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Note: The following rules and regulations of the Pittston Senior High School are a supplement to those printed in the Pittston Area School District Handbook. Certain circumstances may occur in which the Administration may deem it necessary to modify this handbook in order to provide a more practical and workable school.

(I.) PITTSTON AREA SCHOOL DISTRICT MISSION STATEMENT

THE MISSION OF THE PITTSTON AREA SCHOOL DISTRICT IS TO PROVIDE A QUALITY EDUCATION THAT DEVELOPS ACADEMIC, TECHNICAL AND SOCIAL SKILLS IN ORDER TO ENABLE OUR STUDENTS TO BECOME RESPONSIBLE CITIZENS AND LIFELONG LEARNERS IN A COMPLEX, MULTI-CULTURAL, RAPIDLY CHANGING WORLD.

(II.) BELIEF STATEMENTS

The purpose of Schools is

- * to provide all students with the opportunity to develop the skills that are necessary to function as contributing and responsible members of society
- * to guide all students toward respect for themselves and others
- * to encourage all parents to participate in their children's education
- * to empower all students to realize their unique talents and abilities

All Students:

- * are individuals from diverse backgrounds with unique needs, abilities and learning styles
- * are entitled to attend school in a safe and secure environment
- * are able to learn at their own pace

All Educators Should:

- * have high expectations for all students
- * encourage all students to aspire to their potential
- * instill in students a lifelong desire to learn

(II.) ADMINISTRATION

DISTRICT ADMINISTRATION

Mr. George Cosgrove **Superintendent**
Dr. John Lussi.....**District Principal**
Ms. Margaret Boyt**Special Education Director K-12**
Dr. Janet Donovan.....**Principal of Curriculum K-12**
Ms. Cheryl Finn.....**School Psychologist K-12**

HIGH SCHOOL ADMINISTRATION

Mr. John A. Haas..... **Principal**
Mr. Arthur Savokinas..... **Asst. Principal**

ADMINISTRATIVE ASSISTANTS

Mrs. Patricia Casale.....**Guidance Office**
Mrs. Columbia Farruggia.....**Principal's Office**
Mrs. Marian Lenchak.....**Principal's Office**
Mrs. Rose Daley.....**Library**

(III.) FACULTY

DEPARTMENT CHAIRPERSONS

Mr. James Kupetz.....Technology Coordinator
Dr. Coreen Milazzo.....Guidance Department Supervisor
Mrs. Heather Koss.....Mathematics Department
Mr. Michael Fuller.....Social Studies Department
Mr. Cristopher Lazevnick.....Science Department
Mrs. Joyce SalvoEnglish Department
Mr. Charles TurcoAthletic Director
Ms. Elizabeth TurcoNurses Department

TEACHING STAFF

Mrs. Denise AdamsScience
Mr. Mike AmetiaMathematics
Mr. James Anthony.....Chemistry
Mr. James Blaskiewicz.....Physical Education
Mr. Adam BurdettMusic
Mr. Anthony BurnsEnglish
Mr. Joseph Caprari.....Science
Mr. Salvatore Carroll.....Social Studies
Mrs. Carolyn Cocco.....Mathematics

Mrs. Kimberly CollinsSpanish
 Ms. Kathryn Conlon.....English
 Mrs. Kara Corbett.....English/Math
 Mrs. Tara CraigBiology/Computer Science
 Mr. Robert Devlin.....Social Studies
 Mrs. Samantha Distasio.....Social Studies
 Mrs. Megan Getrige.....Spanish
 Mr. Joe Giambra.....Mathematics
 Mrs. Danae Golya.....English
 Mrs. Judith Greenwald.....Art
 Mrs. Amy Hazlet.....Library Science
 Mr. Lon HazletSocial Studies
 Mr. James Heffers.....Technology
 Mr. Michael Hopkins.....Science
 Mrs. Lisa Joyce.....Business
 Mr. Thomas Joyce.....Math/Science
 Ms. Amanda Karaffa.....Chemistry
 Ms. Christine Keren.....Social Studies
 Ms. Nicole Kotula.....Spanish
 Mr. Fred LicataHealth/Physical Education
 Ms. Kristy Martin.....Foreign Language
 Ms. Jennifer Mattingly.....Foreign Language
 Ms. Colleen McGarry.....Mathematics
 Mr. Paul McGarry.....Computer Science
 Mrs. Amy Miller.....English
 Mr. Jason Mills.....Science
 Miss Christine MundelarHome Economics
 Mrs. Jacqueline NowakowskiEnglish
 Ms. Jill OliverMathematics
 Mrs. Lois OstrowskiMathematics
 Mr. Leonard PesotiniMathematics
 Mrs. Blanche Pietras.....English
 Mrs. Fallon Plis.....Science
 Mr. John Richards.....Science
 Mr. John RowanComputer Education
 Ms. Nicole Rugletic.....English/Mathematics
 Mr. Gregory Russick.....Social Studies
 Mrs. Amy Saunders.....English
 Mrs. Wendy SuttonSpanish
 Mrs. Roseann Testa.....Mathematics
 Ms. Cathryn TurnerEnglish
 Ms. Rebecca Valeski.....English
 Mr. Frank VictorIndustrial Arts
 Mrs. Kelly Vincelli.....English
 Mr. Joseph Walsh.....Social Studies

Mr. Sean Walsh.....Social Studies
Mr. James Woodall.....Physical Education
Mr. Gennaro ZangardiSocial Studies
Mrs. Alane Zurek.....English

AUDIO VISUAL DEPARTMENT

Mr. Sal Latona.....Audio Visual Director

GUIDANCE DEPARTMENT

Ms. Amanda Darbenzio.....Guidance Counselor
Mrs. Tina KaydenGuidance Counselor

HEALTH SERVICES

Mrs. Rose McDade.....Health Room Technician

ACADEMIC SUPPORT

Ms. Tammy Bechtold.....Educational Assistant
Mrs. Rosemary Daley.....Library Assistant
Mrs. Mary Fran Doran.....Educational Assistant
Mrs. Fran Falvo.....Educational Assistant
Mrs. Nancy Jacouboski.....Computer Technician
Mrs. Susan Lelack.....Educational Assistant
Mrs. Robin Sharr.....Educational Assistant

SECURITY

Mr. John Cituk.....
Mrs. Amy Jadus.....
Mr. Dennis O'Brien.....

MAINTENANCE DEPARTMENT

Mr. Ken Bangs	Mr. Bruce Bartosiewicz
Mr. Leonard Benfonte	Mr. John Bryk
Mr. Joe Fahey	Mr. Greg Palianite
Mr. Phil Pisano	Mr. Val Timonte
Mr. Matt Szumski	Mr. Nick Tomasetti
Mr. James Serino.....	Director of Maintenance
Mr. Robert Starna.....	Maintenance Supervisor

(IV.) PITTSTON AREA HIGH SCHOOL

TIME SCHEDULE

7:40 A.M.	-	7:45 A.M.	Lockers
7:45 A.M.	-	8:30 A.M.	First Period
8:33 A.M.	-	8:45 A.M.	<u>Homeroom</u>
8:48 A.M.	-	9:33 A.M.	Second Period
9:36 A.M.	-	10:21 A.M.	Third Period
10:24 A.M.	-	11:09 A.M.	Fourth Period
11:12 A.M.	-	11:57 P.M.	Fifth Period (First Lunch)
12:00 P.M.	-	12:45 P.M.	Sixth Period (Second Lunch)
12:48 P.M.	-	1:33 P.M.	Seventh Period
1:36 P.M.	-	2:21 P.M.	Eight Period
2:21 P.M.	-	2:35 P.M.	<u>Homeroom</u>

DAILY ATTENDANCE

N.B. For brevity's sake, the word student will be used to indicate both a male and female student.

Roll call will be taken from 8:30A.M. to 8:45A.M. by all homeroom teachers. Roll call will be taken at the beginning and end of each class by classroom teachers.

STUDENT ABSENCE

A student who is absent must have someone in authority from his/her home phone the Senior High School Office at 654-2415 (ext. 2100) to report the reason for the absence. A phone call before 8:30 A.M. will enable the office to list the phone message on the Master Absentee list and Connect-Ed calling list. However, a call at any time will be appreciated.

In the event no phone call is received concerning a student's absence, the Home and School Visitor shall assume that in some instances the parents are unaware of the student's absence.

In such circumstances, the Home and School Visitor will exercise his/her judgment in regard to contacting the parents. **Parents are encouraged to phone the school at any time concerning the regular attendance of their children.**

LATES – TARDINESS-DETENTION

A student reporting to school after 7:45 a.m. is to report directly to CA- 1. No excuses such as car problems, oversleeping and/or questionable personal reasons will be accepted. Any student reporting after 7:45 A.M. will be marked late. A student late for school/class 3 times will be assigned to detention. Excessive tardiness can/will result in suspension, loss of extra-curricular privileges, and/or loss of parking privileges. Any student late to class after lunch will automatically receive detention. Detention is held from 2:30p.m.-3:00p.m. daily. Students are given 5 school days to complete the detention. Failure to attend the detention will result in (ISS).

(V.) Policies

A. ATTENDANCE POLICY

A student and his/her parents or guardian(s) are responsible for the maintenance of a good attendance record. Parents are legally responsible for their child's lack of attendance. Unexcused absences may result in fines or a hearing in front of a judge. In extreme cases, parents may receive jail sentences or large fines because of their non compliance with attendance laws and policies. Parents or guardian(s) who suspect their child is not in school are encouraged to phone or personally go to the school to check on their child's attendance.

