during the school day and at after school activities is required for attendance. Students may bring non-POHS guests. Guests must complete a dance request form at least one week prior to the event. Guests must be at least high school age (grade 9) and not older than 20 years old. Guests cannot be a dropout of POHS.

SILVER CORD VOLUNTEER SERVICE PROGRAM

The Silver Cord program is a distinguished award to recognize students for their out of school volunteer efforts. Program participation is voluntary for all POHS students. Students who complete the required 100 volunteer service hours will be entitled to wear a silver cord with their cap and gown during Commencement.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to be self-controlled and responsible for their behavior at all times.

In order to provide the best possible learning environment that is safe for all students and free from disruptions, behavior expectations are set as follows:

- A. Respect for Academic Environment**
- B. Respect for School Property**
- C. Respect for Others**
- D. Respect for the Law**

Students may be assigned tutorial hours, in-school suspension or out of school suspension for failing to meet school expectations.

Tutorial takes priority over all school and sports activities.

For repeated offenses, when it is obvious that tutorial is not changing student behavior, a suspension (in-school or out-of-school) may be issued. A suspension may be issued at the discretion of the administration. Students may not be on school district property or attend school district events during suspension.

NOTE: School administrators reserve the right to modify discipline procedures during the course of the school year should the need be warranted and appropriate. The consequences may change given context, cooperativeness and administrator discretion.

TOBACCO POLICY

In accordance with Act 145 of the Pennsylvania State Crimes Code, any student who possesses or uses tobacco products in a school building, a school bus or on property owned by, leased by or under the control of the school district commits a summary offense and will be subject to the jurisdiction of the District Court.

The law defines tobacco as, "a lighted or unlighted cigarette, cigar, pipe or other smoking product (look-alikes) and smokeless tobacco in any form."

As an educational institution, the Philipsburg-Osceola Area School District shall strive to prevent the abuse or use of e-cigarettes and vapes on school property, at school sponsored events, or on district provided transportation. We want to maintain an environment free of devices for the ingestion of nicotine and illegal drugs in all areas utilized by the district.

The Philipsburg-Osceola High School reserves the right to treat items such as electronic cigarettes (e-cigarette), nicotine patches, nicotine gum, other nicotine-delivering substances, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other "tobacco innovation" that are designed or intended to provide a vapor of nicotine and/or other substance(s) as a violation of the school's tobacco policy and/or a violation of the school's drug and alcohol policy based on individual circumstances. Prohibited items will be confiscated and not returned to the student or parent/guardian. Should an electronic cigarette or vape be used for the ingestion or inhalation of illegal substances covered in Board Policy 227, Controlled Substances and Paraphernalia, that policy will control the district actions taken.

Possession - For purposes of this policy, possession would be defined as an electronic cigarette, vape, vaping fluid, cartridge, pod, or partial device being found on the person of the student, in the student's locker, in a student's purse, backpack, gym bag, or other like object, in a student's coat or other clothing, in a student's vehicle, or otherwise under the student's control.

Any person who violates this policy may be subject to the following penalties that are in addition to any civil or criminal prosecution and penalty imposed by law:

- a. Students will be subject to penalties up to and including possible expulsion. Students who commit a subsequent offense shall be subjected to prosecution before a District Justice (Magistrate).
- b. Students who violate this policy will also be referred to the Student Assistance Program (SAP). Referrals and access to school-based and community resources to help students overcome nicotine addiction shall be provided, including voluntary tobacco and tobacco-like use cessation and/or education classes at the student's expense, when applicable. Students in violation of this policy will be required to comply with all SAP recommendations.

DRUG AND ALCOHOL POLICY

Students are prohibited from using, consuming, possessing, selling, distributing and being under the influence of any controlled substance during school hours, on school property and at any school sponsored event. Controlled substances shall mean all dangerous controlled substances prohibited by law: look-a-like drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, prescription or patent drugs, except those for which permission for use in school has been granted according to board policy.

The consequences for a drug or alcohol violation:

Use/Possession: First Offense

- Out of School Suspension = 10 days
- Notification of parents
- Notification of police
- Referral to SAP Team- must comply with the recommendations of the assessment
- Failure to comply with the recommendations of the assessment will result in a pre- expulsion hearing and possible expulsion.

Use/Possession: Second Offense

- Out of School Suspension = INDEFINITE
- Notification of Parents
- Notification of Police
- Referral to SAP Team- must comply with the recommendations of the assessment
- Pre-expulsion hearing and possible expulsion.

Distribution

A student, who, while subject to the school's jurisdiction, sells, distributes or offers to sell or distribute any controlled substance, alcoholic beverage or prescription drug shall be immediately and temporarily suspended, pending a hearing. After a proper hearing, the student may be subject to suspension, expulsion, probation, or continuation of studies outside the school premises. Also, the student will be referred to the SAP team and must comply with the recommendation(s) of the SAP team.

WEAPONS POLICY

The purpose of this policy is to prohibit student possession of weapons on school property and to provide for procedures for investigation and notification in the event of a report or suspicion of the presence of a weapon on school property. A weapon is defined as any loaded or unloaded firearm (including pellet guns, BB guns, and look-alike firearms), an explosive device of any kind; all knives; or any other tool or instrument that is not reasonably related to district curriculum such as chains, brass knuckles, night sticks, ax handles, etc. The foregoing does not apply to any object which is specially authorized by school officials.

