

**OLD FORGE SCHOOL DISTRICT**

**Old Forge Jr./Sr. High School**

**Parent/Student Handbook  
2017-2018**

**“HOME OF THE BLUE DEVILS”**



## **ALMA MATER**

Alma Mater praise thy glory  
All through the years  
Loyalty will be our watchword  
All through the years.

Loyal sons and loyal daughters  
Never from thy banner falter  
Dreams may fade but memories cherish  
Dear Old Forge High

Slender trees here sighing murmur  
In the moonlight clear;  
For the loved ones now departed  
All through the years.

Softly now our voices blending  
sing her praises never ending  
till our hearts are stilled forever,  
Dear Old Forge High

**SCHOOL NICKNAME: "Blue Devils"**  
**SCHOOL COLORS: Blue and Gold**

## **PHILOSOPHY**

The Board of School Directors, administration, and faculty are interested in the development of the students' physical, emotional, mental and spiritual capabilities so that he/she may become a better member of society.

It is our expressed desire to help students to appreciate and enjoy the blessings and opportunities of a free country, to guide and counsel them in educational and vocational needs, and above all to help them prepare for college, for employment, and for daily living.

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## INTRODUCTION

This booklet has been prepared to provide the students of Old Forge High School and their parents/guardians definite information about the rules, regulations, and activities of the school.

The parents/guardians, the faculty, and the administration are all intensely interested in the welfare of the students. To insure their success, students must apply themselves diligently to the educational program they have selected. Intensive work in a program of studies, participation in curricular and extra-curricular activities and conformity to school policies and regulations are essential. A cooperative attitude toward teachers and fellow students will create an atmosphere for learning and for the possible realization of objectives. Careful planning, personal interest, and application will help students achieve desired goals.

This handbook will better acquaint parents/guardians and the students with some of the policies and procedures which have been adopted by the Board of School Directors to implement a sound, efficient, and well-operated school.



**“DEVIL PRIDE”**

**PREPARED  
RESPECTFUL  
INDEPENDENT  
DEPENDABLE  
EXAMPLE TO OTHERS**

## MISSION STATEMENT

The mission of the Old Forge School District is to be an advocate of change and self sustaining leader of education. We will prepare our students to be productive, responsible citizens by promoting a community oriented school that encourages a passion for learning, fostering individual relationships, and providing a safe environment which supports individual differences. Our students will exceed academic challenges with openness, enthusiasm, and a willingness to solve problems.

## VISION STATEMENT

The Old Forge School District will be an Educational Leader for Tomorrow's Achievers, empowering our students to become productive members of a global society in the 21<sup>st</sup> century. **“Educational Leaders for Tomorrow's Achievers”**

## SHARED VALUES

The Old Forge School District is committed to:

- Celebrating Diversity
- Children
- Collaboration
- Community
- Excellence in Education
- Embracing Technology
- Engagement of All School Stakeholders
- Forward Thinking
- Integrity
- Optimizing Resources
- Pride
- Self Discovery

### GENERAL SCHOOL POLICY

The Administration Is responsible for the enforcing of general school policy as adopted by the Board of School Directors, and for the final judgment on matters such as class assignments, general behavior, disciplinary action, and suspension of students.

Students are responsible for all information contained in this handbook, for all announcements made over the public address system, and for other directives issued by the Administration and faculty.

### BELL SCHEDULE

2017-2018 Bell Schedule			
	Lunch 4	Lunch 6	Lunch 8
<b>Students Arrive</b>	7:55 - 8:05		
<b>HR</b>	8:05 - 8:14		
<b>1</b>	8:17 - 9:03	8:17 - 9:03	8:17 - 9:03
<b>2</b>	9:06 - 9:52	9:06 - 9:52	9:06 - 9:52
<b>3</b>	9:55 - 10:41	9:55 - 10:41	9:55 - 10:41
<b>4</b>	10:44 - 11:14	10:44 - 11:30	10:44 - 11:30
<b>5</b>	11:17 - 12:03	11:33 - 12:03	11:33 - 12:19
<b>6</b>			
<b>7</b>	12:06 - 12:52	12:06 - 12:52	12:22 - 12:52
<b>8</b>			
<b>9</b>	12:55 - 1:41	12:55 - 1:41	12:55 - 1:41
<b>10</b>	1:44 - 2:30	1:44 - 2:30	1:44 - 2:30
<b>Common Planning/ Data/Department</b>			2:30 - 3:00

2017-2018 Activity Bell Schedule			
	Lunch 4	Lunch 6	Lunch 8
<b>HR/ Announcements</b>	7:55 - 8:07		
<b>1</b>	8:10 - 8:50	8:10 - 8:50	8:10 - 8:50
<b>2</b>	8:53 - 9:33	8:53 - 9:33	8:53 - 9:33
<b>3</b>	9:36 - 10:16	9:36 - 10:16	9:36 - 10:16
<b>4</b>	10:19 - 10:49	10:19 - 10:59	10:19 - 10:59
<b>5</b>	10:52 - 11:32		
<b>6</b>		11:02 - 11:32	11:02 - 11:42
<b>7</b>	11:35 - 12:15	11:35 - 12:15	
<b>8</b>			11:45 - 12:15
<b>9</b>	12:18 - 12:58	12:18 - 12:58	12:18 - 12:58
<b>10</b>	1:01 - 1:41	1:01 - 1:41	1:01 - 1:41
<b>Activity Period</b>	1:44 - 2:25		
<b>Common Planning/ Data/Department</b>			2:25 - 3:00

2017-2018 2 Hour Delay Bell Schedule			
	Lunch 4	Lunch 6	Lunch 8
<b>Students Arrive</b>	9:55 - 10:00		
<b>HR / 1</b>	10:00 - 10:37	10:00 - 10:37	10:00 - 10:37
<b>3</b>	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10
<b>4</b>	11:13 - 11:43	11:13 - 11:43	11:13 - 11:43
<b>5</b>			
<b>6</b>	11:46 - 12:16	11:46 - 12:16	11:46 - 12:16
<b>7</b>	12:19 - 12:49	12:19 - 12:49	
<b>8</b>			12:19 - 12:49
<b>9</b>	12:52 - 1:22	12:52 - 1:22	12:52 - 1:22
<b>10</b>	1:25 - 1:55	1:25 - 1:55	1:25 - 1:55
<b>2</b>	1:58 - 2:28	1:58 - 2:28	1:58 - 2:28
<b>Common Planning / Data / Department</b>			2:28 - 3:00

2017-2018 3 Hour Delay Bell Schedule			
	Lunch 4	Lunch 6	Lunch 8
<b>Students Arrive</b>	10:55 - 11:00		
<b>HR</b>	11:00 - 11:07	11:00 - 11:07	11:00 - 11:07
<b>4</b>	11:10 - 11:40	11:10 - 11:40	11:10 - 11:40
<b>5</b>	11:43 - 12:13		
<b>6</b>		11:43 - 12:13	11:43 - 12:13
<b>7</b>	12:16 - 12:46	12:16 - 12:46	
<b>8</b>			12:16 - 12:46
<b>9</b>	12:49 - 1:12	12:49 - 1:12	12:49 - 1:12
<b>10</b>	1:15 - 1:38	1:15 - 1:38	1:15 - 1:38
<b>1</b>	1:41 - 2:04	1:41 - 2:04	1:41 - 2:04
<b>2</b>	2:07 - 2:30	2:07 - 2:30	2:07 - 2:30
<b>3</b>	2:33 - 2:57	2:33 - 2:57	2:33 - 2:57

## STUDENT CODE OF CONDUCT

Good discipline is essential not only for the well-being of the students and the smooth operation of the school, but also to insure each student's right to an education. Without positive classroom behavior, little learning can take place. It is, therefore, the responsibility of students, parents, teachers and administrators to develop discipline in the school atmosphere. ***DISCIPLINE IS EVERYONE'S RESPONSIBILITY - not only during the school day, but at all school activities, on or off campus.***

The responsibility for good student behavior rests with the professional staff, the parents in working with the school to promote proper conduct, and with each individual student by following the guidelines included in this Code of Discipline and Responsibility.

### STUDENT RESPONSIBILITIES

It is the responsibility of the student to:

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- c) Students should express their ideas and opinions in a respectful manner.
- d) It is the responsibility of the students to conform to the following:
  1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
  2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
  4. Assist the school staff in operating a safe school for the students enrolled therein.
  5. Comply with Commonwealth and local laws.
  6. Exercise proper care when using public facilities and equipment.
  7. Attend school daily and be on time at all classes and other school functions.
  8. Make up work when absent from school.
  9. Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
  10. Report accurately in student media.
  11. Not use obscene language in student media or on school premises.
- e) It is the responsibility of the student to ensure that all school related debts (cafeteria, books, or dues) are paid in full and remain current and in good standing. Not doing so will result in the student being withheld from participating in school activities the following year (diploma will be withheld in the case of seniors).

### PARENT/GUARDIAN RESPONSIBILITIES

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this wholesome relationship parents are urged to:

1. Exemplify an enthusiastic and supportive attitude toward school and education.
2. Build a good working relationship between themselves and their child, his or her teachers and the school.
3. Teach their child self-respect, respect for the law and respect for others and public property.
4. Insist on prompt and regular attendance

5. Listen to views and observations of all parties concerned, before making a decision.
6. Recognize that school staff, visitors and teachers deserve the same consideration and respect that parents expect from their children.
7. Encourage their child to take pride in his/her appearance.
8. Insist that their child promptly bring home all communication from school.
9. Cooperate with the school in jointly resolving any school-related problems.
10. Set realistic standards of behavior for their children and be firm, fair and consistent in applying them.
11. Help their child learn to deal effectively with negative peer pressure.
12. Provide a place conducive for study and completion of homework assignments.
13. Many out-side agencies/resources are provided for student assistance; please refer to GUIDANCE SERVICES page 13.

Parents should be aware that they are responsible for any financial obligation incurred by their child in school. This includes lost books, damage to property, lunch money, etc. Outstanding debts and obligations to the Old Forge School District and/or class, will not receive any transcript, report card or any other services offered by the School District until debts or obligations are resolved.

### **SCHOOL DISTRICT RESPONSIBILITIES**

1. Exemplify an enthusiastic and supportive attitude toward school and education
2. Build a good working relationship between the staff, students, and parent/guardians and the school.
3. Listen to views and observations of all parties concerned, before making a decision.
4. Initiate prompt individual and continuing communication to students and parents regarding issues of academic performance, behaviors and/or discipline of students.
5. Cooperate with school jointly resolving school-related problems.
6. Set realistic standards of behavior for students and be firm, fair, and consistent in applying them.
7. Embrace school wide positive behavior rewards as defined by school district policy.
8. Provide a safe environment for students to learn and ask questions.

### **RESPECT**

A sound educational environment is built on respect. As a student, you must show respect toward all school staff, visitors and especially the teacher at all times. It is absolutely necessary for the teacher to have order and be organized so that he or she can teach. You must remember you cannot respond to your teacher the way you would to one of your peers even if you feel you have not been treated fairly. The teacher has authority over you. At the same time, a teacher must show respect toward his or her students. Teachers are human. They make mistakes. If you feel this has happened, you should do the following: Ask to talk with your teacher after or before class when you can express your feelings in private. You may seek assistance from your guidance counselor, principal, assistant principal and you may request a parent conference.

### **ATTENDANCE AND TARDIES**

#### ***ENTERING THE SCHOOL BUILDING***

Students are required to enter the building THROUGH THE MAIN ENTRANCE at 7:55 a.m., proceed to lockers and report directly to homerooms by 8:05 a.m. When weather conditions are inclement, students may enter the school building before 7:55 a.m. Upon entering the building, students will proceed directly to the cafeteria and be seated. **Students are not to loiter and congregate in the corridors before the 7:55 a.m. bell.**

#### ***STUDENT ABSENCE***

Students who are absent must have someone in authority at home (parent/guardian) telephone the school office to report the absence before 8:30a.m. The school telephone number is 457-6721. **When a student returns to school after an absence, he/she must turn in a written excuse signed by his/her parent/guardian to the homeroom teacher within three school days. This must include the date of the absence, the reason for the absence, and be signed by his/her parent/guardian.**



Absenteeism is classified as excused, unexcused and/or unlawful. Unlawful absenteeism is a violation of the Pennsylvania School Code.

After three unlawful absences, the compulsory attendance law requires that the school authorities serve written official notice to the student's parent/guardian and any additional unlawful absences thereafter may result in the parent/guardian being cited and fined.

Class work missed because of an excused absence is the responsibility of the student. The student shall not receive a grade for any day of unlawful or unexcused absence.

### **DAILY ATTENDANCE**

Homeroom period is from 8:05 a.m. to 8:14 a.m.

Following appropriate opening exercises, roll call will be taken by all homeroom teachers. Unless the student has been granted permission by the teacher to be out of the classroom, each student must be in his/her seat when roll call is taken to be considered present.

Within three days following an absence, the student must present to the homeroom teacher an excuse dated and signed by the parent, guardian, or physician explaining the reason for absence.

If the excuse is not brought in within 3 days, the absence will be considered unexcused or unlawful. The school also reserves the right to refuse any backdated excuses (including medical). Any medical excuse must be turned in within 3 days of the absence or the absence will be considered unexcused. When a student has accumulated 15 days of unexcused absences (without a medical excuse), their name will be placed on a list which is given to each teacher. At that point, students will receive zeros in all of their classes for each subsequent absence (unless a medical excuse accompanies the absence). Also, students on the list will be prohibited from participating in extra-curricular school functions which can include but are not limited to: attending home games, dances, semi-formals, jr./sr. prom, field trips with classes, etc. Once a student reaches 10 days, a formal letter will be sent to the parents notifying them that their child is in jeopardy of being placed on the 15 day list. Any student who is absent for twenty (20) school days in a given school year, which are considered unexcused absences, will be required to repeat all courses that are required for graduation. No credit will be given. The student is responsible for producing documentation of valid reasons for the absences. Such documentation may include but is not limited to the following: Excuses for medical reasons, school related functions, college visitations, religious considerations, court appearances, and a death in the immediate family. Other excuses may be declared as valid on a case-by-case basis. The students will receive the grade (s) earned in those classes but will not be given the credit for those courses taken at that time.