School attendance is one of the most important issues facing schools in America. Student absenteeism costs taxpayers billions of dollars each year in lost revenue and greater loss in human potential. Furthermore students who are frequently absent from school are more likely to become involved in illegal or antisocial behaviors that lead to less productive and less fulfilling lives. The Pittston Area School District rules and regulations on attendance are set to encourage every student to attend school on a regular basis.

The purpose of this policy is to set forth the general conditions for attendance in the Pittston Area School District in order that each student derives the most from our school program. Good classroom attendance is not only appropriate for the individual but also affects the teaming process/atmosphere of the entire class and therefore the school. Success in school is directly related with being in the classroom discussion and doing the assigned work on a regular basis. There is no way to duplicate the classroom experience or the impact of a teacher with respect to learning after a student has been absent.

Students enrolled in the Pittston Area School District will be subject to the following policy and procedures regarding school attendance.

Students who miss 30 class sessions in a Full year or 15 class sessions in all minor courses because of unexcused absences from a particular class will receive an automatic failure in such course. Also, students who have 7 unexcused absences from a class in any given marking period, will automatically fail that marking period. This includes classes missed for tardiness and excessive lates.

The maximum grade a student can earn from a failure because of attendance is a 65. Appeals to the automatic failure may be made when data showing justifiable reason(s) for absences or evidence of extenuating circumstances is presented.

The following procedures have been set to assist in achieving our goal of regular school attendance:

- 1) If a student is going to be absent from school for any reason, the student's parent or guardian should call the school before 8:30 a.m.
- 2) The day following his/her absence, the student must present his/her registration area teacher an excuse which explains the reason of absence. The student's parent, guardian, or physician must sign the excuse. **Also, students are responsible for showing physician's excuses to their subject area teachers.** The district will accept, upon the approval of the principal, up to (10) school days of absence of parental signed excuses in one school year. Additional days of absence or (3) consecutive school days of absence require a doctor's excuse. **If the excuse is not presented within three days, the absences will be recorded as unexcused and/or unlawful.**
- 3) It is the student's responsibility to get assignments and complete make-up work for absences within the time limits (3 days allotted for each day missed) or the student will receive a "zero".

Tests missed because of absence will be made up the next school day or on the date arranged by the teacher.

- 4) The administration realizes it is difficult to schedule medical and dental appointments, but we request that appointments are to be made so the student misses as little school time as possible. All medical and dental appointments should be scheduled for after school hours. In the event a student must leave school early or must report late, a request must be submitted to the principal's office at least 24 hours in advance. **Any student who is excused for a doctor/dentist appointment must return to school with a note to certify the appointment was kept.**
- 5) No student is to leave school grounds for any reason during the school day without written permission from the principal or from the asst. principal. All students who leave during the day must sign out of the office. Failure to follow this procedure may result in disciplinary action.
- 6) If a student is going to be absent for an extended period of time, the parent must notify the school so class work can be made up or homebound instruction can be arranged.

The following terms are listed for the purpose of the efficient operation of the Pittston Area Senior High School:

Excused absence — The following reasons only constitute lawful and excused absence:

(1) personal illness or injury which makes the student physically unable to attend school: (2) death of an immediate family member: (3) quarantine: (4) impassable roads, (5) participation under subpoena as a witness in a court proceeding; (6) observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval of the principal; or (7) participation in a valid educational opportunity with prior approval of the principal.

Unexcused absence — This refers to any absence for which the district has determined there are no extenuating circumstances. The following reasons for missing school will be considered un-excused: a) transportation problems. b) missing the bus, c) oversleeping. d) non-family vacation, e) shopping, f) skipping school, g) hair appointments h) babysitting. i) any other act deemed by the principal to be a non—extenuating circumstance.

School related activities — The following school related activities will **not** be counted as absences from either class or school: **field trips sponsored by the school, school—initiated and scheduled activities, or athletic events requiring early dismissal from school.** Assignments missed for these reasons must be completed by the students in order to receive credit for the work. The teachers will establish reasonable deadlines for the students to make up their work. The student is responsible for attaining assignments and completing them within the specific time period.

Suspension — A student who continues to exhibit poor behavior will be placed on in-school suspension or out-of-school suspension. Days of suspension are not included in the attendance plan. However, students have the responsibility to arrange to make up assignments and tests with his/her teachers upon returning to school.

Family Vacation — Approval and verification of family planned vacations during the school year must be pre-approved by school administration. The days missed will not be included as an unexcused day. It is the responsibility of the student to pre-arrange assignments and due dates with his/her teacher.

Withdrawal for Nonattendance — The district may initiate withdrawal of a student for nonattendance under the following conditions:

- 1) The student has been absent 10 consecutive school days and has failed to contact the school.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Appeals — We recognize that some absences are unavoidable and commend students who work hard to make up the work they have missed because of difficult circumstances. Our intent with the appeals process is to invite parents and students who have extenuating circumstances to appeal the attendance policy. Appeals to the automatic failure may be made when data showing evidence of justifiable circumstances is presented. Such data would include but are not limited to doctor's excuses. Excuse appeals will only be accepted within 30 days after the marking period or at the discretion of the principal. The following is the attendance appeals process:

- 1) If a student is in attendance less than the required number of days and has been notified by the school that he/she has been denied credit for the marking period of the school year, the parent(s) or guardian(s) may appeal in writing first to the assistant principal of the school.
2. The assistant principal will contact the parent(s) or guardian(s) to provide notice of the date, time, and place for a meeting with the attendance review committee. The committee will consist of an administrator, 3 teachers, and a guidance counselor.
3. At the meeting, the parent(s) or guardian(s) are to present the extenuating circumstances for the extensive absences of the student.

The recommendation of the Attendance Review Committee shall be rendered and sent in writing to the parent(s) or guardian(s) within three school days after the review of the appeal.

Notification Calls — Parent(s) or guardian(s) will receive Connect-Ed calls from the high school notifying them of attendance problems after the following days missed:

- 4 Days absent from class in any given marking period
- 7 Days absent from class in any given marking period (Failure Notice)

B. Anti-Bullying Policy

Pittston Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school events and/or activities whether occurring on or off campus.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

1. Physically harming a student (e.g., hitting, kicking, spitting, pushing, and invading one's personal space in an aggressive manner).
2. Damaging, extorting or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment engaging in social exclusion, extortion, intimidation, and ridicule.
5. Cyber-bullying: forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, or personal profile websites such as my-space.
6. Creating or intimidating or hostile environment that substantially interferes with a student's educational opportunities.
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

The district expects employees who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the school principal for further investigation.

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

C. Drug and Alcohol Administration Guidelines

The Pittston Area School District recognizes that the abuse of a controlled substance is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, our schools shall strive to prevent abuse of a controlled substance.

For the purpose of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state law.
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. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to board policy.

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

The Pittston Area School District prohibits students from 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, and during the time spent traveling to and from school—sponsored activities.

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. The Pittston Area School District may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extra-curricular, or athletic programs resulting from violations of this policy.

The following minimum penalties are prescribed for any student found in violation of this policy:

1. The first offense of any student who possesses, uses, or is under the influence of drugs or alcohol will result in a 10 day out of school suspension for that student. The suspension can be reduced to 5 days if the student chooses to participate in a chemical abuse program and with approval of the principal
2. The second offense of any student who possesses, uses, or is under the influence of drugs or alcohol will result in expulsion.
3. Any student who is distributing/selling drugs, alcohol, or a controlled substance will face expulsion.

In addition, police will be notified in all incidences of possession, consumption, or distribution of prohibited substances. Legal charges will be filed.

D. Pittston Area's Anti-Tobacco Policy

Smoking is viewed by the Pittston Area School District as being an unhealthy, anti-social habit. The Pittston Area School District is dedicated to educating students about the serious health risks of using tobacco and to providing information and support for those who wish to stop smoking. The objective of this policy is to demonstrate Pittston Area's commitment to promoting the health of our students and the community it serves. Students are not permitted to smoke on school grounds at any time throughout the school day or at any school-related function. Furthermore, students are not permitted bring cigarettes, lighters or matches to school or to a school-related function, or have such in her/his possession in such situations. **For purposes of this policy, the following definitions shall apply.**

School property

1. all interior portions of the school
2. all exterior portions of the school campus.
3. student's lockers
4. property being used by the school at any school function or activity
5. property ant any away school function or activity
6. on school transportation
7. while the student is on his/her way to or from school

Tobacco

1. cigarettes
2. cigars
3. pipe tobacco
4. snuff
5. chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking or both
6. shall include cloves or any other product packaged for smoking

Use

1. lighting,
2. chewing,
3. inhaling or
4. smoking any tobacco product.

*Any student using tobacco on school grounds will be suspended out-of-school.

Possession

A student is in possession of tobacco whenever tobacco products are found on the student while on school property. Disciplinary action for possession of a tobacco product will warrant in-school suspension. Multiple offenses will warrant out-of- school suspension.

*** Any student in violation of this policy will be referred to our SAP team or outside counseling agencies for smoking cessation behavioral modification strategies.**

E. PROHIBITION OF ANABOLIC STEROIDS

The Pittston Area School District prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. In addition to the prohibition of use, the Board directs the administration to develop educational plans regarding the use of anabolic steroids. Education regarding the dangers of anabolic steroids shall also be provided in other district drug and alcohol programs.