A student is deemed to be in possession of any illegal and/or banned item(s) under this policy when such item(s) is/are found on the person of the student, or under his/her control, on property being used by the school or at any school function, or activity, or at any school event held away from the school, or while the student is on his/her way to or from school.

Any student violating this weapon policy will be expelled from school for a period of not less than one (1) year; however, the Superintendent or School Board of Directors may modify such expulsion requirement for a student on a case-by-case basis.

Prohibited Items

Laser pointers, lighters, or any other look-alike items deemed detrimental to the educational environment or the general welfare of students or staff.

HARASSMENT

Harassment includes but is not limited to repeated, unwelcome and offensive slurs, Jokes, or other verbal, graphic or physical conduct relating to an individual race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that create an intimidating hostile or offensive educational environment. This definition also applies to sexual and/or ethnic harassment.

Students should immediately report any incidents of harassment to an adult in authority (teacher, assistant principal, principal, superintendent, etc.) The school will take steps to educate students involved in sexual harassment incidents and will take appropriate disciplinary actions prescribed by district policy.

BULLYING/CYBERBULLYING -- POLICY 249

Last Revised

June 30, 2015

Purpose

The board is committed to providing a safe, civil, 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, presents an obstacle to social/emotional development of students, 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, during school hours, on school district owned or leased property or vehicles, or at any school-sponsored activities, or during the time spent traveling to and from school and school-sponsored activities, that is severe, persistent or pervasive and has the effect of doing any of the following:

Substantial interference with a student's education.

Creation of a threatening environment.

Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Bullying consists of a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

- Physical - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
- Verbal - includes taunting, malicious teasing, name-calling, and making threats.
- Psychological or Relational - involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.
- **Cyberbullying** - forms of verbal and psychological bullying may also occur on the Internet through email, instant messaging, or personal profile websites. **Cyberbullying** includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying includes unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

Physically, emotionally or mentally harming a student.

Damaging, extorting or taking a student's personal property.

Placing a student in reasonable fear of physical, emotional or mental harm.

Placing a student in reasonable fear of damage to or loss of personal property.

Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

The term **bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

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 and on the way to and from school.

Authority

The board prohibits all forms of bullying by district students.

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

The board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. If the behavior is found to meet the definition of bullying, written documentation shall be submitted to the building principal. The building principal or his/her designee will inform parents/guardians of the victim and person accused. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Delegation of Responsibility

Each student and staff member 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. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

Education

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

Investigation Procedures

A student shall report a complaint of bullying or cyberbullying, orally or in writing, to the teachers, building administrator, or school counselor.

The building administrator will investigate the alleged conduct that occurred. The building administrator may ask assistance from other district employees in the investigation process.

After the investigation, the building principal or designee shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

Consequences for Violations

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

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

Students who have been bullied or who have witnessed bullying should promptly report such incidents to the building principals or school counselors.

BUS PRIVILEGES

All students must ride their assigned bus and get on and off the bus at their assigned stop only. Bus drivers are not permitted to let unassigned students ride their bus or drop students off at a different stop without approval from the district transportation office. Students are permitted to ride a different bus in an emergency situation only with pass issued from the office. The parent/ guardian must send a note to the office on the date of the emergency to get permission for the student to ride a different bus.

Maintaining effective bus discipline is necessary in order for bus drivers to drive safely.

Bus Safety includes (but is not limited to):

- Quietly seated in assigned seats on the bus at all times
- Boarding and departing the bus in an orderly manner
- Follow directions of the bus drivers
- No inappropriate language or actions
- Do not distract the bus driver
- No objects are to be thrown on the bus or out of bus windows
- Head and hands are to remain inside the bus windows at all times
- Students should arrive at the bus stop five minutes before the scheduled pick up time

The Philipsburg–Osceola Area School District Board has authorized the use of video/audio cameras in school facilities and on school buses. These cameras can record both what is said and done. The video/audio cameras will be used to monitor student behavior to maintain order and a safe environment. Students and parents are hereby notified that the content of the tapes may be used in a student disciplinary proceeding. The contents of the tapes are confidential student records and will be safeguarded. Tapes will be retained only if necessary for use in a student disciplinary proceeding or other matters as determined by the administration.

The following actions may be taken by the school when bus conduct reports are received from drivers: student conference, parent conference/phone call, bus suspension 3, 10, or 30 days.

*****During all bus suspensions, the parent/guardian is responsible for the transportation of the student to and from school.***

CCCTC Notes:

AM CCCTC

Bus leaves POHS at 8:00 am. Students need to arrive at the school and report directly to the bus.

Absences at CCCTC: The day the student returns to CCCTC, he or she must take a written excuse to CCCTC.

All-Day CCCTC: Occasionally students need to remain at the CCCTC all day. Students must have the proper form filled out 2 days in advance, with all signatures required, before it is signed by a high school administrator. Failure to acquire the proper signatures will be considered as an unexcused absence and/or cutting class. **Students will not be allowed to stay all day if they are failing 1 or more classes at POHS.**

SHARP OBJECTS TO AND FROM CCCTC

Students are not permitted to transport sharp objects to and from the CCCTC.

Weather Early Dismissals: PM CCCTC students must complete and return a parental permission form to be released from school on days there are early dismissals for weather or days the CCCTC is not in session. Dismissal time will be at the conclusion of their scheduled classes.