Upon determination of an unexcused absence or skip, the teachers are notified in writing of the student's skipping with the recommendation by the administration that the students be given no credit for that day's classes. If the student persists in skipping, further penalties may be given. Further failure to attend school on a regular basis may cause the student's case to be brought before a magisterial district judge. Furthermore, if the student fails to return to school on a regular basis following the magistrate's hearing, the student and/or parents will be in violation of Section 1333 of the Public School Code dealing with compulsory attendance. At that time, the school district will file a dependency petition with the Lackawanna County Family and Orphans Court, seeking to declare the child incorrigible. If found guilty, this court will place the student with a foster family or an institution to insure compliance with the compulsory attendance laws.

Also at the discretion of the school administration, a student may be asked to bring in a doctor's excuse to verify their absences. Failure to do this will cause school officials to treat any further absences as unexcused. Medical excuses will be considered as legal excuses. The excuses must contain the following information: The date that the student was seen in the doctor's office, the doctor is legally excusing the student for that designated day, and the excuse must state that the student was physically present in the doctor's office for that day. The excuse must be turned in to the Principal's office within three (3) school days from when the student returns back to school. The

school reserves the right to refuse any excuses that are beyond the three (3) school day limit. If the excuse is not turned in within three (3) school days, then the absence will be considered unexcused.

After 10 absences, 10 tardies, or 10 early dismissals, students will be required to submit a physician's excuse to his/her homeroom teacher upon return. If a physician's excuse is not presented, the absence(s) will be considered illegal.

Students **must** be present in school to attend and participate in extra-curricular activities.

All medical and dental appointments should be scheduled for after school hours. All requests to leave early must be submitted to the Principal before 9:00 a.m. on or before the day of appointments so that the validity of the request can be verified. On the day of the appointment, if the student returns to school before the end of the day, he/she must report directly to the high school office in order to be admitted to classes.

No student is to leave the school grounds for any reason during the school day without written permission from the Principal. Any student who leaves without permission will receive an In-School Suspension.

### ***MANDATORY SCHOOL ATTENDANCE***

Parents/guardians of all children between the ages of 8 and 17 are required by Pennsylvania compulsory attendance laws to ensure their children attend an approved educational institution, unless legally excused. Student attendance is an obligation of the parents/guardians and the juvenile court. The Pennsylvania School Code lists the following reasons for an excused absence from school:

1. Illness of Student
2. Quarantine
3. Death in the immediate family
4. Impassable roads
5. Medical Excuse
6. Approved Family Vacation

Students who miss school for reasons other than those listed above will be marked unexcused. An absence will be counted as unexcused if a parent's/guardian's excuse is not provided.

Parents may write excuses for their child's absence for the first ten absences. After the tenth absence, the Administration will require the student to submit an excuse from a physician for each additional absence. If this procedure is not followed, the additional absences will be considered illegal. Students who are illegally absent will be liable for penalties from the local Magistrate.

After three illegal absences occur, the following process will begin: A warning letter will be mailed. Any illegal absence after that starting with the 5<sup>th</sup> illegal absence will result in a meeting with the Parent, student, and administration and complete Student Attendance Improvement Plan (SAIP). Failure to comply will result in magisterial district judge referral. Truancy hearings are held in the school.

### ***STUDENT ATTENDANCE IMPROVEMENT PLAN (SAIP)***

After the 5<sup>th</sup> unexcused absence, the parent/guardian of the student will be requested to attend a Student Attendance Improvement Plan (SAIP) Meeting at the school.

The SAIP meeting is preventative and the first step in the truancy process.

The SAIP meeting is intended to provide support to the family/students, identify barriers to school attendance, reduce absenteeism and avoid a referral to the magisterial level for truancy. At the SAIP meeting the cause of the students absences will be discussed and mutually agreed upon plan will be developed between the family, student and district.

Also present at the meeting will be a school/truancy liaison from Lackawanna County Office of Youth & Family Services who will assist in the development of the SAIP, identify community resources and services, and provide support to the family, student and school. Additionally, the liaison will be present at any magisterial or contempt court hearings if they should occur.

**Failure to attend the SAIP meeting may result in a home visit from the truancy/school liaison or a referral to the magistrate.**

## ***ATTENDANCE COMMITTEE***

The Attendance Committee is composed of the administration, faculty members, and guidance counselor.

### **Duties of Committee Members:**

1. The Committee will convene monthly to review records of students who have reached 15 days and/or exceeded twenty (20) absences for the year. If the committee cannot find extenuating circumstances to warrant the number of absences, the Guidance Office and Administration will send a “Denial of Credit” letter to the parent/guardian. This letter will specifically state for which classes credit is being denied and will explain the appeals process.
2. The Committee will review all filed appeals at the regular monthly meeting. The Committee will notify the parent/guardian of its decision. If credit is denied, “NC” will appear instead of a semester grade on the student’s transcript. Parent/guardian may appeal the Attendance Committee’s decision to the principal.

### **Daily Attendance Times**

7:55am – 2:30pm = one full day of attendance

9:00am - 11:30am = Arrival between these times is considered a half day absence.

11:31am-2:00pm = Leaving school between these times is considered a half day absence.

12:01pm – 2:30pm = Arrival between these times is considered an entire days absence.

2:00pm – 2:30pm = Students who must leave school between these times will receive credit for an entire day of attendance.

### **Written Excuses for Absences**

The school must be provided with verification of a student’s absence in writing. The parent or guardian must provide a written excuse for the absence. Written excuses must be presented to the Homeroom teacher prior to first period upon the student’s return to school. It is very important that each student bring in a doctor/dentist excuse for every doctor/dentist visit which causes the student to miss school. Failure to provide a valid written excuse could result in a potential discipline infraction . When a student reaches his/her 10th absence, the student will be placed on the Required Doctor’s Excuse List. Parent written excuses will not be accepted for those students on the “Required Doctor’s Excuse List”. Any absence not excused by a doctor/dentist after 10 “parent excuses” will be counted as unexcused (See penalty for unexcused absence). A letter will be sent to parents/guardians notifying them that the student has reached 10 absences. Exceptions for court appearances or other emergency situations must be arranged with the administration.

### **Family Trips**

Any parent or guardian who is planning a trip should have his/her child secure a Family Trip form from the High School office. Requests for family trips must be made **two weeks** prior to the scheduled trip per Board Policy. Approval for educational trips will be contingent upon the student’s prior attendance and academic record. Family trips are not to exceed 10 days or other unauthorized trips will be considered unexcused/illegal absences. Any work given by teachers or requested by the students prior to the trip should be completed upon return. Days missed due to approved family trips are counted as excused absences and will not count toward the initial 10 day total for excuses.

### **College Visits**

Juniors and seniors who wish to visit a college, technical school, or make preparations for military service during school time may do so under the following conditions:

1. Two visitation days are given to juniors and two days are allotted to seniors.
  2. A permission form must be obtained, signed, and approved prior to students using a visitation day.
  3. Proof of visit must be submitted to the high school office prior to first period upon the student’s return to school.
- Forms are available in the counseling office and must be returned to the counseling office prior to using a visitation day.

### **Driver License Test**

Students will be allowed time during the school day to take their driving test with parent permission. The student must report to school prior to the test and must return to school with the driver test form (signed by the testing center) on the day of the test. Any deviation to this must be approved by the principal.

### **Make Up Work**

The student shall have the opportunity to make up work missed during an excused absence. Teachers will provide make-up assignments when prompted. The responsibility for completing make-up work rests with the student. Students must contact their teachers upon returning to school to make arrangements for making up academic work. Students are responsible for completing this work according to the due dates assigned. Parents are encouraged to request work if they are aware of an illness that may keep their child out of school for an extended period of time.

### **Early Dismissal**

Any student leaving school before the close of the school day must have a written excuse stating the reasons and the time of dismissal and expected return time. Excuses must be signed by a parent/guardian and presented to the attendance office before the start of first period. Students will only be excused early from school for the following reasons: medical/dental appointments, court appearance, driving test, and emergency situations. A student needing to leave school for a doctor, dental, or other approved appointments must include the name and telephone number of the doctor/dentist on their request for verification purposes. Before leaving school, students are to sign out in the attendance office, and sign in when they return. If a student does not bring in an early dismissal note, he/she must be signed out by the parent/guardian in the attendance office. Students are expected to return to school following their appointment if time permits.

### **Forged Excuses**

Any forged excuse (early dismissal or absence) will be recognized as “unexcused” for the time absent and students will be assigned appropriate disciplinary action. Any excuse in which the parent/guardian falsifies the reason for being absent (early dismissal or absence) will be treated as an unexcused absence. Forgery is considered a Level II offense under the Student Code of Conduct and Disciplinary Policy.

### ***TARDINESS TO SCHOOL***

Students who are tardy for Homeroom (after 8:05 a.m.) must report to the Main Lobby and sign in with the teacher on duty.

Homeroom tardies are **cumulative throughout the school year**. Penalties for these unexcused tardies will be issued as they are reported to the Principal or Assistant Principal by the Homeroom teacher.

Penalties will be as follows:

#### **Cumulative Unexcused Tardies:**

2 Tardies = Warning (meet with student and call to parent )

4 Tardies = 1 Detention

8 Tardies = 2 Detentions

12 Tardies = 1 Day In-School Suspension

16 Tardies = 2 Day In-School Suspension

20 Tardies = Administrative Discretion/Magisterial Referral and Loss of Privileges and 1 day of ISS

\*\*Loss of Privileges may include, but not limited to: student parking, participation in extra-curricular activities and/or clubs, special events associated with clubs.

#### **Quarterly Unexcused Tardies:**

4 Tardies per quarter= Loss of Privileges for the remainder of the quarter in which they occur. \*\*Loss of Privileges may include, but not limited to: student parking, participation in extra-curricular activities and/or clubs, special events associated with clubs.

\*Depending upon the degree of lateness, the above guidelines may be accelerated.

In addition to this record-keeping, according to the School Code on **Mandatory School Attendance**, Section 13.1333, the number of minutes/hours for each tardy will also be recorded. When this number reaches 6.5 hours (one school day), the tardy now becomes a **First Level Truancy (one illegal day absent from school)**. At this point, a Warning Letter regarding Magistrate action will be issued by the building administrators, and a parent/guardian conference will be conducted to explain the consequences of future truancy acts.

A **Second Level Truancy (the second illegal day of absence for being tardy)** act leads to a Magistrate's Citation and a Magisterial hearing, which will include FINES AND COURT COSTS as decided on by the Magistrate based on the information he receives from the District.

A **Third Level Truancy (the third illegal day of absence for being tardy)** act leads to the District's Solicitor filing a Dependency Petition with the Lackawanna County courts on behalf of the District. The petition, for minors, is filed against the parents on behalf of the student. At this point a Judge, or his/her Hearing Master, can decide to place the student in question in an institution other than the student's home school for a period of time to be determined by the judge. Students who arrive at school after Homeroom has ended must report directly to the General Office to receive an Admission to Class Permit. If a student attempts to attend classes without reporting to the Main Office and receiving a signed admission pass, the student will be assigned a school detention. Repeat offenders will be subject to Out-of-School Suspension.

#### ***STUDENT ILLNESS***

If a student becomes ill during school hours, he/she will ask for written permission of the classroom teacher to report to the medical suite. Under no circumstances are students to leave the building without being excused. Leaving the school without a pass shall be considered an unexcused absence and handled accordingly. If the nurse is not available, students should report to the high school office. Reporting anywhere else will be considered a class cut.

If the nurse is excusing a student due to an illness, the nurse will document that on the students pass that will be submitted to the main office. Students excused from school by the nurse, for an illness, shall be considered an excused absence.

#### ***LEAVING SCHOOL***

A student may not leave school unless permission has been granted by Administration and/or the school nurse. Students leaving school during the school day are to sign out in the main office. Students are to wait in the main office until a parent/ guardian comes to pick them up. Parent/Guardian, or adult listed as emergency on current school year contact card on file with Nurse, must come into the office and physically sign-out the student or if giving their student permission to drive their own personal vehicle home, that must be verified by an administrator or designee.

#### ***SENIOR ABSENCE***

Senior students at Old Forge High School, or underclassmen eighteen years of age or more, may not be absent in excess of twenty school days. If they are, they will be removed from the rolls unless extraordinary circumstances arise and are approved by the Attendance Committee and school Administration.

#### ***TRUANCY***

Truancy is a serious offense. It is a violation of the Pennsylvania School Code. Any student who is illegally absent is liable for disciplinary action within the school and legal action outside of school.

#### ***SCHOOL ATTENDANCE OFFICER***

The primary functions and duties of the School Attendance Officer are as follows:

1. To investigate the absences of pupils;
2. To endeavor to prevent irregular attendance;
3. To act as the direct liaison person between the home and school.
4. To interpret for the parents the aims and programs of the school.

## DRESS CODE

The purpose of a dress code / uniform policy is not to inhibit any person's taste in attire but rather to better facilitate the process of education through reasonable guidelines in dress. The Old Forge School District has adopted the following dress code policy for grades K-12, which contains approved student clothing. This approved clothing is mandatory and may be worn in any combination of tops and bottoms.

Violation of this policy will result in parental notification and appropriate school disciplinary action.

### General Information

- All students must attend school each day and comply with the school dress code policy.
- Approved clothing may be purchased at the store or vendor of the parent's choice, providing it conforms to this dress code policy.
- Approved clothing is available from the following area merchants; Hoban's, Boscov's, Penney's, Career Uniform, Kevin's, Star Uniform, The Gap, K-Mart, Godfather's, and Uniforms For All Sports.
- The school dress code policy will be strictly enforced as per the discipline guidelines.
- The Old Forge School Board may amend this policy at any time and must approve all changes to this Dress Code Policy.
- Each student is expected to maintain good personal hygiene.
- Any clothing that is judged to be unsafe, unhealthy or unsanitary is not permitted.

### Approved School Clothing

All clothing must be approved, solid colors, without designs, patterns, checks, slogans or emblems, except for optional Old Forge School District logo, brand name monogramming or embroidery. Shirts should be long enough to be tucked in. All school clothing must be appropriately sized for the student being no more than one regular size larger than the student actually measures. Clothing should also not be skin tight or clinging to the student's body. Shoes must be worn at all times, with laces tied. Any shoe that poses a safety hazard is not permitted, including but not limited to: backless shoes, slippers, flip-flops, Crocks.

- **Tops:**

- **Shirts**

All shirts must have a collar. Golf style shirts, (long or short sleeve), and button down dress shirts (long or short sleeve) must be worn. ***Golf shirts may bear the optional Old Forge Logo on the shirt or brand name monogramming or embroidery.*** The colors may be white, navy blue or yellow / gold. The button down dress shirts must have a collar and may bear the Old Forge Logo or not. Shirts must be fully buttoned except for the top three buttons.