Students should be made aware that anabolic steroids are classified as controlled substances and the use, unauthorized possession, purchasing, or selling could subject them to suspension, expulsion, and or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. **First violation** - A suspension from school athletics for the remainder of the season.
2. **Second Violation** — A suspension from school athletics for the remainder of the season and for the following season.
3. **Third Violation** — A permanent suspension from school activities.

No student shall be eligible to resume participation in school athletics unless there has been a medical determination that no residual evidence of steroids exists. The Pittston Area School District may require participation in any drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into a school athletic program.

F. WEAPONS POLICY

The Pittston Area School District recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. Our district prohibits students from possessing and bringing weapons and replicas of weapons into a school district building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity.

The following terms are defined for the purpose of this policy:

Weapon — The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look—a—like gun, and/or any other tool, instrument or implement capable of inflicting bodily harm.

Possession — A student is in possession of a weapon when the weapon is found on the student in the student's locker, under the student's control while he/she is 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 on his/her way to or from school.

The Pittston Area School District shall expel for a period of not less than (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case—by—case basis. When our 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 may not exceed the expulsion period.

G. INTERNET USE POLICY

The Pittston Area School District has actively pursued make advanced technology and increased access to learning opportunities available to students and staff. The District believes this computer technology will help today's schools in the information age by allowing students and staff to access information sources. Internet is a tool for life-long learning. With this learning tool, students and staff must understand and practice proper and ethical use. All students and staff must attend in-servicing regarding procedures, ethics and security involving using the Internet.

ACCEPTABLE USE

The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of each account must be in support of and consistent with the educational objectives of the district. Access to Internet is made possible through a provider. All users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document and are available from the district. Transmission of any materials in violation of any United States or State regulation is prohibited. This includes, but is not limited to, copyrighting material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

PRIVILEGE

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, will result in cancellation of the privilege. The Pittston Area School District is delegated the authority to determine appropriate use any may deny, evoke, suspend or close any user account at any time, based upon it determination of inappropriate use by the account holder or user.

MONITORING

The Pittston Area School District reserves the right to review any material on user-accounts and to monitor fileservers space in order for the district to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-account and fileservers space, the district shall respect the privacy of user accounts.

NETWORK ETIQUETTE

All users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to, the following:

1. Be polite. Do not get abusive in a message to others.
2. Use appropriate language. Do not swear, use vulgarities or any other in activities which are prohibited under State or federal law.
3. Do not reveal a personal address or phone numbers of students or colleagues.
4. Electronic mail (E-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
5. Do not use the network in such a way that would disrupt the use of the network by others.

NO WARRANTIES

The Pittston Area School District make no warranties of any kind, whether express or implied, for the service it is providing. The district shall not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid that information may be.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. If a student or staff member feels s/he can identify a security problem on Internet, s/he must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without express written permission of the account holder. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer systems will be **denied** access to Internet by the **Pittston Area School District**.

VANDALISM AND HARASSMENT

Vandalism and **harassment** will result in cancellation of user privileges. **Vandalism** is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes but is not limited to, the uploading or creating of computer viruses. **Harassment** is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes but is not limited to, the sending or unwanted mail.

PROCEEDURES OF USE

All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, printer ribbons, and diskettes, that are provided by the district. All users agree to talk softly and work in ways that will not disturb other users.

CONTROVERSIAL MATERIAL

Users may encounter material which is controversial and which users, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. It shall be the decision of the Pittston Area School District to restrict access and regulate the content of controversial material on the Internet.

PENALTIES FOR IMPROPER USE

Any user violating these rules, applicable State and Federal Laws or posted classroom and district rules are subject to loss of network privileges and any other district disciplinary options. Use of Internet and associated networks for the purpose of deliberate or accidental vandalism and/or harassment as previously defined and/or as defined in the Student handbook will result in loss of network privileges for a time determined by the system administrator. Also, the student/user will be placed on out of school suspension and/or expulsion and will be subject to legal action, if warranted. Use of the Internet and associated networks for the use of pornography, profanity and/or gambling will result in loss of network privileges for a time determined by the system administrator. Also, the student/user will be placed on out of school suspension and/or expulsion and will be subject to legal action, if warranted. In addition, under applicable federal, state and local laws as well as school district policy, unauthorized access, attempted access, or use of any governmental computing and/or network system is a violation of such laws; and such use will be subject to criminal prosecution.

USER:

I understand and will abide by the above conditions, Rules & Acceptable Use Agreement. I further understand that any violation of the above conditions, rules and Acceptable Use Agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action.

DATE: _____

USER: _____

SIGNATURE: _____

IF YOU ARE UNDER THE AGE OF 18, A PARENT OR GUARDIAN MUST ALSO READ AND SIGN THIS AGREEMENT.

DATE: _____

PARENT/GUARDIAN: _____

SIGNATURE: _____

H. Medication Policy

In an effort to protect the safety and welfare of our students, we have decided to implement a change in our medication policy. Effective immediately, students are no longer permitted to carry medications to school. If a student is to receive any medication during school hours, the medication MUST be delivered to the school by the parent/guardian. In addition, the parent/guardian must pick up the empty medication container if he/she wishes it to be returned. All medication must be delivered to the principal's office or the nurse's office. All medication must be accompanied by a doctor's written order. These written orders must be given to the school nurse before any prescription or over the counter medications will be given. All medication must be labeled with the child's name, the dosage to be given, and the time it is to be given. All medications must be accompanied with written instructions and permission from the child's parent/guardian. All medications must be kept in their original containers, labeled with the original prescription from the pharmacy, and must contain safety lock closures. NO over the counter medications will be given without a doctor's written orders and written permission from the parent/guardian. This includes Tylenol, Advil, Motrin, etc., cough/cold medications, allergy medications, etc. Medications in plastic bags, foil, envelopes or old pill bottles will not be accepted and will be confiscated.

VI. PUPIL PERSONNEL SERVICES and GUIDANCE

GUIDANCE

A comprehensive program of counseling services is available to all students. These services have been established not only to provide assistance to students with particular pressing problems, but also to foster individual growth and development.

Counselors are available to assist the student with personal, educational and vocational problems. The student with special problems may be referred to various local agencies, which include but not limited to: the psychological services and remedial specialists from the Luzerne Intermediate Unit, the United Services Agency, Children's Service Center, Office of Vocational Rehabilitation, State Employment Service, and Human Resources Programs.

Information concerning course offerings, promotion and graduation requirements, employment opportunities, post high school education, financial aid, scholarships, special programs and awards and other pertinent information is disseminated through the guidance office. Students receive information regarding services and programs through the PA (public address) system, assemblies, classroom announcements, bulletin boards, and area newspapers. Students are encouraged to routinely stop in the guidance office to ask questions and gather information from the postings in the office.

The student is responsible for completing and updating a "Student Activities Form." Information regarding membership in clubs, participation in sports, or offices/positions held is enclosed on the student's official transcript.

STUDENT PROGRESS COURSE SELECTION

In order for a student to continue in the Academic Honors Tract, he/she must attain a quality point index average of 3.0 or higher for the previous school year and maintain that index during the current school year. A student must maintain a final average of at least a "B" in English, math, and science to remain in the program.

PROGRAM CURRICULUM REQUIREMENTS

HONORS PROGRAM CURRICULUM:

A student will be required to take a minimum of thirteen (13) weighted courses and must maintain a "B" in all subject areas to remain in this program of study.

HONORS COURSE:

A student who wishes to take an Honors course must maintain an "A" or "B" average in the specific prerequisite courses.

ADVANCED PLACEMENT COURSE:

A student who wishes to take an advance placement course must maintain a final grade of an "A" in the prerequisite course(s).

ELECTIVES:

A student who has satisfied the basic requirements of his/her selected courses (and has successfully completed the prerequisite courses where necessary), may with written consent of the guidance counselor elect to take any additional courses(s) that are a part of the school curriculum.

GRADING SYSTEM

A “Letter Grading System”, is employed at Pittston Area Senior High School. The grading range, adapted to a Quality Point Index Scale, ranges from one (1) point (D grade) to four (4) points (A grade)- is as follows:

QUALITY POINT INDEX RANGE

A – 93-100	A - 4.0
B – 85 - 92	B - 3.0
C – 77 – 84	C - 2.0
D – 70 - 76	D - 1.0
F – Below 70	F - 0

***(1st Marking period F - 50-69)**

QUALITY POINT INDEX RANGE FOR ADVANCED PLACEMENT COURSES

A – 93-100	A - 5.0
B – 85 - 92	B - 4.0
C – 77 – 84	C - 3.0
D – 70 - 76	D - 2.0
F – below 70	F - 0

QUALITY POINT INDEX RANGE FOR HONORS COURSES

A – 93-100	A - 4.5
B – 85 - 92	B - 3.5
C – 77 – 84	C - 2.5
D – 70 - 76	D - 1.5
F – below 70	F - 0

****A listing of all honors and AP courses is located in the Curriculum Guide.**

HONORS WITH DISTINCTION

1. A Quality Point Average of at least 3.75
2. No Subject Failures
3. No Unexcused Absences from School

FIRST HONORS

1. A Quality Point Average of at least 3.50
2. No Subject Failures
3. No Unexcused Absences from School

SECOND HONORS

1. A Quality Point Average of at least 3.25
2. No Subject Failures
3. No Unexcused Absences from School

STUDENT RANK and GRADE POINT AVERAGE (G.P.A.)

Rank is determined by the highest Grade Point Average (G.P.A.) attained by the student during grades 9 through 12. The highest G.P.A earned by the student will determine the #1 ranking. It is the responsibility of the student to choose his/her courses in order to achieve the Highest Rating.