Any shirt that exposes the midriff and/or tied in a knot in the back is prohibited. If students wear a shirt underneath their golf or button down dress shirt, it must be a solid color T-shirt, including White, Yellow / Gold, or Navy Blue.

A solid white, yellow / gold or navy blue turtleneck may be worn under a sweater, golf shirt or button down shirt.

- **Sweaters**  
Crew neck and V-neck sweaters may be worn. *A collared shirt or solid navy blue, yellow or white tee shirt may be worn underneath.* Button down sweater may be worn with a collared blue, yellow or white shirt worn underneath. The sweater color must be solid white, navy blue or yellow / gold with or without the Old Forge embroidered logo.
- **Sweatshirts**  
Crew neck sweatshirts with or without the Old Forge embroidered logo may be worn. They must be a solid color of white, navy blue or yellow / gold. They cannot be ripped or torn around the neckline. The sweatshirts cannot be worn inside out. No hooded sweatshirts or zipper-up, or button up sweatshirts are allowed to be worn in the classroom or school during the day.
- **Bottoms:**
  - **Pants**  
Khaki (Beige / Tan) and navy blue are the only acceptable colors that may be worn by students. Pants must be secured at the waist. Cargo pants, baggy / skateboard pants, extra wide extra full, military pants (fatigues), sweat pants, windpants, and jeans are not permitted. All pants must be a solid color. No pockets on the legs are permitted. The pants can be plain or pleated (Dockers style) or corduroy. **Display of any type of undergarment will result in an automatic In-School Suspension.**
  - **Skirts**  
Khaki (Beige/Tan) or Navy Blue are the only acceptable colors that may be worn by students. Skirt length should range from the middle of the knee to the ankle. All skirts must be a solid color. K-6 students may also wear a solid navy blue or khaki one piece jumper. Socks, knee-high socks, tights and stocking must be navy, white, gold or black.
  - **Shorts**  
Khaki (Beige/Tan), Navy Blue are the only acceptable colors that may be worn by students. Short's length should be no less than 3 inches above the knee. All shorts must be a solid color without cargo or any type of pocket on the legs. Shorts are only acceptable from April 1<sup>st</sup> – October 31<sup>st</sup>. This policy intends for shorts to adhere to the same requirements as pants. Therefore, shorts should be “dress shorts”, without pockets on the legs. **Display of any type of undergarment will result in an automatic In-School Suspension.**
- **Shoes**  
Some style of shoe/sneaker must be worn at all times. Any footwear that poses a safety hazard is not permitted. Heeley's are strictly prohibited. Refer to articles of non-compliance for further details. Shoes must be worn at all times, with laces tied. Any shoe that poses a safety hazard is not permitted, including but not limited to: backless shoes, slippers, flip-flops, Crocks.
- **Spirit Wear:**  
Showing school pride through the wearing of spirit wear will be permitted on Fridays only. Students may wear District approved spirit shirts with the standard uniform policy bottoms. Hoodies, zip-up or button up jackets/sweaters and non-Old Forge School District related items are prohibited. Spirit wear must have appropriate screen printing / logos and reflect Old Forge School District clubs and/or activities. Community or political based logos are not acceptable. Shirts may be any base color therefore; powder blue polo shirts will be acceptable on Fridays only.

- **Dress Down Days:**

For various reasons throughout the school year, with administrative approval, students will be allowed to "dress down" but will follow the same rules as the daily dress code as stated in Articles of Non-Compliance.

- **Dress Down Guidelines:**

~ **No Hoodies are allowed to be worn.**

~ **Sweatpants and mesh shorts are allowed.**

**\*Please Note: Shorts are only acceptable from April 1<sup>st</sup>-October 31<sup>st</sup>.**

~ **No revealing sweatpants are allowed (low rise).**

~ **Shorts MUST be arm's length.**

**\*Please note Shorts are only acceptable from April 1<sup>st</sup>- October 31<sup>st</sup>.**

~ **Sweatpants and shorts MUST be in good condition.**

**\*\* CARGO SHORTS AND CARGO PANTS ARE NOT PERMITTED\*\***

~ **Jeans MUST NOT be ripped or have holes. They MUST be worn at the waist.**

~ **Shirts MUST NOT be revealing or show mid-drift.**

~ **If these guidelines and requirements are not met, dress down days will not be held in the future.**

~ **Students who do not follow the guidelines will be sent to the office, and asked to follow our normal dress code policy.**

- **Senior Project/Graduation Presentation Attire:**

If you choose not to dress up, you must wear daily Old Forge dress code clothing for your senior project presentation.

- **Young Men:**

Should wear dress pants, a long sleeved, button-down dress shirt, tie, and dress shoes. TIES ARE REQUIRED! If you have a full suit, wear it. NO sneakers. Shoes should be consistent with your clothing. No Sandals/Slides are allowed.

- **Young Women:**

Should wear dresses, suits, skirts and blouses, sweaters, or jackets.

- Dresses and skirts must be no more than three inches above the knee. Avoid short skirts and short dresses. Avoid tight fitting clothing
- Shoes should be consistent with the outfit. No sneakers, casual backless shoes or flip flops.
- NO knit pants, denim, jeans, shorts, leggings, tank tops, or t-shirts.
- NO sun dresses, bareback, sleeveless tops, strapless tops or dresses, or low necklines.

***Please Note:*** The only exception to the dress rules is if you are dressed to coordinate with your topic/speech (i.e., you are dressed in a uniform appropriate for your project area – however, something as casual as scrubs do not count). Such exceptions must be approved by the Senior Project Advisor and/or Administration prior to the presentation.

- **Articles of Non-Compliance:**

Any clothing or article deemed lewd, vulgar, indecent, plainly offensive, sexually suggestive, condoning violence, drug, alcohol, tobacco, suicide, vulgar language or if it is determined to have a well founded expectation to create disruption. **The following articles are prohibited:**



- Coats and/or jackets are not permitted. This includes any coat/jacket or sweater that has a full zipper or full button down
  - Coats, jackets or sweaters with a hood are not permitted
  - Book bags, backpacks or fanny packs, of all sizes, are not permitted during the school day
  - The display of any undergarments is not permitted
  - Shoes that have no backs, beach tongs, flip-flops, Crocks, or sandals
  - Students may not have body or facial piercings deemed dangerous and inappropriate by administration
  - Shorts that are more than 3 inches above the knees
  - Denim and/or denim-like material or jeans
  - Gloves, fingerless gloves or wristbands during the school day
  - Yoga pants or leggings
  - Sheer or see-through clothing
  - Mini/micro skirts (no skirts more than 3 inches above the knee)
  - Shirt that exposes the midriff or tied in a knot in the back
  - Hats, caps, skullys, headbands, bandanas, hoods or jackets
  - Chains, dog collars, or spiked bracelets or necklaces
  - Tank tops, tube tops, halter tops, off the shoulder or sleeveless shirts
  - Unnatural eye color contacts
  - Pants, shorts, skirts, skorts, capris worn below the waist
  - Non-approved shirts/colors showing under approved clothing
  - Extra full, extra wide, extra long, baggy or saggy pants or shorts; Cargo pants/shorts
  - Wristbands/bracelets with inappropriate sayings/words
- **Transfer Students**  
Transfer students will be allowed ten (10) school days from the date of admission to be in compliance with the dress code policy.

**NOTE:** The above uniform policy / dress code may be amended at any time at the discretion of the Old Forge School Board and administration.

**Discipline Guidelines for Dress Code Policy Violations**

All students will attend school in dress code. Any students arriving to school in violation of the mandated dress code policy will be subject to the following disciplinary action:

- 1st DCV violation will result in a detention and student will be prohibited from participating in all dress down days for the remainder of the school year. Parent and/or guardian will be notified via phone call and letter.
- 2nd DCV violation will result in a detention
- 3rd DCV violation will result in an ISS
- 4th & subsequent DCV violation will result in an OSS

STUDENTS OUT OF DRESS CODE WILL BE GIVEN THE OPPORTUNITY TO OBTAIN ACCEPTABLE CLOTHING FROM THE EMERGENCY CLOTHING SUPPLY, IF AVAILABLE OR FROM HOME WITHIN THE FIRST HOUR OF SCHOOL. DURING THIS TIME STUDENTS WILL BE EXCLUDED FROM CLASS.

**FAILURE TO COMPLY WILL RESULT IN THE STUDENT BEING SENT HOME AND WILL BE CONSIDERED AN UNEXCUSED ABSENCE.**

**A STUDENT WHOSE PARENTS REFUSE TO BRING A CHANGE OF CLOTHING OR TO REMOVE THE CHILD FROM SCHOOL DUE TO THE VIOLATION WILL BE SENT HOME VIA THE ATTENDANCE OFFICER OR THE OLD FORGE POLICE IF NECESSARY.**

All removals due to dress code violations will be counted as an unexcused absence. The S.T.A.R.S. truancy program, developed through the Lackawanna County Court System, will be contracted regarding truancy. Non-compliance will be considered a violation of school policy. The consequences will be exclusion from school until

the student is in compliance with the dress code policy. Student Absences due to this exclusionary process will be considered illegal or unexcused. After three days of illegal absences, both parents and student are subject to prosecution in the court system for the violation of the school attendance laws. The "S.T.A.R.S." Truancy Program developed through the Lackawanna County Court system will be contacted regarding truancy. The initial step in this process involves parents and child appearing before the district magistrate. In addition, all other disciplinary sanctions imposed by district policy will apply.

### **Subsidy**

Families may qualify under certain income guidelines for clothing subsidy from a particular vendor. Please see the principal for further information.

### **PHYSICAL EDUCATION**

Approved physical education clothing may be worn for physical education class only!

- **Shorts**
  - Gym (Athletic) shorts only, i.e., nylon, elastic waistband (no pockets, no belt loops, no cargo pants, and no jean shorts). Length will be no shorter than arms length (length at fingertips). One solid color – no stripe anywhere on shorts (navy, yellow / gold, white). A small manufacturer's label or the Old Forge Logo is acceptable.
- **Sweatpants/Windpants**
  - One solid color. Must be worn at waist. May not drag on floor. No tearaways. Same colors as shorts. A small manufacturer's label or the Old Forge Logo is acceptable.
- **Shirts**
  - Tee shirts – Old Forge School District spirit wear, white, navy or yellow / gold tee shirt. Also, the school shirt - 3 button with collar, short or long sleeve – solid color (navy, yellow / gold, white). No tank tops, no midriiffs.
- **Sweatshirts**
  - Solid colors (navy, yellow / gold, white). Old Forge Logo only. No hooded sweatshirts.

**Display of any type of undergarment is prohibited. No articles of clothing may be altered or worn inside out. All clothing must be worn as designed. No rolling of shorts or sweatpants.**

### **GUIDANCE SERVICES**

The purpose of the Guidance Department is to support services for students who encounter difficulties in participating constructively in the educational process. The objectives of the Guidance Department are to help students adjust in order to progress constructively in the educational process. The focal point of the Guidance Department is its concern for the individual student in the educational setting. The objectives include a significant, unifying contribution for the progress and welfare of each child within the program of the Old Forge School District, and, therefore, the attainment of the maximum development of his/her potentialities.

The high school Principal will exercise general supervision and coordination of the below listed services:

1. Guidance Services;
2. Health Services;
3. Psychological Services;
4. Attendance Officer;
5. Student Assistance Program;
6. Family Services.
7. 2:30pm - 3:00pm is academic time for remediation.

Guidance counselors meet with students individually during the school year to assist them in planning their academic programs. The guidance counselor helps students select the most appropriate program of studies to ensure success in high school and to plan for the years after graduation.

The opportunities for college, professional and technical schools, and post high school employment increase every day. All students are invited to explore the various reference materials on occupational training, colleges, financial aid and scholarships available in the Guidance Office of the high school.

### **HOMEWORK ASSIGNMENTS DURING ABSENCE**

Any student absent from classes for legal reasons is required to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work and help, if needed, to make up the assignments.

Students absent for several days may have homework assignments sent home. Arrangements for this must be made through the Guidance Department, allowing time for assignments to be requested and collected from subject teachers. Parents are asked to call by 9:00 a.m. for homework request and are permitted to pick up any assignment after 2:30 p.m. Parents may refer to individual teacher web sites at [WWW.OFSD.CC](http://WWW.OFSD.CC).

Legally absent pupils may make up work missed. Any student who is truant, cuts classes or leaves school without permission will receive a zero for the classes missed.

### **PEER MEDIATION**

Peer Mediation is a process of conflict resolution. Its purpose is to help eliminate bickering, fear and violence in our schools. Students may choose mediation as a response to a conflict in their school lives. They may ask their guidance counselor, an administrator, or any other teacher for the opportunity to mediate a conflict. The mediation process is strictly confidential. The students will try to find a peaceful and equitable solution with the help of two trained student mediators. Certain issues may not be discussed or mediated, such as drug abuse/sexual abuse. All parties involved are made fully aware of this at the onset of the mediation. Mediations occur in a private area and students usually mediate during non-academic periods.

### **STUDENT ASSISTANCE PROGRAM (S.A.P.)**

The Student Assistance Program (S.A.P) is a trained committee of teachers, administrators and community resource personnel, who evaluate, assist and guide students who are at-risk. Referrals can be made to the SAP team if a student is having substance abuse or mental health issues. Information concerning the Student Assistance Program can be found on the Old Forge School District Home web page.

### **STUDENT SCHEDULE CHANGES**

So that valuable class time will not be lost, students will not be allowed to change the classes that they and their parents have carefully selected after the predetermined "summer change dates". Prior successes, failures, special individual interest, aptitudes, future college and career plans should be taken into consideration when a student plans a course pattern.

Student course requests are compiled and distributed to each student at the end of each school year. These requests are sent home with each student in a letter that outlines the request change dates for the upcoming summer. No course changes will be entertained outside these dates unless they meet one of the following criteria:

1. A student is in need of meeting credit requirements for graduation.
2. Changes are in order as a result of courses taken in Summer School.
3. The teacher and/or guidance counselor determine the student is placed in an inappropriate class.

**PROMOTION AND RETENTION POLICY**  
**Promotion Requirements Grades Seven (7) and Eight (8)**

1. Any student in grades 7 or 8 who has failed Math and/or English and/or Reading must attend summer school to make up the failed credit. Failure to attend summer school to make up the Math/English/Reading credit will result in automatic retention.
2. Failure of any four (4) courses will result in automatic retention.
3. Any student failing Physical Education must make up the credit by attending summer school. Failure to attend and pass Physical Education in summer school will require the course to be scheduled during the following school year which may require utilizing the period from 2:30-3:00 for course completion.
4. Students in danger of failing will be referred to child study to implement required interventions by the end of the second marking period. The child study team will include the guidance counselor, school psychologist, teacher, parent, administrator and additional staff as needed.
5. Students in danger of failing will be provided with opportunities for assistance through the weekly 2:30 – 3:00 tutoring periods, after school tutoring and peer tutoring.
6. Students must enroll in an approved summer school offered by a school district or other approved provider.

**PROMOTION REQUIREMENTS**  
**Grades Nine (9) through Twelve (12).**

1. Students in grades 9 through 12 will be retained if four (4) courses are failed during a school year.
2. Students failing 3 courses during a school year must attend summer school for two of the three failing courses.
3. Students must enroll in an approved summer school offered by a school district or other approved provider.
4. English and Physical Education **MUST** be retaken during Summer School. Failure to attend and pass English and Physical Education in summer school will require the course to be scheduled during the following school year which may adversely affect the completion of established course sequence to meet graduation requirements.
5. If a student fails a prerequisite course such as Algebra I, the student can not take the next level course. If a student does not attend summer school as required, the administration will attempt to place the student the following year in the failed course. However, the administration will not guarantee placement due to overcrowded classrooms or scheduling conflicts.
6. Homeroom assignments do not indicate a student's current grade level nor does it guarantee students will meet graduation requirements at the end of grade twelve.
7. Any student not attending summer school, to make up failed course, is at a risk of not meeting graduation requirements.
8. Students in danger of failing will be referred to child study to implement required interventions by the end of the second marking period. The child study team will include the guidance counselor, school psychologist, teacher, parent, administrator and additional staff as needed. Students in danger of failing will be provided with opportunities for assistance through the weekly 2:30 – 3:00 pm tutoring periods, after school tutoring and peer tutoring.
9. It is recommended that all students begin taking a foreign language by grade 9. Students choosing not to take a foreign language by grade 9 will not be guaranteed course placement due to overcrowded classrooms or scheduling conflicts. Scheduling of a foreign language will be done in grade level order of preference (grade 9 – first preference, grade 10 – second preference, grade 11 – third preference, grade 12 – fourth preference).

**PROMOTION RECOMMENDATIONS**

In order for a student to reach the number of credits necessary for graduation the following guidelines are suggested:

- Grade Nine - Minimum of five credits and a satisfactory grade in Physical Education.
- Grade Ten - Cumulative total of 11 major credits and a satisfactory grade in Health and Physical Education.
- Grade Eleven - Cumulative total of 17 major credits earned and satisfactory grade in Physical Education, Family Consumer Science and Survey of the Arts.

## GRADUATION REQUIREMENTS

- 23.6 credits.
- Graduation Project.
- Family Consumer Science and Survey of the Arts.
- Personal Finance
- Proficiency on required Keystone Exams as per PDE guidelines.
- All specific requirements for graduation.

### CREDITS NEEDED FOR GRADUATION

<b>English</b>	<b>4</b>
<b>Math</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>History</b>	<b>3</b>
<b>Art/Humanities</b>	<b>2.4</b>
<b>P.E./Health</b>	<b>1.6</b>
<b>Electives</b>	<b>6.6</b>
<b>Total</b>	<b>23.6*</b>

\*Students enrolled in a vocational program may have a different combination of credit requirements.

### GRADUATION PROJECT

In compliance with Old Forge School Board Policy 217, a graduation project is required of every student to graduate from Old Forge High School. The project must include the following components: Project service hours, research/written documentation and an oral presentation.

Students will not be excused from school to complete project hours unless it is on school property under the supervision of a mentor.

In closing, we would like to emphasize the purpose of the graduation project is to assure that the student is able to apply, analyze and evaluate information and effectively communicate significant knowledge and understanding.

Should you have any questions or concerns about the graduation project, please feel free to call your student's mentor for more information.

### HONORS CLASSES TESTING/ELIGIBILITY

Students attending the 8th grade must register for either Math 8 or Algebra 1 and either English or Honors English. Students must however meet the following criteria for placement in the Honors Program:

- Students must have a minimum GPA of 90 (3.0) in Math 7 and English 7.
- Students must receive the recommendations of their Math and English teachers.
- Students must successfully complete the District's Math and English placement tests.
- Final determination of placement will be made by using the above criteria and other reliable data (IE : PSSA Scores) and the Administration of the Old Forge High School.

Students not meeting the eligibility requirements for Algebra 1 in eighth grade may have the opportunity to qualify for Honors Geometry and Honors English in ninth grade by meeting the following criteria:

- Must have a minimum GPA of 90 (3.0) in Math 8 and English 8
- Must receive the recommendations of their Math and English teachers
- Must complete an Algebra 1 course through one of the following: Summer School, Correspondence Course, Online Course

- Must earn a successful score on the District administered Math and English placement tests.
- Anyone entering into honors in 9<sup>th</sup> grade will need to take and pass the Algebra 1 final before being enrolled in the course. The date will be arranged with the guidance and Math departments before the first day of school.

The following criteria will be used for determining entry into Honors Courses in grades 9-12:

- 95 or above in subject area
- Department Recommendation
- Course availability

#### **Honors Calculus Pre-Requisites**

- 93 cumulative average or above in the following courses:
  - Algebra I
  - Algebra II
  - Geometry
  - Trigonometry
- Department Recommendation

#### **Honors Anatomy Pre-Requisites**

- 90 average or above in Biology
- Department Recommendation

#### **Advanced Chemistry Pre-Requisites**

- Average in Honors General Chemistry of a 93 or above
- Average in Non-Honors General Chemistry of a 95 or above
- If average in Honors General Chemistry is a 90 or above, then Algebra I and II grades must be a 90 or above
- If average in Non-Honors General Chemistry is a 93 or above, then Algebra I and II grades must be a 90 or above
- Department Recommendation

#### **Chemistry Pre-Requisites**

- Passing grades in biology and physical science.
- Department recommendation.

#### **Honors French and Spanish**

- Teacher Recommendation.
- Course availability after core course (Mathematics, English, History, and Science) are scheduled.
- Honors Spanish and French will be given 1<sup>st</sup> priority as electives.

### **CLASS RANK**

- All courses receiving a numerical grade will be used in determining class rank.
- A weighted grade point average will be calculated for each student in order to reflect the increased academic rigor of Honors and Advanced Placement coursework. The quarterly grade for each Honors course will be weighted by 1.03 times and the quarterly grade for each Advanced Placement (AP) course will be weighted 1.05 times.
- Class rank is cumulative including grades 9 through 12; it is updated at the end of the year for each grade and by semester during the 12<sup>th</sup> grade year.
- Graduation honors are determined by grades received through the final grades of the senior year.

### **FINALS AND MIDTERM POLICY**

- All Mid-Term and Final Examinations must be taken on the date and times assigned by the school district administration.
- These examinations will account for twenty percent (20%) of the student's overall average in each course; ten percent (10%) for the Mid-Term and ten percent (10%) for the Final Examination.
- The only acceptable excused absences will be for a medical emergency/hospitalization accompanied by a valid doctor's excuse or a death in the immediate family as defined by the Old Forge School District Board Policy.
- Students who have an unexcused absence from their assigned examination period will automatically receive a zero (0) for that particular examination.
- The administration reserves the right to schedule a make-up examination for students who present extenuating circumstances; this process requires the prior approval of administration and the teacher.

### **ACADEMIC DISHONESTY**

Cheating and Plagiarism are forms of **ACADEMIC DISHONESTY**. Students who cheat and/or plagiarize (via computer, internet, books, journals, etc.) or assist in the before mentioned will receive consequences as cited in **CONSEQUENCES OF INAPPROPRIATE STUDENT CHOICES** and/or receive a zero for the assignment, project, presentation, paper, test, quiz, etc depending on the severity.

### **NOTICE OF SPECIAL EDUCATION SERVICES**

In compliance with state and federal law, the Old Forge School District has developed policies to insure FAPE (Free Appropriate Public Education) to all school-age children residing within the district's boundaries.

The Old Forge School District provides no cost screening to children residing within the Old Forge School District, who are suspected of having a disability that would interfere with his/her academic progress. Parents/guardians who suspect their child to be in need of specially designed instruction or related services may request a screening or evaluation at any time by contacting any of the following Old Forge School District administrators:

- Mr. John Rushefski, Superintendent @ 457-6721 ext. 115
- Mr. Christopher Gatto, HS Principal @ 457-6721 ext. 114
- Mrs. Shelly Egan, Elementary Principal @ 457-6721 ext. 119
- Ms. Michelle Hopkins, Supervisor of Special Ed. @ 457-6721 ext. 112

The screening procedure may include, but not be limited to the following:

- Existing classroom data review.
- Cumulative educational records.
- Enrollment/attendance records.
- Ability/achievement scores.
- Vision and hearing screening.
- Participation in Child Study.
- Medical records review.
- Observation of classroom behavior.
- Reports/recommendations released by the parent/guardian from outside agencies.

The evaluation process, which will not proceed without parental consent, will include data collected through the screening process along with a multi-disciplinary evaluation. If the parent fails to respond to a request for consent for an initial evaluation or refuses consent, the school district may pursue the initial evaluation by using the due process or mediation procedures.

The multi-disciplinary team (MDT) may consist of the following:

- parent/guardian
- school psychologist
- occupational therapist
- teacher
- special education supervisor

- principal
- speech/language therapist
- guidance counselor
- other staff as deemed necessary

Results of the evaluation are reviewed by the MDT to determine if the child qualifies as a student in need of specially designed instruction under IDEA. Special Education services will be recommended through an annual development/review of an Individualized Education Program (IEP) to those students who qualify under one or more of the following exceptionalities:

- Autism
- Other Health Impaired
- Blind/Visual Impairment
- Deaf and Hard of Hearing
- Emotional Disturbance
- Intellectually Disabled
- Orthopedic Impairment
- Specific Learning Disability
- Traumatic Brain Injury
- Speech/Language Impairment

### **NOTICE OF GIFTED EDUCATION SERVICES**

In compliance with Title 22 PA Code Chapter 16, the Old Forge School District conducts ongoing screenings/evaluations of students who may qualify for gifted education. The screening/evaluation process includes, but is not limited to:

- IQ score
- Achievement/ability scores
- Rate of Acquisition/Retention
- Demonstrated Achievement
- Early Skill Development
- Intervening Factors Masking Giftedness
- Parent/guardian/school input

If a parent/guardian believes that a school age child may be in need of specially designed instruction, a written request may be submitted to the Old Forge School District. An evaluation will be completed upon receipt of a Permission to Evaluate form.

Upon completion of a comprehensive evaluation, if the child meets the eligibility requirements, the Gifted MDT will convene to develop a Gifted Individualized Education Program (GIEP).

#### **Confidentiality**

The Old Forge School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of information gathered on behalf of the screening/evaluation procedure. All information is subject to the confidentiality provisions contained in federal and state laws. Information may be released with signed written consent of the parent/guardian.

### **ESL PROGRAM DESCRIPTION**

#### ***MISSION STATEMENT***

Our mission as the Old Forge School District is to provide all students with opportunities to challenge and to maximize their potential and to promote responsible citizenship.

The Old Forge School District mission statement refers to providing educational opportunities to all students in our district. The English as a Second Language (ESL) Plan outlines the procedures and objectives to accomplish this mission with our English Language Learners (ELLs).



### ***ESL PROGRAM PHILOSOPHY AND APPROACH***

The Old Forge School District is a member of the NEIU 19 Consortium to provide ESL services to our students identified as English Language Learners. The NEIU 19 provides in-house services to our students in grades K-12. Students participate in the district's mainstream classes for all other content areas and co-curricular activities.

### ***ESL PROGRAM GOALS***

1. To facilitate English language acquisition through the development of listening, speaking, reading, and writing skills.
2. To ensure an effective and meaningful participation in the total educational environment.
3. To provide educational experiences that will prepare students to complete high school and to enter institutions of higher education and/or the world of work.
4. To orient students and their parents to the school and the community.
5. To facilitate the acculturation process in a complex multicultural society by acclimating students to the customs and traditions of their new environment.

### ***IDENTIFICATION/PLACEMENT***

#### **Screening procedures**

1. Results of the Home Language Survey.
2. Results of any parent interviews and informal or formal classroom observations.
3. Results of formal and informal English Proficiency level tests.
4. Results of specialized testing (as for specific disabilities).
5. Placement decisions (based on information gathered from above).

### ***REQUIRED EXIT CRITERIA***

1. Score of Basic on the annual Pennsylvania System of School Assessment (PSSA).
2. Score of Proficient (bridging as per the Pennsylvania Language Proficiency Standards for English Language Learners) in the areas of Listening, Speaking, Reading and Writing on the annual state English language proficiency assessment. The Proficient (Bridging) score will be based on the total composite assessment results.
3. Final grades of C or better in core subject areas (Mathematics, Language Arts, Science and Social Studies).
4. Scores on district-wide assessments that are comparable to the Basic performance levels on the PSSA.

### **NOTICE OF RIGHTS OF EDUCATION RECORDS AND CONFIDENTIALITY**

Parents, guardians and eligible students are informed of the following:

1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criterion for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA afford parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. department of Education:
  - Political affiliations or beliefs of the student or student's parents;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility.
  
- Receive notice and an opportunity to opt a student out of –
  - Any other protected information survey, regardless of funding;
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- Inspect, upon request and before Administration or use –
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - Instructional material used as part of the educational curriculum.

Old Forge School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the Administration of protected survey and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Old Forge will directly notify parents and eligible students of these policies at least annually at the start of each school and after any substantive changes. Old Forge will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information of remarketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the Old Forge School District under Board Policy #906 or with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-4605

## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records with 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible students, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **HEALTH PROGRAMS**

The School Health Program is all encompassing in view of the fact that its sole concern is the physical and mental health of the students. The health of each pupil is fundamental to the learning process.

The policies of the School Health Program are formulated and implemented in compliance with the guidelines and practices of the Department of Education, Pennsylvania Department, Division of School Health. These policies are also consistent with the duties and responsibilities of the Superintendent of Schools and the Board of School Directors of the Old Forge School District.

The services of the School Health Program are coordinated in cooperation with the Private School located within the school district.

Medical inspection by the school nurse is available at all times upon the request of teachers, administrators and parents.