OUTSTANDING SCHOLAR AWARDS

Awards will be made to the student who achieves the Highest Quality Point Index average in the Honors Program, Academic Program, Academic/Technical Program, Business Program, and Vocational Program for four years.

A student who has attained the following educational levels will also be recognized:

- A. Honors with Distinction 3.75 or Higher for (4) consecutive years
- B. First Honors 3.50 - 3.74 for (4) consecutive years
- C. Scholarship and Civic Awards
- D. Straight "A's" in subject area(s) for (4) consecutive years

WALL OF FAME

A student who maintains the highest academic average over four (4) years will have his/her name placed on the Academic Wall of Fame Plaque.

GRADUATION REQUIREMENTS

(9th THROUGH 12th GRADE)

ACADEMIC HONORS

English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Language	2 credits
Electives	2 credits
Health & Phys. Ed	1.4 credits
TOTAL	21.4 credits

ACADEMIC

English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Language	2 credits
Electives	2 credits
Health & Phys. Ed	1.4 credits
TOTAL	21.4 credits

ACA- TECH//BUSINESS

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Arts & Humanities	2 credits
Business Courses	5 credits
Health & Phys. Ed	1.4 credits
TOTAL	21.4 credits

VOCATIONAL

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Arts & Humanities	2 credits
Electives	5 credits
Health & Phys. Ed	1.4 credits
TOTAL	21.4 credits

The Administration and Guidance Department recommend that any student in the Business and Vocational Education Programs with aspirations of attending institutions of higher learning should take at least two (2) years of a sequential language in addition to English and at least two (2) years of college approved mathematics. Students who are in the Academic Program and will be attending institutions of higher learning are encouraged to take three consecutive years of a language in addition to English.

PSSA GRADUATION REQUIREMENTS

Scoring proficient or advanced on the 11th grade PSSA reading, math, and science tests is a graduation requirement at the Pittston Area Senior High School. Students scoring basic or below will be given the opportunity to retake the test in 12th grade.

Senior Project Requirements

With regard to the senior project, students must adhere to those guidelines which will be distributed to them by their English teacher. Students must specifically follow the guidelines and fulfill the requirements for the senior project in order to graduate.

Final Transcript Release Form

As part of graduation requirements, seniors are responsible for completing a Final Transcript Release Form. This will ensure that the final official transcript is sent directly to the college, university, military service, vocational school, or employment service which the student will be attending after graduation. All seniors are required to complete a graduation survey prior to the start of graduation practice.

ADVANCED PLACEMENT COURSES & TESTING

Students who are enrolled in the advance placement American Cultures, Calculus, Chemistry, Literature, and or Psychology classes can register to take the AP exam (s) in May of each year. The price of the test is determined by the College Board. Students are responsible for the cost of each test. Students scoring a four (4) or five (5) on each test, will be reimbursed by the district for the amount of the test(s).

TEXT BOOKS AND OTHER SCHOOL PROPERTY

Textbooks and other school district property will be issued by subject, teachers, coaches, etc. A student is responsible for materials assigned to him/her. A student must make restitution for all damaged and/or lost materials. **IF MATERIALS ARE NOT RETURNED OR RESTITUTION IS NOT MADE BY THE LAST DAY OF SCHOOL, THE STUDENT WILL NOT RECEIVE HIS/HER FINAL REPORT CARD OR TRANSCRIPT. A SENIOR WILL NOT BE ALLOWED TO TAKE PART IN GRADUATION PRACTICE OR GRADUATION EXERCISES.**

PROMOTION-GRADUATION

All students must pass **a minimum of four major subjects** and must satisfy all subject matter requirements, as outlined under “Graduation Requirements” to be eligible for promotion. In order to receive a diploma and in order to participate in Graduation Exercises, seniors must meet all Graduation Requirements as outlined in this Handbook. A student who has not satisfied all Graduation Requirements on Graduation Day will not be allowed to participate in the Graduation Exercises. Although it is not recommended by the Administration or Guidance Department, a student will be allowed to take a 6th major during the school year, provided his/her parents sign an approval form and the subject is an elective course.

PROGRESS REPORTS

Parent teacher conferences will be held at the end of the first marking period for a senior who has received failing grades. Parents/guardians of a senior who has failed the first semester and/or third marking period will be notified of the failing grades.

Parents/guardians of ninth, tenth, or eleventh grade students who have received failing grades for the first semester will also be notified of such failures. After each marking period, counselors will confer with students who are having scholastic difficulty. **Progress reports will be sent to parents on a quarterly basis.** Parents are encouraged to contact the Guidance Office to schedule Parent/teacher conferences whenever concerns arise regarding their child's grade(s) or classroom performance.

FAILURES

If a student remains in the same course of study, failed required subjects must be repeated. All subject failures (F Grades) must be satisfied in an Accredited Summer School. Correspondence courses are not offered at a summer school facility. All correspondence courses must be approved by the Administration. **Students have Ten (10) school days from the end of a marking period to make any and all work that resulted in the student receiving an INCOMPLETE grade for the quarter. All INCOMPLETE work not made up will constitute a Failure. The Pittston Area School District conducts a Summer School Program for math and English.**

Failed elective subjects must also be repeated, unless a satisfactory course substitute can be offered. A student whose summer school grade is above 85 will receive a grade of C on his/her transcript. A student whose summer school grade is between 70 and 85 will receive a D on his/her transcript. Summer school grades will be counted in the student's quality point index average.

STUDENT ASSISTANCE PROGRAM (SAP) TEAM

S.A.P. is a program intended to identify students who are having problems in school because of substance abuse, pregnancy, suicide, eating disorders, or trauma from the loss of a family member or close friend. The S.A.P. Team is an intervention, not a treatment, program. Students who are identified as "at risk" are often referred to appropriate agencies. The Team provides the student and his/her family with information and resources to help the student understand and resolve the problem. The S.A.P. Team is comprised of administrators, staff members, and counselors who have undergone special training.

STUDENT AND PARENT/GUARDIAN RESPONSIBILITY

It is the responsibility of the student and his/her parents or guardians to inform the Guidance Office and Principal's Office of changes in personal information such as a change in address, telephone number (s) and/or emergency contact information. Updating both the Guidance and Principal's office will ensure prompt delivery of progress reports, report cards and any other pertinent information that maybe mailed throughout the school year.

Family Access

In order to provide another communication link with the parents of our students, Pittston Area has activated the Family Access portion of our student management system.

To get your login name and password, please send an email to:

familyaccess@pittstonarea.com

On the subject line, please add the keyword: family

In the body of the letter, please include the student's full name, phone number, date of birth and grade. You will then receive a return email with your account information and link. This is only available for middle and high school students.

If you experience technical problems, please call the Technology Coordinator at 570-883-1378 and leave your name, building, students name and phone number

VII. PITTSTON AREA SCHOOL DISTRICT **STRUCTURED DRESS CODE POLICY**

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is not our purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objectives of our school.

Dress Code:

- 1. Pants:** **Must be casual/dress/corduroy pants of a solid color: Khaki(beige), Navy Blue, Black , or Gray, Green or Brown.**
 - a.** Pants must be sized to fit the student.
(i.e.+/-1 size to the students measurements)
 - b.** Pants must be secured at the waist.
 - c.** Pants are only permitted to have two pockets in the front and two in the back. NO cargo pockets are permitted.
 - d. The following types of pants are not permitted:**
 - 1.** Cargo Pants
 - 2.** Baggy/Skateboard Pants
 - 3.** Extra wide/Extra full pants
 - 4.** Military fatigues (NO Camouflage)
 - 5.** Sweat Pants
 - 6.** Wind Pants
 - 7.** Flannel Pants
 - 8.** Jeans/Denim
 - 9.** No Spandex pants or leggings
- 2. Skirts:**
 - a.** Can only be worn knee length to ankle length.
 - b.** NO cargo pockets will be allowed.
- 3. Shirts:** **Must be solid color or striped and must have a collar (No Plaids).**
 - a.** Golf Shirts (short/long sleeve) and button down dress shirts. Flannel Shirts are not allowed.
(short/long sleeve) must be worn.
 - b.** Small logos (2"x2") will be permitted.
 - c.** Dress shirts must be tucked in and polo shirts may not extend past the middle of the pants pocket.
 - d.** Tee shirts are not permitted to be worn over collar shirts.
- 4. Sweatshirt/Sweaters/Turtlenecks:**
 - a.** Crewneck sweatshirts and sweaters may be worn with an approved collared shirt underneath. Crewnecks and sweatshirts must be of a solid color.

- b. Sweatshirts may not be ripped or torn and must be sized to fit.
- c. Must not be worn below the middle of the pant pockets.
- e. Hooded sweatshirts are not permitted.
- f. A turtleneck will be permitted under a sweater/sweatshirt.
- g. V-Neck sweaters and fleeces are permitted as long as there is an approved shirt underneath.

5. Shorts:

Shorts may be worn during the months of August, September, May, and June only.

- a. Solid color, knee length, four pocket dress only.
- b. Athletic and Cargo shorts are **NOT** permitted.

6. Belts:

- a. Must be solid color (No Color Preference)
- b. No emblems or logos will be permitted.
- c. Belt buckles must not exceed size of 2" x 2".

7. Shoes:

- a. Some style of shoes/sneaker must be worn at all times.
No open toes. Flip-flops (shoes without backs) are prohibited.