Pupils will receive examinations and screenings periodically, according to the following schedule:

## PHYSICAL EXAMINATIONS

- Grades 1, 6 and 11

## DENTAL EXAMINATIONS

- Grades K, 3 and 7

## SCREENINGS

- Visual Testing
  - Grades K through 12 (annually)
- Audiometer Testing
  - Grades K, 1, 2, 3, 7 and 11, (annually)
- Height and Weight
  - Grades K through 12 (annually)
- Scoliosis Screening
  - Grades 6 and 7

Parents are urged to take their children to their family physicians or dentists for follow-up examinations. The School Student Accident Insurance does not cover participants in interscholastic athletics. The Board of School Directors will provide coverage for all interscholastic athletics, band, band front, and spirit squad.

The procedure in case of injury to your child when engaged in the school's interscholastic athletic activities, band, band front, or spirit squad is as follows:

1. Coverage under your own insurance policy. (Your own insurance carrier should be contacted first.)
2. Coverage under School District Policy—for that portion of not covered by your insurance policy, contact the School District to determine if there is coverage under the School District Insurance Policy.
3. Your own responsibility—When neither your policy nor the School District policy covers the injury incurred, it is the responsibility of the parent/guardian to pay for any of the expense incurred.

Also, it is clearly understood that the school is responsible for emergency first aid only. It is strongly suggested that all students purchase the School Student Accident Insurance.

## MEDICATION POLICY

Medication may be dispensed according to the following policy:

- Both the parent/guardian and the physician must complete a signed request form. These forms are available in the nurse's office.
- All medications must be brought to the school, by a **responsible adult, in a sealed, pharmacy labeled** container. Students **may not, under any circumstances**, carry their own medications into the school or throughout the school day.
- All medications will be administered under the supervision of the school health professional.
- Students will be permitted to carry asthma inhalers and to self-administer with the consent of parent, physician, and school nurse. Consent forms will be kept on file in the nurse's office.
- **Students required to take medication on any type of field trip must be accompanied by a parent or assigned guardian.**

Aspirin or other medication will not be administered to students. Parents are requested to instruct their children to refrain from going to the Medical Suite and asking the nurse for aspirins, lozenges, etc.

The Pennsylvania Department of health which sets the School Polices, states: "No School Nurse will disperse any medication to any student at any time, except under the direct order of a physician".

## TRANSPORTATION OF ILL OR INJURED STUDENTS

In the event of an emergency, the school district will contact an ambulance to transport students to a designated hospital. In all other cases, transportation is the responsibility of the student's parents.

## **PHYSICAL IMPAIRMENTS**

It is imperative to the welfare of our students that all physical impairments and/or challenges be reported to the School Nurse. This information will be kept confidential.

In the event that a student has a physical impairment or challenge that precludes him/her from participating in our school's Physical Education Program, a note from a physician verifying the student's condition must be submitted at the beginning of each school term to the School Nurse. The nurse will in turn notify the Physical Education Teacher. A program adapted to the needs of the students will then be formulated.

## **INSURANCE**

School Student Accident Insurance will be offered to students by a reliable insurance company at a reasonable rate at the beginning of the school year. The policy will cover a student on his/her way to and from school, during the time of regularly scheduled classes, and during participation in intramural sports. Students who are injured during school hours and who are not covered by school insurance are responsible for their own medical expenses. The school district will not be held responsible for accidents; however, any pupil who is protected by School Student Accident Insurance should immediately report an accident occurring in the school and on the way to or from school.

## **ASSEMBLIES**

At all times a student's behavior should be attentive and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. During an assembly or class meeting, students should conduct themselves as young ladies and gentlemen. Respect should always be shown for speakers, visitors and performers. Failure to follow these guidelines may result in disciplinary action.

## **MEDIA CENTER**

1. The Media Center will be open when staff are present or escorted by classroom teacher.
2. Students will be admitted to the media center upon presentation of a proper pass, indicating date, time and signature, which will be obtained from the media center supervisor, administration, or the student's scheduled teacher. Students must obtain a proper pass that is signed with date, time & signature of the media center supervisor, to gain admission back into class.
3. Books circulate for three weeks and may be renewed for three additional weeks. Damage to books beyond reasonable wear and all losses must be paid for.
4. To check out media center materials, a student must present materials to be discharged at the circulation desk. The media center supervisor will stamp the date due on the slip in back of the book. The latest date on this slip indicates the date on which the materials must be returned. Each student is held responsible for all books/materials drawn on their name. Should a student lose a book, they will be held accountable for cost of the book and may result in academic records being held until reparations are made.
5. Reference books, such as encyclopedias and dictionaries, are to be used only in the media center.
6. Reserved books may be borrowed for one period, or at the close of school, and should be returned before the first class the following day.
7. Periodicals and newspapers are to be used in the media center.
8. Vertical file materials, such as pamphlets, pictures, maps, etc. circulate for two weeks.
9. Circulation of books will cease two weeks before school closes in order to facilitate the proper accounting of media center materials.
10. No materials may be taken from the media center without being checked out at the circulation desk.
11. If students need help in locating media center materials, please see the media center supervisor.
12. When utilizing a computer in the media center computer lab, please refer to the school Acceptable Use of Computer Systems and Internet Access.

## **LOCKERS**

1. Every student **MUST** have his/her own hall locker. Students are not allowed to share a locker.
2. The student is cautioned not to allow his/her combination to become known to any other students.

3. Provided students are not late to a scheduled class, students are permitted to access lockers during homeroom, between classes and also after the last period/class of the day.
4. All difficulties with lockers or locks should be reported to the Principal's office during Homeroom Period or the last period of the day and at all other times at the General office.
5. Students are solely responsible for their own personal property. The school does not assume any responsibility for losses or thefts from lockers. Losses and thefts are due to carelessness in failing to lock the locker or in allowing others to know the combination.
6. If you find it necessary to carry money of large amounts or valuables needed for the day, these items must be taken to the Main Office for safekeeping.
7. Lockers should not be obstructed or jammed in any way. A student should only be able to access his/her locker by using the proper combination.
8. Lockers may not be decorated with any permanent or temporary fixtures (stickers, tape, etc).
9. LOCKERS ARE SCHOOL PROPERTY. THEY ARE SUBJECT TO SEARCH IN ORDER TO PROTECT THE HEALTH, SAFETY AND WELFARE OF THE SCHOOL COMMUNITY.
10. Students must have a school issued lock on their locker at all times or will be subject to disciplinary consequences, beginning with Level I.
11. Students must always have their locker properly locked with a school issued lock.

### **RESTROOMS**

The restrooms are provided for convenience and comfort, not as a lounge. The school will make every reasonable attempt to keep them clean and functioning as well as maintain the proper supplies for use. It is imperative that students assist in keeping these areas clean and as pleasant as possible. Smoking, writing on the walls and partitions, and other actions that damage property will result in disciplinary action.

### **CAFÉTERIA CONDUCT**

1. Students will conduct themselves in a respectful manner towards fellow students and all school personnel.
2. Directions will be followed, without debate!
3. Students will be assigned a numbered table at the beginning of each quarter, which will be their permanently assigned table.
4. Round tables sit a total of eight students. Chairs may not be moved to accommodate more students.
5. Students will assemble in a single file line to obtain their food.
6. Students shall remain seated at all times with the exception of three instances: disposal of garbage, purchase of food, and/or the use of the restrooms.
7. Students may not leave the cafeteria without permission: Students must sign in & out of the café; Students must have a pre-signed pass if leaving to see a teacher or library; Students may not go to lockers; One male and one female to restroom at a time.
8. Students will keep their food/food items/personal items on their table.
9. All students are responsible for cleaning their table/area in the cafeteria.
10. There will be no yelling, chanting or pounding of tables.
11. There will be no throwing or launching of objects or food.
12. Your table, chair, floor and surrounding areas shall be 100% clean or the ENTIRE table will not be allowed to leave. The staff members will decide what is/is not considered 100% clean.
13. All food and drink must remain in the cafeteria. NO EXCEPTIONS!

### **SCHOOL DANCES**

A school dance is an extra-curricular activity sponsored by a recognized school organization, to provide entertainment and also enrich the social and cultural aspects of students.

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 limit, i.e., no one will be allowed to leave the dance until the approved time.

### **GENERAL RULES**

1. All school dances must be approved by Administration.

2. A "Request for School Dance Form" must be completed and submitted to Administration 30 days in advance of the planned dance. This is the responsibility of the club moderator.
3. "Closed" is a dance which is restricted to Old Forge School District students only.
4. School building dances must be held between 7:00 p.m. and 10:00 p.m. Any exception to the rule must be approved by Administration.
5. Once you arrive and are present at any school dance, including the Winter Semi Formal and Prom, you cannot leave until the dance concludes. No Exceptions!
6. Winter Semi Formal and Prom:
  - a. Pictures begin at 5:00p.m.
  - b. Dance concludes at 10:00p.m.
7. Appropriate attire should be adhered to at all times.

**Young Men:**

- a. Suits worn for Winter Semi-Formal
- b. Tuxedos worn for Prom
- c. Formal shoes
- d. Only suit or tuxedo jacket and/or tie may be removed during the dance

**Young Ladies:**

- a. Formal dresses and shoes
8. All fundraising moneys, from present and/or previous school year, must be received by the Advisor(s) before the purchase of any tickets.
  9. An extracurricular activity is an extension of the school day. All rules and regulations of the Old Forge School District apply to these activities.
  10. Students from outside Old Forge High School who attend the Winter Semi-formal or the Prom as guests of Old Forge High School students are also accountable for all of the rules, regardless of their age.
  11. Guests of Old Forge students to the Winter Semi-Formal or Prom, must provide emergency contact information, must be enrolled in another school district and, in good standing with both their home district and the Old Forge school district. This information must be received before the purchase of tickets..
  12. Guests of Old Forge students to the Winter Semi-Formal must be enrolled in another school district as a 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade student.
  13. Guests of the Old Forge students to the Junior/Senior Prom must be enrolled in another school district as a 11<sup>th</sup> or 12<sup>th</sup> grade student.
  14. The dance moderator will be responsible for employing and assigning a minimum of two policemen and chaperones. Policemen will be assigned to the dance area, lobby at entrance and parking area.
  15. The moderator will instruct the janitors to secure all areas except dance area, lobby, and lavatories in dance area.
  16. Clean-up of the dance area, lobby, etc. is the responsibility of the group sponsoring the dance under the direction of the moderator.
  17. Written reports concerning the following must be submitted by the dance moderator to the Principal on the first school day following the dance:
    - a. damage report;
    - b. injury report;
    - c. fire report;
    - d. any & all unusual occurrences must be reported.
  18. The moderator must submit a financial report to Administration.
  19. Publicity for the affair will be the responsibility of the moderator through the office of the district's public relations officer.
  20. In the event the dance must be postponed or canceled, the moderator must secure permission from Administration.
  21. The possession and/or use of any controlled substances, drugs and/or alcohol is strictly prohibited and will not be permitted at any time.
  22. If student appears under the influence of a controlled substance, the parent or guardian will be notified, and the student will be removed and excluded from the dance.
  23. Smoking is strictly prohibited and will not be permitted at any time.

Old Forge Administrators and/or Advisors reserve the right to amend these guidelines as seen fit to ensure the safety and well being of everyone in attendance of all school dances.

## **TRANSPORTATION**

### ***BUS REGULATIONS***

Maintaining good order on school buses requires the cooperation of pupils, parents, administrators, teachers and bus drivers. Therefore, in order to insure the safety of our bus students, the following policies have been adopted by the Old Forge Board of School Directors:

1. The bus driver and school administrators have the right to assign permanent seats to students.
2. Students will not be permitted to leave their seats or get on or off the bus while it is in motion.
3. No animals, firearms, explosives, or anything else of a dangerous or objectionable nature will be transported on school buses.
4. Students will not be allowed to board a bus on a steep grade, or on a blind curve, or on the crest of a hill.
5. Upon boarding the bus, students must immediately take their seats.
6. Students shall remain seated until the bus has come to a complete stop.
7. The student is not at any time to light matches or smoke on the bus. No alcoholic beverages or controlled substances will be permitted in the building or on the school buses.
8. While the bus is in route to or from the school, the bus driver is the sole authority.
9. The student shall at all times observe accepted standards of health and cleanliness and shall assist the school bus driver in keeping the bus neat and orderly.
10. The student shall not at any time fight, push or trip while on the school bus.
11. If the bus regulations are not followed, the student may lose all bus privileges for the remainder of the school year

### ***PENALTIES FOR DAMAGING BUS COMPANY PROPERTY***

1. The guilty student must make full restitution to the bus company.
2. The student will be prosecuted by the bus company to the full extent of the law.
3. The student may lose bus privileges.

### ***MOTOR VEHICLE PERMITS***

In the judgment of the Administration and faculty, student automobiles create safety problems for school officials. Therefore, all unnecessary student driving must be eliminated. Students request permission to drive and to park a motor vehicle must adhere to the following rules:

1. All motor vehicles parked on school property must be registered on Old Forge High School Student Vehicle Registration Forms provided in the high school.
2. A student who has properly completed the student Vehicle Registration Form and has it approved by the Principal will be issued a student parking sticker. The parking sticker must be displayed in an area on the vehicle which can be found easily.
3. All students driving to school must park in the designated area.
4. All unauthorized vehicles on school property during school hours will be removed at the expense of the vehicle owner.
5. No vehicle may be removed during school hours without permission from the Principal.
6. There shall be no loitering in the parking lot prior to or during school hours.
7. All rules of the Pa. Vehicle Code and the Old Forge School District will be enforced while vehicles are on school property. If rules are not followed, students will have their permits revoked and they will be subject to a fine.
8. The school district assumes no responsibility for student vehicles.
9. Students who leave school grounds without permission will be suspended from school and have his/her driving permit revoked. A student who chronically reports late to school and/or is truant may have his/her permit revoked.
10. All drug and alcohol related offenses will result in denial of parking privileges and the school discipline code will be followed.



11. Student vehicles parked on school property are subject to search by school administration based on reasonable suspicion, after contacting the parents and police to be present.

### ***PENALTIES FOR VIOLATION OF PARKING PRIVILEGES***

1. First Offense-notification of parents; suspension of parking privileges for five (5) school days.
2. Second Offense-conference between Principal and parent/guardian; suspension of parking privileges for twenty (20) school days.
3. Third Offense-conference between Principal and parent/guardian; suspension of parking privileges for the remainder of the school year.

Parking permits will be required of all students who wish to park on school grounds during school hours. The parent/guardian will complete a "Student Parking Permit" form requesting a parking permit. Once all information is properly provided, a parking permit will be issued, which must be displayed in the rear window in the lower left corner.

Failure to obey the traffic rules of the school and to properly display your parking sticker will result in a warning the first time and a traffic citation (with monetary fines) thereafter.

The major rules concerning this privilege are:

1. No speeding. School area speed limit is 5 m.p.h.
2. Students are not to park in areas reserved for faculty, in elementary parking areas, handicapped spaces, spaces marked "reserved" or "visitor", the area designated for student pick-up or in unmarked spaces (these are fire lanes and lanes for through traffic).
3. Students must always be parked properly between two white lines.
4. Students must not drive recklessly or without consideration for those walking through the student parking lot.
5. Loss of issued permit will result in a \$10.00 re-issuing fee.
6. Students **must never** park in the fire lanes, administrative spaces, visitor spaces or around the circle at anytime including after-school activities.

## **CAREER TECHNOLOGY CENTER**

### **Transportation:**

Bus transportation is provided by the OFSD for students who attend CTC. All CTC students **MUST** ride the district provided school bus to and from CTC.

Students who drive to CTC without the permission from both High School Administration **AND** CTC Administration will face the following penalties:

- 1<sup>st</sup> Offense: OSS
- 2<sup>nd</sup> Offense: 3 Day OSS & Student parking privileges revoked for remainder of school year
- 3<sup>rd</sup> Offense: Student will be dismissed from CTC for remainder of school year

### **Attendance:**

Old Forge School District and Wilkes-Barre Area Career and Technical Center will continue to take a serious approach to prevent truancy. An unexcused absence is considered an illegal absence in the Commonwealth of Pennsylvania. If a student accumulates three additional days of unlawful absences or the equivalent, the Wilkes-Barre Area Career and Technical Center and the Old Forge School District must notify the district magistrate. This could result in a citation to the parent /guardian and truant student. If the truancy continues, it will also result in student dismissal/removal from the privilege of attending the Wilkes-Barre Area Career and Technical Center.

### **Drug and Alcohol Prohibition:**

The use or possession of controlled substances, including, but not limited to, tobacco, drugs and/or alcohol is strictly prohibited and will result in dismissal from Wilkes-Barre Area Career and Technical Center.

**Lunch:**

All Am students will eat lunch at Wilkes-Barre Career and technology Center. Upon return to Old Forge High School students need to be dressed and ready to report to the 7<sup>th</sup>/8<sup>th</sup> period class.

**Parent/Student Handbooks:**

Parents/Guardians and the student who attend the Wilkes-Barre Area Career and Technology center must have the signed acknowledgments on file in both schools that they have received the Parent/Student Handbook from both schools in order for students to be eligible to participate in the Career and Technology program. Failure to comply will result in non-participation at CTC.

**Dual Enrollment:**

University of Scranton students will attend classes at the university on Tuesdays and Thursdays. On Monday, Wednesday, and Fridays classes at Old Forge will start at 10:44. Students do not need to report until that time. Students are expected to be in the building prior to the start of class. If you report later than 10:44, you will be considered tardy and all tardy rules apply. In the event you are needed to report to Old Forge High School for any event the district is having, the Principal will give you 1 week notice the you need to prepare your schedule to be present for the event.

**SCHOOL PICTURES**

Individual pictures will be taken during the school year. Information will be sent home on the specific dates so that you can prepare your children for the picture. Pictures may also be taken regarding honors, activities and school events. If there are any questions regarding school pictures in a school setting, please contact the Principal's office. Parents may exclude their child from this activity upon written request.

**FAMILY/EDUCATIONAL TRIPS/FIELD TRIPS**

Vacation plans for families can be facilitated by submitting a written request to the Principal two (2) weeks prior to receiving permission for an excused absence in order for teachers to prepare work for the students. Students on educational or family trips will be held responsible for completing any assignments missed during their absence.

Field trips are integral to the school curriculum. Teachers/Administrators are responsible for planning and preparing relevant trips that are conducive to the learning process. Unless otherwise approved by administration, students will follow the daily school dress code as outlined in the Parent/Student Handbook.

The Teachers/Administration reserve the right to deny a student access to a field trip based on past performances whether it is academic, attendance, behavior, etc.

Any student that is considered to be a medical concern (allergy, diabetic, on medication, etc.), must be accompanied by his or her parent or a designated guardian on the field trip.

**BOOK POLICY**

All Department Chairpersons will supervise and coordinate the distribution of text books. All text books must be properly stamped.

Texts will be issued by subject matter teachers. Text will be numbered and the condition of the text recorded by the subject matter teachers. If a student loses or destroys the text assigned to him, he/she will have to make restitution.

All texts must be returned at the end of the school semester and/or school year before a student receives final grades and a report card. If a book is lost or destroyed, the student will pay replacement costs outlined in the RESTITUTION PROCEDURE which follows. If a book is damaged, the student will pay a percentage of the value of the book. This percentage will be determined by the Administration.

### ***RESTITUTION PROCEDURE***

All moneys will be collected by the Principal/Designee and sent to the Business Office for a payment receipt. The restitution schedule will be as follows:

- **New Textbooks**
  - 100% of the current purchase price
- **Used Textbooks**
  - Replacement price based on current replacement cost of text in question. Prices will be based on those contained in used book catalog. If the book is not available through a used book company, then the price of the book will be determined by the cost of purchasing a “new” book.

Until restitution is made, the student will not receive their report card and use of the MMS grade reports and attendance portal will be restricted. Students who carry over a balance from one school year to the next will not be eligible to participate in school activities until the prior school year’s balances have been paid.

### **HALL PASSES**

1. No student may leave a classroom without a color coded pass, and their quarterly passes.
2. Students must sign out and sign in of the classroom with the proper date and times.
3. If a teacher wishes to see a student, the teacher/guidance counselor/advisor/coach/other school personnel must make **prior arrangements with the student’s scheduled teacher in writing, including time, date and location.** Students will not be dismissed from class if they are taking a required assessment such as quiz, test or exam.
4. Misuse of passes will result in disciplinary action, beginning with Level I.
5. Students found in the elementary school without proper authorization will be subject to disciplinary action, beginning with Level II.

### **RESTRICTED MOVEMENT**

Students who have behaved in a fashion which resulted in numerous referrals to the office or who have received referrals requiring suspension may be placed on a restricted movement list. Students who are found in unsupervised areas or are found in the halls between classes without a pass or are repeatedly late to class may be referred to the office for the purpose of having their names placed on the restricted movement list.

Students whose name appears on this list are restricted to classrooms and are not permitted to leave with a pass except in cases of extreme emergency. In such an instance, an administrator is to be immediately informed and the student will be escorted. Attendance and promptness are carefully monitored. Once a student's name is placed on the restricted movement list, it will remain there for a minimum of two weeks providing the student has not received any referrals during that period and will remain there until it is removed by the Administration.

As part of the Restricted Movement Policy, students may be placed on a “restricted hall pass.” Restricted hall passes will be given to students who abuse the privilege of leaving the classroom. Any student placed on a restricted hall pass will be allowed to leave the classroom once during morning classes and once during afternoon classes. Students will be responsible for returning their signed passes at the end of the week. Any student who leaves the room without their restricted hall pass signed by the classroom teacher will be subject to disciplinary consequences.

Restricted hall passes will be given to students who abuse the privilege of leaving the classroom. Any student placed on a restricted hall pass will be subject to the following guidelines:

- Student may leave the classroom once in the A.M. (pds. 1 – 5) and once in the P.M. (pds. 6 – 10).
- Students must ask permission and get the pass signed by the classroom teacher.
- Students must also take the regular classroom pass.
- Students must present their personal hall pass or they will not be allowed to leave the room. If the student is insistent or becomes unruly, call the office.

- Students must present their signed pass if they are stopped by any adult in the hallway during class time. Failure to do so will result in detention.
- Students **must** return their signed pass at the end of the week or they will receive disciplinary consequences, which will be a Level I.

All faculty and staff will be made aware of students who are on a restricted hall pass. Please stop the student if they are in the hallway during a period and ask them to see their pass. Having a restricted hall pass is not an excuse for being late to class. Students on a restricted hall pass do not need an escort to leave the room, unless otherwise indicated from administration. If the student has an emergency and they do not have their restricted pass or they already have it signed for that period of time, you must call the office for an escort.

## **EXTRA CURRICULAR ACTIVITIES**

Conduct during school-sponsored activities must be exemplary. School sponsored activities include, but are not limited to: field trips, service projects, school dances, athletic events, awards night, class day, etc. Any student, who conducts himself/herself in a manner which is deemed inappropriate or which embarrasses the student, his/her family, or the school, may be suspended from the next activity. Repeated offenses will result in dismissal from the team and/or club and, the student will not eligible for any future activities during that school year.

Attire for school or district special events such as, but not limited to, class day, graduation, and special award nights includes dress slacks, shoes, dress shirt and tie for boys. Appropriate attire for girls includes dress or skirt ensemble and formal shoes. **Students are not permitted to wear flip flops, t-shirts, jeans or shorts.**

## **STUDENT ORGANIZATIONS**

### ***GENERAL REQUIREMENTS***

In order to join and to participate in any extracurricular activity, a student must conform to the policies and procedures of the Old Forge School District.

### ***CLASS OFFICES***

The election of junior and senior class officers is to be held during the fourth quarter of the sophomore year. Election of officers will be under the supervision of the Administration and class advisors. A president, vice-president, secretary and treasurer will be elected. Their term of office shall be for two years unless they fail to meet the requirements of the office.

### ***CANDIDACY REQUIREMENTS***

1. All candidates for class office must attain a 85% (2.5) overall average at the end of the third quarter of their sophomore year (9th and 10th grade academic averages to be included); sophomore officers must attain an 85 overall average at the end of the third quarter of their freshman year (8th and 9th grade academic averages to be included), and freshman officers must attain an 85 overall average at the end of the third quarter of the 8th grade (7th and 8th grade academic averages to be included).
2. Any successful candidate whose average falls below 85% (2.5) must resign.
3. Any successful candidate, who obtains a Level III and/or IV action, must resign.
4. If the office of presidency is vacated, the vice-president will be elevated to the presidency. All other offices will be replaced by the runner-up.

### ***ELECTION REGULATIONS***

1. Announcements of nominees, arrangements for all candidates to speak to their respective classmates and campaigning dates will be announced prior to the beginning of the campaign.
2. Signs and posters may be placed in the school after nominees have been announced.
3. Signs and posters are not to be tacked to any part of the building, not be worded or designed to cause embarrassment or not to be removed or destroyed except by the student who designed them or by a teacher, if that teacher feels they are offensive.

## SENIOR CLASS ACTIVITIES AND PRIVILEGES

Each member of the class has a financial obligation to their class. This financial obligation must be met to participate in various school functions.

Beginning in their junior year, students will be required to participate in class fundraisers. Each fundraiser will carry a target profit for each student. The class treasurer and advisors will keep accurate records of which students have met their fundraising goals and which students need to pay to fulfill their obligation.

Students with an outstanding balance owed to the class will not be allowed to purchase semi-formal or prom tickets until their financial obligation is met.

If a student chooses not to participate in any of the fundraisers or pay their financial obligation, they cannot participate in any of the senior class activities/products unless they pay the market value for that activity/product.

These activities/products include:

- a. Senior Privilege Day
- b. Senior Class Day Trip
- c. Senior Class Night
- d. Yearbook
- e. Graduation Cap & Gown

The activities associated with senior year are a privilege and not a right. If the advisors or administration deem that a student is a threat to the safety of themselves and everyone involved, they will not be allowed to participate in the event.

Each senior is required to attend Senior Privilege Day and the following day of school. Failure to attend these days will result in the senior being excluded from attending prom and the class day trip.

An enormous amount of time and effort go into planning Senior Awards Night, the Senior Picnic, Vesper Services, Class Day, Class Night, and Graduation and therefore it is **STRONGLY** recommended that every senior attend these culminating events.

Graduation practices are **MANDATORY** school attendance days and all seniors are required to attend. Absences will count toward their absence accumulation for the year.

A tentative end-of-the-year senior activities calendar will be released by the end of February.

## **NATIONAL HONOR SOCIETY** **OLD FORGE HIGH SCHOOL BLUE AND GOLD CHAPTER** **BY-LAWS**

### **Article I** **Name and Purpose**

Section I: The name of this chapter shall be the Old Forge High School Blue and Gold Chapter of the National Honor Society of Secondary Schools. The name appears on the charter granted by the National Council of the National Honor Society, duly signed by the members of the National Council.

Section II: The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character.

### **Article II** **Faculty Council**

Section I: The Faculty Council shall consist of five voting faculty members (4 high school teachers and 1 elementary teacher), recommended by the National Honor Society Advisor, and appointed annually by the principal. The chapter advisor shall be an ex-officio, non-voting, sixth member of the Faculty Council. No administrator may be included on the Faculty Council.

Section II: The term of the Faculty Council shall be one year. Members may be appointed to consecutive terms.

Section III: The Faculty Council shall meet at least once a year to review the procedures of the chapter, select members, and to consider non-selection, dismissal, other disciplinary actions, and warning cases. The Faculty

Council may meet at the call of the principal, the National Honor Society Advisor, or as requested by a majority of the Faculty Council members.

Section IV: The Faculty Council will develop and revise, when necessary, all chapter procedures for selections, discipline, and dismissal of members, all of which must remain in compliance with the national guidelines.

### **Article III** **Membership**

Section I: Membership in the local chapters is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section II: Membership shall be known as active, honorary, and graduate. Active members shall become graduate members at graduation. Graduate members shall have no voice or vote in the chapter affairs.

Section III: The Faculty Council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS Advisors, adults, students with disabilities, or foreign exchange students in recognition of achievements and/or outstanding service rendered to the school in keeping with the purposes of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.

Section IV: Candidates become members when inducted at a special ceremony, which will be held the first week in December of each school year, unless the Faculty Council authorizes a change of date due to special circumstances.

Section V: Any NHS member who transfers to another school and brings a letter from the principal or chapter advisor to the new school or advisor shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Section VI: Members who resign or are dismissed are never again eligible for membership or its benefits.

### **Article IV** **Selection of Members**

Section I: Candidates shall have spent at least one semester in this school, and be members of the sophomore, junior or senior class. All candidates eligible for election to the chapter shall have a minimum cumulative scholarship average of 90.0% at the end of the academic year previous to their candidacy. In subjects in which letter grades are used, a candidate must have a passing grade for each year of high school. Candidates are only allowed one academic year with an average below 90.0%. Their eligibility shall then be evaluated based upon their service, leadership, and character. Candidates must also score proficient/advanced on all Keystone Exams beginning with the class of 2018.