***Any footwear that poses a safety hazard is not permitted.**

ARTICLES OF NON-COMPLIANCE

- No cargo pants
- No Henley Shirts
- No Spandex pants or leggings
- No hats, caps, headbands and bandanas may be worn inside school building.
- The display of any undergarments will be strictly prohibited
- No chains, dog collars or spike bracelets/necklaces
- No clothing or article deemed offensive, sexually suggestive, condoning violence, drug/alcohol/tobacco use, suicide or vulgar language
- No unnatural hair coloring
- No sunglasses may be worn except for medical reasons
- No torn/ripped clothing
- No denim
- No shorts from October 1st thru April 30th
- All black outfits are not permitted
- No piercings-except ears
- No hooded sweatshirts.

TATTOOS and HAIR - Tattoos must be covered at all times by the student's clothing. Dyed hair must reflect normal human hair colors. *Examples*; blue, pink, green, or any dyed hair that is deemed to be inappropriate by administration. Spiked Hair is not allowed.

BACKPACKS may be carried to and from school. However, backpacks **MUST** be kept in students' lockers while school is in session.

ELECTRONIC EQUIPMENT – It is against the Pennsylvania School Code to bring beepers or cellular phones of any kind into the school building. Additionally, I-PODs, MP3 players, computer games, cameras, tape recorders and CD players are not permitted in the building. Such items will be confiscated by the administration and are **not returned to the student**. Students who fail to cooperate with this procedure may face disciplinary action up to and including suspension. In some cases, these items may be turned over to the proper authorities.

EXEMPTIONS

Parents or legal guardians who object to the policy based on religious or medical grounds must present to the building principal a signed letter detailing the reason for the objection. The parent or legal guardian and the building principal will meet to discuss the exemption.

***Special Events – Dress during special events, such as spirit days, dress-up days, field days etc., the dress code will be adjusted as deemed appropriate by administration.**

NOTE: The above dress code may be amended at any time at the discretion of the Pittston Area School Board.

FAILURE TO FOLLOW THE DRESS CODE WILL RESULT IN SUSPENSION.

(VIII.) FIGHTING, ACTS OF VIOLENCE, OR HARASSMENT

When a student is engaged in a fight, act of violence and/or acts of harassment, he\she will be placed on out-of-school suspension for three (3) days. He\she will be referred to the appropriate legal authorities. Second offenders will be given a five (5) day out-of-school suspension and also will be referred to the appropriate legal authorities. Third time offenders will automatically be placed on a ten (10) day out-of-school suspension and will be referred to the appropriate legal authorities. Depending on the severity of the situation, any act deemed serious enough by the administration may result in a longer suspension and/or expulsion.

REASONS FOR SUSPENSION

A. When a student exhibits poor behavior in a classroom a phone call to the parents will be the first step in correcting this behavior. Parent involvement is encouraged.

B. **Suspension:** A student who continues to exhibit poor behavior will be placed on report and called to CA-1 for disciplinary action.

This action may include in-school suspension, out-of-school suspension, detention, school service, and/or expulsion. After two in-school suspensions, it will be at the discretion of the assistant principal or principal to further assign in-school suspension to that particular student.

C. A student suspended twice (2) in a semester will not be allowed to attend or participate in co-curricular activities for a period of 45 school days. This includes games, concerts, plays, dances, clubs, etc.

A student may be placed on suspension for any of the following reasons:

1. Bringing public disgrace to the school. (*out-of-school suspension, and/or expulsion, and/or legal action.*)
2. Conduct that is unbecoming, or is detrimental to the school. (*out-of-school suspension, and/or expulsion, and/or legal action.*)
3. Stealing, gambling, and/or consumption of alcoholic beverages, controlled substance and drug-related paraphernalia, including “look alike” products. (*out-of-school suspension, and/or expulsion and/or legal action.*)
4. Defiant or disrespectful behavior to a teacher, or other school personnel or the use of inappropriate language in class or on school grounds. (*out-of-school suspension, and/or expulsions and/or legal action.*)
5. Disregard for school authority. (*out-of-school suspension, and/or expulsion and/or legal action.*)
6. Leaving school grounds during school hours without specific permission from the office of the principal or the asst.-principal. (*in- or out-of-school suspension and/or loss of parking privileges.*)
7. Disregard for the rules and regulations of the school. (*in-or out-of-school suspension, and/or expulsion and/or legal action.*)
8. Possession of a weapon, or explosives of any kind. (*10 days suspension, and/or expulsion.*)

9. Failure to report to the office of the principal or the asst.-principal when directed to do so by person in authority. (*in-or-out of school -suspension*)
10. Loitering in the lavatory, auditorium, gymnasium, cafeteria, or classrooms during the school day or after school. (*in-or out-of-school-suspension*)
11. Card playing, bookmaking, gambling, or other games of chance. (*in-or out-of-school suspension, and legal action*)
12. Fighting, acts of violence and/or harassment. (*out-of-school suspension, and legal action*)
13. Smoking and/or use of tobacco product. (*out-of-school suspension and legal action*)
14. Truancy (*in-school suspension and legal action*)
15. Failure to report to detention without being excused by the principal or asst.-principal. (*in-school-suspension*)
16. Failure to report to in-school suspension without being excused by the principal or assistant principal. (*out-of-school suspension*)
17. Pornography (*out-of- school suspension and legal action.*)
18. Harassment (*out of school suspension and/or legal action.*)
19. Violation of Internet/Computer Rules & Regulations (*out-of-school suspension and/or legal action.*)
20. Possession of cigarettes, incendiary devices, and/or tobacco products (*legal action.*)
21. Public Displays of affection are forbidden. (*in-school suspension.*)
22. Loitering in the halls and “lining” the halls is strictly forbidden. (*in-school suspension and/or legal action.*)
23. Setting off the fire alarms (false alarm). (*10 days out-of-school suspension and/or legal action, and/or expulsion.*)
24. Vandalism, graffiti destruction of school property. (*suspension and/or expulsion, legal action.*)
25. Cheating. (*suspension, failing grade on assignment.*)

SUSPENSION PROCEDURE

Truancy will result in a one-day in-school suspension with a mandatory in-school parental conference. A student may also be placed on in-school-suspension at the time of the infraction at the discretion of the administration.

On the first out-of-school suspension, a mandatory in-school parental conference with the administration, guidance, and teachers will be held. On the second out-of-school suspension, a mandatory in-school parental conference with the administration (both the building and central staff), guidance and teachers will be held. On the third out-of-school suspension a hearing will be held to evaluate the future status of the student.

After a student/parental conference, the length of any suspension may be mitigated at the discretion of the principal or the assistant principal.

During the suspension period (in-school or out-of-school), a suspended student is prohibited from participating in extra- and/or co-curricular activities. Except for those offenses which are automatically an out-of-school suspension, the suspension procedure mentioned above will be followed. Students on in-school suspension will not be allowed to attend any regular classes during the suspension period. All work missed is the responsibility of the student to make up within a reasonable period of time (to be determined by the teacher).

A student suspended more than twice (2) in a semester will not be allowed to attend or participate in co-curricular activities for a period of 45 school days. This includes games, concerts, plays, dances, clubs, etc.

IX.) DAILY PROCEDURES

A. LOCKERS

A student is **NOT** to go to his/her locker during or between class periods without the written permission of his/her classroom teachers. All lockers must be cleaned at the end of the year. Failure to do so will result in the withholding of final grades and report cards. **All students are urged not to give their locker combinations to other students.**

B. ASSEMBLIES

Assemblies will be scheduled on the basis of need. Therefore, assemblies are not scheduled on a student's schedule. All students at Pittston Area Senior High School are expected to display good manners and respect for others during assembly programs. Whistling, stamping of feet and other manifestations of poor manners will not be tolerated. A student found guilty of displaying poor manners will forfeit his/her right to attend future assemblies.

C. CHANGING CLASSES

A student is to pass in the halls in an orderly fashion, keeping to the right in the halls and in going up and down stairways. Use the shortest route in passing to classes, unless directed to do otherwise to relieve congestion.

THREE (3) MINUTES PASSING TIME IS ALLOWED BETWEEN CLASSES.

IN ORDER TO AVOID CONGESTION, A STUDENT IS NOT TO STOP AT THE WATER FOUNTAINS, LAVATORIES OR AT HIS/HER LOCKER.

D. HALL PASSES

Only one student at a time will be granted lavatory privileges. In case of an emergency, teachers will use their discretion. If a teacher wishes to confer with a student, the request must be made on the pass card to the study hall teacher to whom the student is assigned.

In the best interest of the educational process, student's request to leave a class (subject area) or a teacher's request to see a student from a class (subject area) is not permitted.

A student abusing his/her hall pass privilege will be placed on Restricted Hall Pass Procedures for an unlimited period of time.

E. BULLETIN BOARDS

No notices are to be posted on school bulletin boards without permission from the principal. A bulletin will be broadcast to every room over the public address system every morning during homeroom period. Written announcements should be submitted to CA-1 well in advance of the time of the announcements.