Section II: The guidelines listed below are suggested by the National Honor Society for evaluating the candidacy of those juniors and seniors whose academic records have qualified them for NHS consideration. They are meant to be guidelines and not absolute standards for evaluating candidates. The items are listed in random order:

#### **CHARACTER**

The student of character:

- takes criticism willingly and accepts recommendations
- constantly exemplifies desirable qualities of personality
- upholds principles of morality and ethics
- complies willingly with school regulations
- demonstrates the highest standards of honesty and reliability

- shows courtesy, concern, and respect for others

#### LEADERSHIP

The student who exercises leadership:

- is resourceful in confronting problems, applying principles, and making suggestions
- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- contributes ideas that improve the civic life of the school
- is able to delegate responsibilities
- exemplifies positive attitudes and inspires positive behavior
- successfully holds positions of responsibility and is reliable and dependable without prodding
- demonstrates leadership in the classroom, at work, and in school activities

#### SERVICE

The student who serves:

- is willing to uphold scholarship and maintain school loyalty
- participates in community activities
- gladly volunteers and is willing to sacrifice to offer assistance
- works well with others
- renders requested service to the school
- represents his or her class and school consistently and continuously in a variety of activities
- shows courtesy by assisting visitors, teachers, staff, and students

Section III: Membership is a benefit granted only to those students selected by a majority vote of the Faculty Council.

Section IV: A description of the selection procedure shall be published in the Parent/Student Handbook that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

Section V: The National Council and the NASSP shall not review the judgment of the Faculty Council regarding the selection of individual members to the Blue and Gold Chapter.

### Article V Discipline and Dismissal

Section I: The Faculty Council in compliance with the rules and regulations of the National Honor Society shall determine the procedure for discipline and dismissal. A written description of the discipline and dismissal procedures will be available to interested parties.

Section II: All members are liable for discipline/dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection. The Faculty Council is responsible for decisions regarding discipline and dismissal.

Section III: Each marking period, the Guidance Department will notify the principal, the NHS Advisor, and any member who falls below the Blue and Gold Chapter of the National Honor Society standards for academics. This notice will be considered academic probation. This notification will be done in writing to each member and will be copied to the principal and the NHS Advisor. Any NHS member who receives a second academic warning for falling below the 90.0% cumulative average requirement will be dismissed from the National Honor Society.

Section IV: Members subject to discipline/dismissal will be notified in writing of the nature of the violation and the time period given for improvement. Violations of school rules or civil law may result in probation or dismissal by the Faculty Council. In the case of flagrant violation of school rules or the law, a member does not

necessarily have to be warned. The following list, but not limited to, provides guidelines that will be followed when considering discipline or dismissal of members of the National Honor Society.

### **Probation**

- Academic Dishonesty- Looking at a paper, relaying an answer, talking or turning around during an examination, cheat notes in class, copying a graded assignment (i.e. lab report, term paper, homework)
- Excessive Detentions – two (2) per quarter but not to exceed more than two (2) probation warnings in any one (1) school year
- Forgery of signatures
- Falsified Information
- Violation of Level I or Level II offense as listed in the Old Forge High School Parent/Student Handbook

### **Dismissal**

- Academic Dishonesty – possession of a test or answer key; stealing, reproducing, or distributing a test or answer key
- Plagiarism – use of words, thoughts, or ideas of another person without citing the original source
- Any alcohol related offenses
- Any drug related offenses
- Violation of Level III or Level IV offense as listed in the Old Forge High School Parent/Student Handbook

Section V: In cases where the Faculty Council decides a dismissal is warranted, the member shall have the right to a hearing before the Faculty Council.

Section VI: For the purposes of dismissal, a majority vote of the Faculty Council is required.

Section VII: If a member is dismissed, written notice will be sent to the student, his or her parents, and the principal. The member must then return the National Honor Society pin and membership card to the NHS Advisor.

Section VIII: Dismissed members are entitled to appeal the decision of the Faculty Council by utilizing the procedures that govern disciplinary student appeals of the Old Forge School District. Decisions made will be final and exhaust the student's appeal process.

## **Article VI** **Chapter Officers**

Section I: The officers of the Blue and Gold Chapter shall be a President, Vice-President, Secretary, and Treasurer. The officers shall be elected at the end of their junior year. These officers will make up the Executive Committee of the Blue and Gold Chapter.

Section II: To be eligible to run for an elected position and hold an office, a member must not have been on probation as determined by the Faculty Council. If during their term of office, an elected officer is placed on probation, they must resign their elected position immediately. \*A special election will be held to fill any vacancy caused by a member's resignation. Only senior members will be eligible to run and only senior members will be allowed to vote.

Section III: Terms of office shall be one school year. Officers will assume duties at the beginning of the senior year and serve until the following May, when election of new officers will be conducted. Graduating senior members are not eligible to vote in elections for the upcoming school year. All elected chapter officers must be a senior member in good standing during their term of office.

Section IV: A majority of votes cast shall be necessary to elect an officer of this chapter. All members will be entitled to an absentee ballot, with an excused absence, as per school district policy.



Section V: It shall be the duty of the President to preside at the meetings of the Blue and Gold Chapter of the National Honor Society. The President, along with the Chapter Advisor, will sign all orders for disbursement of funds by the Treasurer and is responsible for appointing any committees necessary to the operation of this chapter. The President must be a senior member in good standing during the term of office.

Section VI: The Vice-President shall fill the chair of the President in the absence of the President. He or she will also perform any other duties assigned by the President. The office shall be open to senior members in good standing.

Section VII: It is the duty of the Secretary to handle all chapter correspondence, keep accurate attendance at meetings, record minutes at all chapter meetings. The Secretary shall be a senior member in good standing.

Section VIII: The Treasurer shall receive and disburse all funds of the chapter and shall keep an accurate account of receipts and disbursements in accordance with school regulations. The Treasurer shall be a senior member in good standing.

Section IX: It will be the responsibility of each officer to deliver to his or her successor, immediately after retiring from office, all account records, books, and other property belonging to this chapter.

### **Article VII** **Meetings**

Section I: Regular meetings of the Blue and Gold Chapter shall be held monthly during the school year on days designated by the executive committee and the Advisor. All members are expected to attend these meetings.

Section II: In the case of necessary absence, members are to inform the Chapter Advisor on or the day before the meeting. In the event of the Advisor's absence, the Chapter President shall be notified. Members who repeatedly fail to attend meetings are subject to disciplinary action and/or dismissal.

Section III: Special meetings may be called by the President, majority of the members who request a meeting in writing, or the Advisor.

### **Article VIII** **Activities**

Section I: The Old Forge High School Blue and Gold Chapter of the National Honor Society shall determine one or more service projects each year.

Section II: All members shall participate in these projects.

Section III: These projects shall have the following characteristics:

- Fulfill a need within the school or community
- Have the support of the administration and the faculty
- Be appropriate and educationally defensible
- Be well planned, organized, and executed

Section IV: The Blue & Gold Chapter shall publicize its projects in a positive manner.

### **Article IX** **Amendments**

Section I: By-Laws will be reviewed once yearly by the Faculty Council whose responsibilities shall include proposing amendments as needed. In addition, the Faculty Council will in cases that affect the Blue and Gold Chapter, automatically amend these by-laws to conform to the national constitutional amendments.

Section II: By-Laws can be amended by a two-thirds vote of the Blue and Gold Chapter, provided that the proposed amendments has been approved by the executive committee, and that notices to members have been given one month prior to the meeting at which it will be voted upon.

Section III: Any conflict shall be resolved in accordance with the national policies and procedures.

### **STUDENT COUNCIL**

Student Council shall consist of a Junior High School Student Council grades 7-8 and a Senior High School Student Council grades 9-12.

The student councils shall consist of two representatives from each homeroom, the elected officers of the student council, the presidents of the classes, president of the National Honor Society, Band President, appointed members of the executive board and members at large who self-nominate by petition and are accepted by the executive board. The two who are the highest in balloting in each homeroom will be designated as the homeroom representatives. Any representative who fails more than one subject for two marking periods will be removed from the council. If both homeroom representatives are removed for any reason, new representatives will be elected. All candidates during their previous and/or current school year must maintain an 80 (2.0) average in order to be eligible for membership in the student council.

Representatives of the Student Council will be invited periodically to sit in on curriculum council meetings for student input.

### **ATHLETICS/SCHOOL ACTIVITIES**

#### ***ATHLETIC PROGRAMS AND EXTRA-CURRICULAR ACTIVITIES***

The Old Forge School District believes in the importance of developing a competitive spirit in its students as a means of developing character and competitiveness as a pre-requisite for a sound and healthy life. Therefore, our school district not only encourages but also urges our students to participate in our athletic programs and/or extra-curricular activities.

#### ***VARSITY SPORTS***

The following sports are played on a varsity level at the Old Forge School District:

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Golf	Girls' Basketball	Boys' Baseball
Football	Boys' Basketball	Girls' Softball
Co-ed Soccer		Track and Field Cooperative with Riverside
Cross Country		

#### ***ATHLETIC INSURANCE***

The school district will provide limited school insurance for all interscholastic athletic participants and for all band, band front members and cheerleaders.

#### ***PHYSICAL EXAMS***

No student shall be eligible to represent our high school in any athletic practice or athletic contest unless he/she has been carefully examined by a school physician or by his/or family physician and his/her condition is pronounced satisfactory. A certificate to this effect together with his/her parents' or his/her guardians' signed consent pledge must be filed with the Athletic Director. Student athletes and interscholastic participants will be excluded from participation until the Athletic Department has received the completed PIAA CIPPE form.

#### ***ELIGIBILITY***

Eligibility requirements for all extra-curricular activities shall be as follows: Students will be unable to participate, including practices, if they are failing any two subjects, regardless of the credit value. Eligibility will be determined on a weekly basis. All other areas will be following PIAA guidelines. All participants will follow guidelines as prescribed for athletics.

### ***SELECTION OF ATHLETES***

Athletes representing the Old Forge School District in all phases of interscholastic competition will be selected by the head coaches and their respective staffs.

### ***ATTENDANCE***

- A student who is absent from school on the day of an athletic contest, practice, or meeting is ineligible to participate in or attend the athletic event.
- If the athletic event is held on a Saturday or Sunday, the student's eligibility will be determined by his/her attendance on Friday.
- If a student arrives at school after 9:00 a.m. on the day of any extra-curricular activity, the student will be ineligible to participate or attend. If a student is dismissed before 1:30 the day of their extra curricular activity, they will also be ineligible to participate or attend.
- If the extracurricular activity falls on a non-school day and the student is late or dismissed early on the preceding school day, the student will be ineligible to participate or attend until attending the next school day. If the student is absent on Friday, the student is unable to attend or participate in events, including practices, until the next school day.
- A student must be in attendance in order to be eligible for practice.
- If the student leaves early the day of an event due to a medical emergency, you are not eligible to participate that evening without a medical excuse from a medical professional and without prior notice to the administration.

### ***DISCIPLINE***

1. Students will not be excused from the detention periods for athletic practice or games.
2. Students suspended from school will be restricted from attending and/or participating in sports or any extra-curricular, co-curricular or other school related activities during the suspension.
3. Students who are suspended from school (ISS or OSS), during his/her participating sports season, will be ineligible for the next scheduled athletic contest.

### **DISCIPLINE POLICIES FOR STUDENT PARTICIPANTS IN ALL EXTRA-CURRICULAR ACTIVITIES**

In addition to coaching and moderator(s)' rules and regulations, student participants in all extra curricular activities must follow the policies and procedures of the Old Forge School District:

1. Student participants in all extra curricular activities whose conduct causes embarrassment to the school will be the subject of disciplinary action precipitated by the head coach or moderator in conjunction with the Athletic Director and the Principal.
2. Student participants in all extra curricular activities found possessing and/or using tobacco products at any school function or on school property or on school buses will receive disciplinary action ranging from suspension to dismissal from the program depending upon the severity of the infraction.
3. Student participants in all extra curricular activities found guilty of consumption and/or possession of alcoholic beverages and/or drug related paraphernalia will receive disciplinary action ranging from suspension to dismissal from the program depending upon the severity of the infraction.
4. Student participants in all extra curricular activities found guilty of acts of vandalism will be appropriately disciplined by the team's head coach, moderator, Athletic Director, and/or the Principal.
5. Student participants in all extra curricular activities found guilty of an act of theft will receive disciplinary action ranging from suspension to dismissal from the program depending upon the severity of the infraction.
6. Student participants in all extra curricular activities who failed to return school district equipment or who failed to make restitution for the equipment will not be allowed to participate in any other part of the district's extracurricular program.

### ***JUNIOR FIREFIGHTERS***

The Administration of the Old Forge High School has worked with the local Old Forge Fire Departments to setup these guidelines to protect the Junior Firefighters, the school district and the fire department. Any abuse of these

privileges will result in automatic dismissal of said person from the Junior Firefighter Program. Please see the following guidelines and rules for responding from school.

1. The Junior Firefighter release form must be signed by a parent and/or guardian and must give consent for their child to participate in the Junior Firefighter program. The signature will also give permission for the school district to allow the junior firefighter to sign-out and leave school for an Emergency Call\*. The Old Forge School District will renew, and possibly revise, this form each school year.

\*An Emergency Call is defined as: A structure fire and/or a car accident in Old Forge, or within the fire department coverage area.

2. Pagers and Radios are allowed at school, but must be on vibrate. If a call does occur, you must report to the high school main office and sign checkout form. **DO NOT** sign out for anyone else. If you do not sign out, it is understood that you have left school without permission and will face disciplinary action.
3. After signing out in the high school main office, you are expected to act as a professional, and exit the school building, via the proper doors, without running or disturbing other classes. It is recommended that you take as few vehicles as possible. Leave the school grounds in a slow and cautious manner. Anyone who drives reckless or speeds from school grounds will face disciplinary action and possible dismissal from the fire department. If you do not have a car or a ride from the school with another junior firefighter, you **CANNOT** leave for the call.
4. All class work or assignments that are missed while out on a call are expected to be made up, as the teachers see fit. Remember, you must maintain a 70 average or you will be placed on probation or dismissed from the fire department. You must follow the Student Handbook rules on Extra-Curricular Activities (page 39).
5. Junior Firefighters that play sports at school are not expected to respond on days that they have a game. This is a physical and draining line of work. Your sports team is relying on you and your effort to help them win. This commitment must come first!
6. Any speeding or reckless driving on the way to or from a call, on public roads, will result in the following discipline.
  - a. Fire Department & School District verbal warning for first offense
  - b. Fire Department & School District suspension for second offense
  - c. Dismissal from Department for third offense
7. After Emergency call is cleared, all Junior Firefighters must report to the station to help reload equipment. After equipment is reloaded, Junior Firefighters are **REQUIRED** to return to school, in dress code attire, **NOT** fire gear, and sign back in at the high school main office. The school district and fire department will be monitoring when you leave school and when you return back to school.