(X.) BUS REGULATIONS

Maintaining good order on school buses requires the cooperation of pupils, parents, principals, teachers, and bus drivers. Therefore, in order to insure the safety of our bus students the following policies have been adopted by the Pittston Area Board of Education:

1. While the bus is in route to or from school, the bus driver is the sole authority. The bus driver has the right to assign permanent seats.
2. Students will not be permitted to leave their seats or to get on or off the bus while it is in motion.
3. Students must pass in front of the bus to cross the highway.
4. Students will not be permitted to leave the bus except at his/her regular stop without permission from the Principal or the Asst. Principal.
5. Bus drivers have been instructed not to allow students to get off the buses without permission.
6. No animals, firearms, explosives, or anything else of a dangerous or objectionable nature will be transported on the school buses.
7. **THE USE OF TOBACCO IS FORBIDDEN IN THE SCHOOL BUILDING, ON SCHOOL BUSES OR ON SCHOOL PROPERTY.**
8. **NO FOOD OR BEVERAGES ARE TO BE CONSUMED ON BUSES.**

PENALTIES AND PENALTY FOR DAMAGING BUS COMPANY PROPERTY

1. Guilty students must make full restitution to the bus company.
2. Guilty students will forfeit their right to ride the bus for a period of 45 school days.
3. Guilty students will be prosecuted by the bus company to the full extent of the law.

(XI.) PHYSICAL EDUCATION GENERAL REQUIREMENTS

The Physical Education Department is committed to the protection of the health, safety and welfare of its students and the educational process. In order for students to participate in physical education classes they must conform to the policies and regulations set forth by the physical education department. The following standards must be followed for participation in physical education classes:

ATTIRE:

Appropriate Sneakers - flip flops, sport sandals, or backless sneakers are **not** permitted.

Appropriate Clothing - Students must change for gym class. Students must wear T-Shirt, shorts or sweat pants.

Lockers – Lockers are provided for students during physical education classes. Students are encouraged **not** to leave valuable items unsecured in the locker room area.

Excuses - Students are allowed 1 (one) excuse for each quarter. Excuses must be presented to the teacher at the beginning of class.

Doctor's excuses must be presented to the teacher at the beginning of the quarter and must be renewed each additional quarter. All medical make-up work must be hand written and given to the teacher one week before the end of the quarter. Assignments handed in late will not be accepted.

All students must pass a minimum of 3 health courses and 4 physical education classes in order to graduate.

(XII.) SCHOOL ACTIVITIES

A. ELIGIBILITY

In order for a student to be eligible to participate in interscholastic athletics in the Pittston Area School District, he/she must meet the scholastic and athletic requirements of the Pennsylvania Interscholastic Athletic Association.

To be eligible for interscholastic competition, a student must pursue a curriculum approved by the Principal, and must maintain for the current semester or term a passing grade in at least four (4) full credit subjects, or their equivalent, approved by the Department of Education.

Scholastic eligibility shall be determined weekly by ascertaining the student's class standing in each subject, during the semester or term. Class standing is defined as the grade or mark in a given subject for all work covered from the beginning of the semester or term to date. Weekly marks shall be effective for a period of one week from the date of issue. If the official report, as recorded on the student's report card, indicates a deficiency, the student will be ineligible for competition until the deficiency has been rectified. If a student's work in any semester does not meet the above standard of eligibility as stated in the second paragraph, he/she shall be ineligible to participate in all athletics before October of the first semester, and before March of the second semester.

A student who is enrolled in Pittston Area Schools for the first time must comply with all of the academic requirements. In determining the eligibility of such a student, reference will be made to his/her academic transcript.

B. PRACTICE/GAMES

The student/athlete must attend school the day the practice/game is scheduled in order to participate. Any student reporting to school after 11:00 A.M. will not be allowed to practice/play that day. Extraordinary circumstances will be evaluated on an individual basis.

In order to ensure the health, safety, and welfare of our student athletes, students excused from school by the nurse will not be allowed to practice that day.

C. AWARDS

All Athletic Awards will be governed by the rules and regulations set forth in the School District's Awards Policies.

VARSIY ATHLETIC AWARDS

A participant meeting the following requirements will receive an official eight (8) inch Pittston Area Varsity Letter with a varsity letter certificate.

Senior letter winners will receive an activity award which corresponds with an activity medallion.

Football.....	Sixteen Quarters
Field Hockey.....	½ the number of total halves
Basketball(Boys).....	Twenty-two Quarters
Swimming(Boys/Girls)	Participation in 50% of meets
Baseball.....	Twenty Innings
Softball.....	Twenty Innings
Tennis(Boys/Girls).....	Participation in 50% of matches
Track(Boys/Girls).....	Average one point per meet
Golf.....	Participation in 50% of matches
Basketball (Girls)	Twenty-Two Quarters
Wrestling	Participation in 50% of meets
Volleyball.....	Participation in 50% of games
Soccer	½ the number of total halves
Cross Country	

(a) Must have been among the top five Pittston Area varsity runners in at least one half the varsity meets.

(b) Must have been among the top seven Pittston Area runners in all but one varsity meet.

(c) Place in the top ten runners in the District Cross Country Meet.

Unless there are extenuating circumstances, a player must complete the season to qualify for an athletic award in all the above mentioned programs.

SPECIAL ATHLETIC AWARDS

Any Senior High School team or individual that is responsible for bringing special recognition to our school district will receive an award symbolizing the achievement.

In order for a team member to be eligible for this award, he/she must have attained the level of league or district champions. A member of a championship team must meet the lettering requirements of his/her respective sport.

An individual may become eligible for the award if he/she is a league or district champion. All members of the championship team will receive awards; an individual champion will also receive awards.

**AWARDS
FOUR-YEAR SEQUENCE FOR MARCHING PATRIOTS**

PERSONNEL AWARDS

- 1st year..... Letter, Certificate
- 2nd year..... Certificate
- 3rd year..... Certificate
- 4th year..... Award and Certificate

SENIOR MEMBERS

- 1st year participants..... Award, letter, certificate
- 2nd year participants..... Award, Certificate
- 3rd year participants..... Award, Certificate
- 4th year participants..... Award, Certificate

**CHEERLEADING AWARDS
THREE YEAR SEQUENCE FOR CHEERLEADERS**

- 1st year..... Letter, Certificate
- 2nd year..... Certificate
- 3rd year..... Award, Certificate

EXTENUATING CIRCUMSTANCES MAY AFFECT THIS POLICY.

SPECIAL AWARDS - BAND AND AUXILIARY PERSONNEL

Any member who attains the level of regional or state representative in band or chorus will be eligible to receive an award symbolizing his/her higher achievement.

Any cheerleader or drill team member who receives recognition of her ability by a regional or a state group will also be eligible to receive an award symbolizing her achievement.

The moderators shall recommend the members of their squads who have met the requirements for a letter. These recommendations are to be approved by the athletic director. If problems arise due to extenuating circumstances, the athletic director, Athletic Policy Committee and the principal shall make the final decision.

The John Philip Sousa Award will be awarded to the band member whose band performance best mirrors the band award criteria.

The Louis Armstrong Jazz Award will be made to the band member whose band performance best mirrors the jazz band award and its criteria.

D. DISCIPLINE POLICY FOR ATHLETES, CHEERLEADERS AND MARCHING PATRIOTS

In addition to a coach's/moderator's rules and regulations, all athletes, cheerleaders and Marching Patriots must follow the policies and procedures of the Pittston Area School District.

1. An athlete, cheerleader or Marching Patriots member whose conduct causes embarrassment to the school will be the subject of disciplinary action precipitated by the Head Coach or Moderator(s) in conjunction with the athletic director and the assistant principal.

2. Any athlete, cheerleader, or marching patriot member found guilty of and/or cited for consumption and/or possession of alcoholic beverages and/or illegal drugs or drug paraphernalia shall be subject to the following:

1st Offense: Two week suspension from the activity, if the student cooperates with drug and alcohol counseling. If the student does not cooperate with drug and alcohol counseling, the student will be suspended from the activity for the remainder of the season

2nd Offense: The student will be suspended from the activity and all co-curricular activities for the remainder of the school year.

Athletes, cheerleaders, and marching patriots found to be in possession, or under the influence of illegal drugs and/or alcohol in school or at any school sponsored activity will be subject to suspension and/or expulsion from school.

3. The team's Head Coach, Moderator(s), the athletic director and the asst.-principal will appropriately discipline an athlete, cheerleader or Marching Patriots member found guilty of acts of vandalism.

4. An athlete, cheerleader or Marching Patriots member found guilty of act of theft will in disciplinary action up to and including dismissal from the program.

5. An athlete, cheerleader or Marching Patriot member suspended twice in a semester will be placed on probationary status. Further suspensions will result in loss of athletic privileges.

6. Cheerleaders, athletes, and Marching Patriots are to adhere to the written rules set by coaches and moderators.

E. MARCHING PATRIOTS

1. All members of the Marching Patriots who play instruments or who have previously played an instrument in the Marching Band must go through a screening process during the months of April/May to gain membership in the Marching Patriots.
2. The band director will decide the required instrumentation for the Marching Patriots.
3. No member of the Marching Patriots may transfer from instrumentation to Visual Ensemble or vice versa without the permission and approval of the band director.
4. The Visual Ensemble will be comprised of the students who have attended a majority of the spring rehearsals and meet the approval of the Band Director and Visual Instructors.
5. The Visual Ensemble is open to students of the sixth through eleventh grades.
6. Students in the Middle School may participate in the band in seventh and eighth grades only. (Sixth graders may participate under special circumstances and with the approval of the band director.)
7. The band director, after the screening process, will decide the performance position for each student to best serve the program.
8. All Marching Patriots' instrumentalists are required to take band class, if there are no conflicts in their schedules.
9. In addition to the rules and regulations of the Marching Patriots, all members must adhere to the policies and procedures of the Pittston Area School District.
10. The Marching Patriot Program is under the direction of the band director, the assistant band director and moderators.
11. The moderators and staff in accordance with school policies and procedures will make all selections and assignments.

TRANSPORTATION

1. The School District will provide transportation to and from all authorized performances.

REHEARSAL AREAS

1. The building principal will designate rehearsal and performance areas.

JAZZ BAND

1. Jazz Band members will be selected from ninth through twelfth grade students by the band director.
2. The Jazz band program will begin in January and will consist of Jazz Band Competition through April.
3. Seventh and eighth grade students may be allowed to audition for the Jazz Band at the discretion of the band director.
4. The program will begin in the month of January.

ELIGIBILITY REQUIREMENTS FOR AUXILIARY PERSONNEL

1. A candidate must maintain deportment consistent with those of all other extra-curricular activities.
2. All Auxiliary and band personnel must pass a minimum of four major classes to remain eligible.

F. HOMECOMING KING& QUEEN AND COURT

Election Regulations

1. The Homecoming Queen/King and the members of her/his court must be seniors.
2. The Homecoming Queen/King and the members of her/his court must positive deportment and must not have been suspended.
3. The Homecoming Queen/King and the members of her/his court will be nominated and selected by senior homerooms. They will also be subject to the rules as stated under the General Requirements.

G. RANDOM DRUG TESTING (ATHLETES)

A random drug testing policy has been implemented as an essential element in protecting student athletes from the harmful effects of drug and alcohol use. The purpose of the policy is as follows:

- Serve as a deterrent to continued use of drugs and alcohol, including experimentation;
- Provide a means to detect and identify student athletes who are using drugs and alcohol;
- Provide clear communication that the use of drugs and/or alcohol by student athletes will not be tolerated.

Each student who plans to participate in athletics of any type or kind while representing the Pittston Area School District, and his/her parent or legal guardian, must sign a written consent for random drug and alcohol testing prior to the beginning of the designated sporting event. This is a prerequisite to the student's participation in any athletic program. The signed written consent grants permission to perform a random urinalysis for drugs and a breathalyzer for alcohol during the course of student participation in the designated sporting activity. **All athletes will be given a copy of the entire policy prior to beginning participation in any sport.**

NOTE: FAILURE TO SIGN THE WRITTEN CONSENT SHALL RESULT IN THE STUDENT BEING INELIGIBLE FOR PARTICIPATION IN THE ATHLETIC PROGRAM.

(XIII.) PROCEDURES RELATIVE TO ATHLETIC INJURIES

Every reasonable precaution and safeguard should be exercised for the welfare of all students participating in school—sponsored athletics. With reference to athletic injuries, the responsibility rests first with the respective coach and secondly with the athletic director and the principal for the proper organization and administration of the athletic activity.

A person qualified in CPR/ First Aid/AED procedures is to be in attendance at all practice sessions and at all athletic events. A physician will be in attendance at all Senior High football games

Any student injured during a practice or a game in any school sponsored athletic activity must report the injury immediately to the athletic trainer and/or coach. Failure to do so may further endanger the student and may nullify his/her right to receive compensation. **In the event a student needs emergency treatment at a medical facility, the coach and/or athletic trainer should proceed with the most logical course of action for the welfare of the injured student.**

The physician in charge of athletics is available to all students in need of medical consultation. If a student chooses to see his or her own physician, the student is responsible for notifying the athletic trainer in a timely manner so the necessary forms are filed for that particular athletic-related injury. If the student fails to report his or her injury to the athletic trainer in a timely manner, he or she will then be responsible for any expenses incurred as a result of that injury.

(XIV.) STUDENT ORGANIZATIONS AND CLUBS

A. GENERAL REQUIREMENTS

In order to join and to participate in any extra-curricular or co-curricular activity, a student must conform to the policies and the procedures of the Pittston Area School District. A student who receives 2 unsatisfactory reports from teachers will not be allowed to participate in a club or activity, a special event or field trip for a period of seven days. Reports will be submitted to CA-1.

A student suspended twice (2) in a semester will not be allowed to attend or participate in club activities for 45 school days.

CLUBS DEFINED

A club is an organization approved by the administration and school board, who indicates a common interest or desire in the promotion or continuation of a school related activity. All meeting and activities must be approved by the administration in accordance with its acceptable use policy.

GENERAL RULES

1. A club can be initiated by a faculty member or by a group of students.
2. A Request for Club Form must be obtained from the Principal. The Principal will forward the request to the Superintendent, who will submit it to the Board of Education for approval.
3. Each club must be organized under the direction and supervision of a club moderator.
4. In order for a Club to be recognized as such, its by-laws must stipulate monthly meetings.
5. Aims and objectives of a club must be submitted to the building principal.
6. Extra-curricular and/or co-curricular clubs are an extension of the school program and thus school policy and procedure must be followed.
7. Any member of an extracurricular and/or co-curricular club or activity will not be allowed to participate in a field trip and/or performance if he/she has been suspended and/or shows disregard for school rules and regulations.
8. A list of club members and activities must be submitted to the Principal at the beginning of the school year or as soon as the club reorganizes.
9. Any student who has been suspended **twice** during the semester will not be allowed to attend club activities.

B. CLUBS AND ACTIVITIES

The following is a list of activities for the 2008-2009 school year:

Advanced Math Club	Art Club
Baseball	Basketball
Book Club	Cheerleaders
Chorus	Computer Tech Club
Cross Country	Diversity Club
Pep Squad	Drama Club
F.B.L.A.	Field Hockey
Golf	Health Science Career Club
Ice Hockey Club	ICE Club
Industrial Arts Club	Journalism
Jazz Band	Key Club
Marching Band	National Honor Society
Soccer	Softball
Stand Tall	Student Council
Swimming	Talent Show
Telecommunications Club	Tennis
Track & Field	Volleyball
Weight Lifting	Wrestling
Yearbook	

D. CLASS OFFICERS

The election of (senior, junior, and sophomore), class officers and student representatives will be held tentatively in May. The first day for circulating petitions will be ten days prior to election. Signed petitions must be submitted to CA-1 at least one week before the election. Election campaigning may begin three days prior to the election. Members of the Social Studies Department, in conjunction with Student Council, will supervise the elections. Class office elections the current school year were held in May of the previous school year.

Due to increasing demands placed upon students and the offices they hold within student government, national honor society and other clubs and organizations, students are allowed to hold a maximum of 2 club officer positions at any given time.

CANDIDACY REQUIREMENTS

1. A Candidate for Class Office, NHS Office, Student Council Office or any other Club or Organization Office must have attained a quality point index average of no less than 3.0 G.P.A. and must not have had an in/out-of-school suspension for the school year.
2. Any candidate who is suspended or whose quality point index average is less than 3.0 in any marking period is liable to be removed. Also, any student who, in the judgment of the Administration, shows disregard for school rules may also be impeached. The principal or the asst.-principal will make the final judgment on such matters.
3. If removal occurs, the candidate with the second highest number of votes for that particular office will fill the vacancy.

ELECTION REGULATIONS

1. In order for a student to aspire for office, he/she must secure on a petition the names of twenty-five (25) of his/her classmates and five (5) of his/her teachers and the signature and approval of the principal or assistant principal before his/her name will be placed on the ballot.
2. Petitions, announcements of nominees, arrangements for all candidates to speak to their classmates, and campaigning dates will be announced prior to the beginning of the campaigns.
3. Students will no longer be allowed to place signs or placards up around the school when running for office of any kind. It is the responsibility of the moderator to post the names of the candidates in the appropriate homerooms.
4. Candidates for office will be allowed to give a pre-recorded speech on the morning news announcements to their classmates. This will be coordinated with the moderator. Previous year's officers will retain their offices until Election Day.

XV.) FUND RAISING

Fund raising is an activity with the expressed purpose of raising money for all active school groups or clubs that are recognized by the school district. Monies raised under the auspices of the school district and not expended by the respective groups or clubs will remain in the groups' treasuries. Also, the club funds can be expended only for activities of an educational nature.

All fund raising activities must be submitted to and approved by the administration ten (10) days prior to the scheduled activity. Failure to do so may result in the cancellation of the activity.

SALES

All sales or functions (such as hoagies, bake sales, magazines, variety projects, etc.) must not interfere with the cafeteria lunch program.

OTHER ACTIVITIES

1. Dances
2. Car Washes

Any activity of a gambling nature such as: raffles, chances or drawings is prohibited, except those sponsored by a parental organization.

GENERAL RULES

1. A 'Request for a Fund Raising Activity Form' must be completed and submitted to the principal ten (10) school days in advance of the planned activity. This form must be submitted in triplicate.
2. Each fund raising activity must be organized under the direction and supervision of a moderator.
3. Generally, each club or class shall be restricted to one bona fide fund-raising activity per school year, unless otherwise determined by the principal. However, the Senior Class may participate in three fund raising activities per year. Auxiliary Band Personnel may have one each.
4. A fund raising activity must be limited to five school days. However, extensions may be permitted at the discretion of the building principal.
5. Within one week after the completion of a fund raising event, the moderator must submit to the building principal a detailed financial statement of all expenditures and profits. Duplicate copies must be submitted to the office of the Superintendent and to the office of the business manager.
6. Should a profit be realized, this money, in the form of a check, must be submitted for deposit to the Secretary to the Board.
7. No fund-raising material is to be sold during school hours unless approved by the principal.

(XVI.) EDUCATIONAL TRIPS

An educational trip is one that should provide a valuable social or cultural experience for students.

GENERAL RULES FOR TRIPS

1. A 'Request for a Field Trip Form' must be completed and submitted to the principal 30 days in advance of the planned trip. This is the responsibility of the club or class moderator.
2. Educational trips will be limited to one for each club or class. (Exception: The senior class may take two trips per year.)
3. The number of chaperones assigned to each trip will be one chaperon for every twenty-five (25) students, or two chaperones to the full complement of a bus.
4. In order for a student to participate in a field trip, a parental permission slip must be submitted. These slips must be collected and filed by the club or by the class moderator.
5. All school-related field trips must have the approval of the Administration. Any student who is absent from school the day prior to or the day following a trip without good reason will be marked unexcused and/or unlawful. He/she will be deprived of going on all future educational trips.
6. A majority of club or class members must be committed to make the trip in order for a trip to be scheduled. If the majority is less than 25 students, the trip must receive special authorization from the principal.
7. Private transportation can not be used on educational trips, except with the special permission of the principal.
8. All school-related trips that are deemed recreational in nature are not to be scheduled on school time.
9. Any student who has been suspended twice (2) during the semester will not be allowed to attend.
10. A list of students wishing to attend the field trip must be submitted to the assistant principal for approval three (3) school days prior to the trip. It is the moderator's responsibility to inform the students wishing to attend the trip that they may be excluded by the administration for disciplinary reasons.

(XVII.) SCHOOL DANCES

A school dance is an event sponsored by a student group to not only provide entertainment, but also for its social and cultural values. The Administration encourages clubs and school sponsored organizations to sponsor dances.

PROM/CHRISTMAS FORMAL/FRESHMORE

Any student suspended more than twice in a semester will not be allowed to attend the Prom, Christmas Formal, and Freshmore. A parental conference will be held upon the second suspension to review this procedure with the student and parent.

DANCES

1. Homecoming..... September/October
2. Winter Formal.....During Winter Vacation
3. Junior/Senior Prom.....May/June
4. FreshmoreApril/May
5. Special Dances.....Upon Request

All school dances will be scheduled in the Senior High School, unless otherwise approved by the Administration. Also, all formal dances will have a time restriction; i.e. no one will be allowed to leave the dance before the approved time.

Seniors can not attend the Freshmore. Freshmen can not attend the Junior/Senior Prom or Christmas Formal.

GENERAL RULES FOR SCHOOL DANCES

1. All school socials must be approved by the school principal.
2. A 'Request for School Dance Form' must be completed and submitted to the principal 30 days in advance of the planned dance. This is the responsibility of the club moderator.
3. Dances are to be held on a night preceding a day when school is not in session.
4. All dances are closed, i.e., these dances are restricted to Pittston Area High School students only.
5. In-school dances must be held between 5:00 P.M. and 10:30 P.M. The principal must approve any exception to this rule.
6. Attire for dances should follow that approved for school attendance.
7. An extracurricular activity is an extension of the school day. All rules and regulations of the Pittston Area School District apply to these activities.
8. Smoking will not be permitted anywhere in the school building or on school property during an in-school dance.
9. The dance moderator will be responsible for employing an adequate number of security must be employed at the dance.
10. The moderator will instruct the janitors to secure the following areas:
 1. Auditorium
 2. Corridors leading to pool, balcony, & locker areas
 3. Corridors leading to choral and band rooms
 4. Steel gates leading to A, B, and C corridors should be completely lowered.
 5. All entrances to Library
 6. Secure gym doors

11. Written reports concerning the following must be submitted by the dance moderator to the principal on the first school day following the dance:
 1. Damage report
 2. Injury report
 3. Fire report
 4. All unusual occurrences
12. The moderator must submit a financial report to the principal and to the Board secretary, as soon as possible.
13. Publicity for the affair will be the responsibility of the moderator through the office of the district's public relations officer.
14. Cleanup of the dance area, lobby, etc. is the responsibility of the group sponsoring the dance under the direction of the moderator.
15. In the event the dance must be postponed or cancelled, the moderator must secure permission from the building principal to reschedule.
16. Parents are encouraged to help chaperone and monitor dances.
17. Moderators must remain until the end of the scheduled event.

(XVIII.) SCHOOL AND COMMUNITY PROGRAMS

School and community programs are affairs conducted under the auspices of the school in conjunction with the community and/or community-related organizations for the purpose of promoting and encouraging better relations between the school and the community.

TYPES OF PROGRAMS

In-School Programs are as follows:

- | | |
|------------------|--------------------------|
| 1. Assemblies | 7. Choral Group |
| 2. Club Meetings | 8. Health Lectures |
| 3. Debates | 9. Musicals |
| 4. Drama | 10. Panel Discussions |
| 5. Elections | 11. Seminars |
| 6. Exhibitions | 12. Student Talent Shows |

These programs are scheduled according to need and at the discretion of the principal.

COMMUNITY-INVOLVED PROGRAMS:

1. All-Sports and Band Personnel Banquet
2. Armed Forces Day
3. Career Day
4. College Night
5. Drug Seminars
6. Education Week
7. Gym and Physical Education Exhibition
8. Law Day
9. Parents' Visitation Night
10. Veterans' Day
11. Vocational Days

These special affairs are scheduled throughout the school year in conjunction with the community.

XIX. STUDENT DRIVING RULES

THE FOLLOWING IS THE POLICY OF PITTSTON AREA HIGH SCHOOL GOVERNING STUDENT DRIVERS:

1. Students are expected to abide by all driving regulations established by the vehicle code of the Commonwealth of Pennsylvania
2. Only JUNIOR AND SENIOR STUDENTS can apply for a parking permit.
3. No driver of any vehicle at any time shall exceed a speed of 15 miles per hour while on school property.
4. Students must park in the assigned parking space. Failure to do so will result in the vehicle being towed at the owner's expense.
5. Students are not permitted to be in their cars or in the parking lots during regular school hours or during lunch periods.
6. Parking permits are to be displayed on the rear view mirror while vehicle is parked on school property.
7. Vehicles not registered may be ticketed or towed away at the owner's expense.
8. **LATENESS TO SCHOOL (INCLUDING HOMEROOM) WILL RESULT IN LOSS OF PARKING PRIVILEGE.**
9. Use of the auto in violation any discipline policies or using it in any fashion that constitutes a danger to school population or violating any parking regulation will result in loss of driving privileges. If the student brings his/her car to school after the driving privilege has been revoked, the auto will be towed away at the owner's expense.
10. If the student's driving permit is revoked for any reason and the student brings his/her car to school, such insubordination will result in disciplinary action.
11. Any student who loses his/her parking permit WILL NOT be issued a new one.
12. Any student who fails a class may have his/her parking permit revoked.
13. Student drivers are not permitted to loan or otherwise permit use of their parking permits to any other student. This will result in the loss of parking permit privileges and towing of illegally parked vehicle at owner's expense.
14. Suspension from school may result in the loss of parking permit privileges.
15. Students who bring a vehicle other than the one listed on the application, must register the vehicle with the assistant principal before the beginning of first period.
16. In order to protect the health, safety and welfare of students, school personnel, school property, and the educational process, Pittston Area School District reserves the right, with reasonable suspicion, to search student vehicles parked on school district property.
17. Local police advise that there is to be no parking in adjacent developments and/or Stout Street, violators will be towed at owner's expense.

All applications will be reviewed by the Assistant Principal and permits will be issued after review and approval of the application.

PENALTY PROCEDURES

A student parking illegally on school grounds will be subject to ticketing and towing. **A student suspended out-of-school can/will forfeit his/her parking privileges for the remainder of the school year.**

***A student's parking permit can be revoked as a disciplinary action as deemed appropriate by the principal and/or assistant principal.**

(XX.) SEARCHES

1. Pittston Area School District is committed to the protection of the Health, Safety and Welfare of its students, employees, visitors, and guests, school district property, and to the educational process. With this in mind, the Pittston Area School District reserves the right to search any and all vehicles, persons, and personal effects while on school district property. No expectation of privacy should be realized while on school grounds or using school facilities.

2. Motor vehicle searches will be conducted to assure that there are no items such as illegal drugs, alcohol, drug paraphernalia, incendiary devices, weapons, explosive devices, or anything which may endanger the health, safety and welfare of school district students, employees, visitors, and guests, school district property, and the educational process. Entering on school district property is deemed consent to an inspection of any and all persons, vehicles, and personal effects which are located on school district property at any time.

3. Searches will be conducted of lockers, desks, school district owned and/or contracted buses, on any and all motor vehicles (regardless of ownership); and any other item or items, on or about any person, including, but not limited to, personal effects such as purses, handbags, backpacks, gym bags; and anything, that could be used to conceal illegal drugs, weapons, explosive devices, alcohol, drug paraphernalia, cigarettes, incendiary devices' or anything which could endanger the Health, Safety, and Welfare of students, employees, visitors, others or the educational process.

XXI. SEXUAL HARASSMENT

It is the policy of the Pittston Area School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating and intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- repeated remarks to a person, with Sexual or demanding implications;
- Unwelcome touching;
- suggesting or demanding sexual Involvement accompanied by implied or explicit threats concerning one's Grades, jobs, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future employment, grades or work assignments.

The rights to confidentiality, both of the complaint and of the accused, will be respected consistently with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective actions when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.

Pittston Area Senior High School
5 Stout St. Yatesville PA
Pittston, PA 18640



Student Handbook

Student Identification:

Name: _____

Address: _____

City/Town: _____ **ZipCode** _____

Telephone: _____

Grade: _____ **Homeroom:** _____

Student I.D.# _____

In Case Of Emergency, Contact:

Name: _____

Relationship to Student: _____

Telephone (home): _____ **Telephone (work):** _____

I have read and I understand the contents of this agenda:

Student's Signature

Parent's Signature

Homeroom Teacher's Signature