Old Forge Administrators reserve the right to amend these guidelines as they see fit to ensure the safety and well being of the student(s).

## FUNDRAISING

**All requests for fundraising projects shall be submitted to the Principal for approval in the summer work session.** You must be in compliance with the district's Wellness Policy. Fundraising will not be conducted without the prior approval of the Principal. **Post fundraising activity forms must be submitted to administration within one month following the completion of a fundraising activity or before another fundraiser can be conducted.** Since money earned by school groups is earned through use of school facilities under supervision of school personnel, and since both the earning and wise spending of monies are part of the total training and educational program, both must be subject to the judgment of school authorities. All funds raised by school groups must be deposited in the central school treasury and are subject to audit annually as required by law.

## STUDENT BEHAVIOR

Old Forge Junior Senior High School acknowledges that conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment and the efficacy of the educational program is, in part, reflected in the behavior of students and employees.

Each student of Old Forge Junior Senior High School is to adhere to the rules and regulations promulgated by the Board and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. The rules govern student conduct in school and during the time spent in travel to and from school or as part of any school activities. Such rules shall require that the student:

- Conform to reasonable standards of socially acceptable behavior
- Respect the personal space of others. Everyone has the right to enjoy an education without being touched, pushed or hit by another.
- Respect the rights, person and property of others.
- Preserve the degree of order necessary to the educational program in which they are engaged.
- Obey constituted authority and respond to those who hold that authority.

## **CONSEQUENCES OF INAPPROPRIATE STUDENT CHOICES**

When students fail to respect the rights of other students to learn and the rights of teachers to teach, the following consequences will be enforced:

### **Level I**

Note: The responsibility for Level I maintenance of discipline in the classroom, laboratory and/or school facility shall rest with the designated staff member. A list of interventions has been established that will be documented by the staff member.

Examples of student behavior are, but not limited to:

- Arriving to class after the bell rings (three times)
- In hallways without a proper pass
- Intentional or excessive noise and/or talking in class or any school setting
- Food/drinks in class/hallways unless prior approval by Administration
- Foul language in classroom or any school setting
- Classroom disturbance
- Agitating or teasing classmates
- Dress Code Violation
- Public displays of affection (PDA)
- Failure to sign in and/or sign out forms
- Littering on school property (gym, hallways, classroom, etc.)

Interventions:

- Verbal redirect
- Personal talk
- Telephone call or written notice to parent(s)/guardian(s)
- After school remediation, from to be assigned by teacher

\*\*After a student has a Level I infraction, he/she will be assigned detention. All infractions must be documented by the staff member, i.e. time, date, infraction and intervention before a detention is assigned by administration.

Rescheduling of detention will not take place unless the student's absence is due to illness. The rescheduled detention date will be the next regularly scheduled detention day.

\*\* If the student does not attend detention, it automatically becomes a Level II infraction.

### **Level II**

Note: These infractions can also result from three Level I infractions documented by the instructor and /or require the intervention of administrative personnel because the use of Level I disciplinary consequences failed to correct

student conduct. These infractions are repeated misbehaviors **and/or** misbehaviors which disrupt the orderly climate of the school community and are serious enough to require corrective action on the part of the administrative personnel.

Examples of student behavior are, but not limited to:

- A set of *three* Level I infractions
- Misuse of a pass
- Leaving the classroom without permission/pass
- No attendance at scheduled detention
- Tardy for a scheduled detention
- Academic Dishonesty (see Academic Dishonesty and Mid-term/Final Exam page 19 & National Honor Society By Laws page 33)
- Forgery, cheating, lying
- Abusive language/threatening language
- Intentional and/or excessive disruption in class
- Skipping class
- Leaving School without permission
- Disruption in detention
- Racist remarks/comments
- Excessive unruly behavior during assemblies
- Excessive unruly behavior in the cafeteria
- Violating the Laboratory Safety Rules on the Flinn Scientific's Student Safety Contract signed at the beginning of every science course
- Insubordination
- Defiance
- Entering/Leaving school through any entrance/exit other than the Main Entrance
- Assisting anyone, including students, with gaining entrance to the school building without permission from school personnel or administration

Intervention:

- In-School Suspension
- Parent/Student/Administrative Contact and/or Meeting
- Instructor Consequence (see Academic Dishonesty and Mid-term/Final Exam page 19 & National Honor Society By Laws page 33)
- Restricted Movement

Level II: Administration will call parent(s)/guardian(s), coaches and/or moderators about student behavior and consequence(s) assigned. Students will be ineligible to attend and participate in any school sponsored activity on that day. A letter will also be sent to parent, coaches and/or moderators concerning the student who has been given ISS stating their behavior, consequence and ineligibility to attend and participate in any school sponsored activity.

### **Level III**

Note: These infractions may result from a continuation of Level I and II misbehaviors. The infractions may also endanger the health, safety, and welfare of others in the school community, and may violate state penal laws.

Example of student behavior are, but not limited to:

- After two ISS or three Level I or II infractions
- Repeated behavior of a Level II offense
- Severe disruption in ISS
- Flagrant disrespect in word or gestures or obscenities directed at an OFSD employee
- Chronic disruption in class (after Level I and II consequences have been exhausted)

- Severe Profanity
- Blatant Insubordination (failure to follow directions and/or the request of any school authority)
- Open Defiance (refusal to follow direct instruction or directions of school district authority on school property or during school activity)
- Fighting
- Assault and battery on a student
- Stealing, vandalism, graffiti, defacing school property
- Smoking or possession of cigarette(s), smokeless tobacco or smokeless electronic cigarette, and/or matches or lighter
- Unauthorized use of school fire alarm and/or defibulator systems
- Participation in and/or inciting a school disruption
- Violation of State Vehicle Code
- Extortion
- Returning to school property without permission while on suspension

Consequence(s):

- Out of School Suspension
- Pending Disposition of legal authorities
- Parent/Teacher/Administrative Conference
- Instructor Consequence (see Academic Dishonesty and Mid-term/Final Exam page 22 and National Honor Society By Laws page 35)

Level III: Administration will call parent(s)/guardian(s), coaches and/or moderators about student behavior and consequence(s) assigned. Students will be ineligible to attend and participate in any school sponsored activity on that day. A letter will also be sent to parent, coaches and/or moderators concerning the student who has been given a suspension stating their behavior, consequence and ineligibility to attend and participate in any school sponsored activity

#### **Level IV**

Note: These infractions result in violence to another person or property; pose a direct threat to the safety of others or the safety of others in school, and may also violate the state and penal laws. Level IV disciplinary action will result in immediate suspension from school for up to 10 days, intervention of law enforcement authorities and referral to the Board of School Directors for expulsion and students will not qualify for and SWPB rewards for the remainder of the year.

Example of student behavior are, but not limited to:

- Arson
- Terroristic Threat
- Bomb threat
- Possession/use/transfer of a deadly weapon
- Physical assault on school personnel
- Furnishing/selling/use/possession of controlled substances (drugs) and /or alcoholic beverages;
- Possession/sale or distribution of controlled paraphernalia

Level IV: Administration will follow Old Forge School District Board Policy/Procedures and also contact parent(s)/guardians(s) and, if necessary the local authorities.

### **SEARCH PROCEDURE**

Old Forge School District is committed to the protection of the health, safety and welfare of students, faculty, and the school community. With this in mind, the Old Forge School District reserves the right to search student lockers

and all other school property. If there is reasonable suspicion, school officials may also search a student's person; student searches are in accordance with the U.S. Supreme Court rulings.

## **POLICE MATTERS**

Students are reminded that school officials have an obligation to report to the police all violations of state and municipal laws such as: possession or use of alcoholic beverages or controlled substances (drugs), violations of traffic laws, possession of lethal weapons, setting off false fire alarms, suspicious fires, threats of physical violence, etc. All violations concerning such matters will be reported to the police. The Old Forge School District will follow guidelines set forth by the Memorandum of Understanding in conjunction with the local police department.

## **PENALTIES**

### **Detentions**

- A period of time spent before school, during lunch or after school hours for certain infractions of school regulations. Detentions supersede all other school activities. While students are in detention, they will sit and work in absolute silence and under the strictest discipline. Any disciplinary problems in detention will be considered a major infraction, and will, like other serious violations of school rules, make a student liable for suspension.
- Students who must attend lunch detention are to remain in the ISS Room or Main Office for the entire period. They may only be excused to the lavatory and must have permission.
- Students who must attend administrative detention are to remain in the Main Office or Office of Assistant Principal for the entire 55 minutes. They may only be excused to the lavatory and must have permission.

### **Probation**

- The student remains in school on a trial basis.

### **Suspension**

- The student is excluded from school for a period from one to ten consecutive days and is forbidden to participate in any school activity. Any disciplinary problems in an in-school suspension will be considered a major infraction, and will, like other serious violations of school rules, make a student liable for suspension.

### **Expulsion**

- The Board of School Directors excludes the student from school for a period exceeding ten school days. All expulsions require a prior formal hearing.

## **DISCIPLINARY ACTIONS**

### **DETENTION**

Students may be assigned to Morning Detention or Administrative Detention for failure to adhere to rules and regulations.

- Morning Detention is held from 7:00am to 7:55am.
- Administrative Detention is held after school from 2:30pm to 3:15pm.
- Restricted Detention is held during school at the discretion of Administration.

Failure to attend on the scheduled day will result in a Level II infraction. Disruptive behavior in any assigned Detention is a serious violation of school rules and will result in a Level II infraction. (***SEE CONSEQUENCES OF INAPPROPRIATE STUDENT CHOICES***).



## OTHER DISCIPLINE MEASURES

### RESTITUTION

Restoration or restitution for any property damaged, marred, broken or removed will be required.

### LUNCH DETENTION

Administrators may assign students to this program for failure to adhere to Cafeteria Rules. Students will eat their lunch in an assigned area. Disruptive behavior in lunch detention will result in a LEVEL II Offense. Administration reserves the right to utilize the program for non-cafeteria related discipline issues.

### WITHOLDING PRIVILEGES

Participation in any extra-curricular, co-curricular and/or athletics is a privilege rather than a right. Since individuals who engage in these activities have the responsibility of representing Old Forge Junior Senior High School, the Old Forge School District has the obligation to see that these students exhibit the behavior and responsibility befitting this privilege.

## PROHIBITED ITEMS

The following is a list of items which are strictly prohibited at Old Forge Jr./Sr. High School. This list may be amended during the school year at the discretion of the Administration. Penalties in school for violation of this section may range from detention to possible expulsion. Depending on the item, legal action may be taken as well.

- Active Cellular phones
- Smartwatch wrist watch with cellular phone connectivity
- Beepers (with the exception of emergency volunteers)
- Cigarettes/Electronic cigarettes/tobacco products
- Lighters/matches
- Weapons of any type
- Controlled substances/Drug/Alcohol related paraphernalia
- Laser pointers
- iPods/MP3 Players/CD players/Cameras
- Ear Phones/Ear Buds
- Electronic Tablets (iPad, Kindle, etc)

Prohibited items will be confiscated by school personnel/administration and be placed in the main office. A parent/guardian must come to the school to retrieve and sign for the prohibited item (unless it is a weapon, drug, alcohol or other illegal item) between 2:30pm-3:15pm. If a student refuses to relinquish prohibited item to school personnel/administration this will result in a Level III offense as cited in *CONSEQUENCES OF INAPPROPRIATE STUDENT CHOICES*.

## CELL PHONES

The use of cell phones in the school building between the hours of 7:55am and 2:30pm is strictly prohibited. If a student needs to use the phone during school hours, there is a phone available in the main office. Any student found with an active cellular phone (use or possession) during the school day will have the phone confiscated and will be subject to the following:

- First Offense – Phone confiscated; Parent must pick up and sign for the device and the student will receive a Detention
- Second Offense – Phone confiscated; Parent must pick up and sign for the device and the student will receive a Detention
- Third Offense – Phone confiscated; Parent must pick up and sign for the device and the student will receive an In-School Suspension
- Fourth and Subsequent Offenses – Phone confiscated; Parent must pick up and sign for the device and the student will receive an Out-of-School Suspension

## POSSESSION OF AN UNAUTHORIZED ELECTRONIC DEVICE

When entering a testing room during any state or national testing period, a student found in possession of an unauthorized electronic device will result in an automatic 5 day out of school suspension.

## CUTTING/SKIPPING CLASS

Students who skip one class will automatically be on a Level II as cited in *CONSEQUENCES OF INAPPROPRIATE STUDENT CHOICES*. Students who continue to cut/skip classes will be moved to a Level III.

Cutting/skipping a class period shall lead to a zero “0” grade for any test, quiz or other classroom activity/project missed. Any student who misses part of a school day must have a valid documented excuse, (example, Dr.’s Appt.) in order to take any scheduled test on that day.

## SMOKING

The Old Forge School District prohibits smoking, and use or possession of any electronic cigarette, cigarette and/or tobacco products. Students will be suspended for use or possession of electronic cigarette and/or tobacco products. The Old Forge School District recognizes that smoking presents a health hazard which can have serious consequences for both smoker and non-smoker and is therefore of concern to the school district. The Old Forge School District, in compliance with the laws established by the Commonwealth of Pennsylvania, prohibits smoking and the use or possession of any tobacco products in school buildings, on school buses, on school property or at any school sponsored activity. Therefore, the provisions of the Pa. Statutes relating to smoking and the use of smokeless tobacco in any form by students will be enforced by referral to the appropriate law enforcement agency.

18 C.P.S.A. 6306.1 Use of Tobacco in Schools Prohibited:

- (A) **Offense Defined:** A pupil who possesses or uses tobacco in a school building, a school bus, or on school property owned by, leased by, or under the control of a school district commits a summary offense.
- (B) **Grading:** A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50.00 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 42.PA. C.S. Section 1520 (relating to adjudication alternative program) in lieu of imposing the fine.
- (C) **Nature of Offense:** A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
- (D) **Definitions:** As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
  - “Pupil” - A person between the ages of 6 and 21 years who is enrolled in school.
  - “School”- A school operated by a joint board, board of directors or school board where pupils are enrolled in compliance with Article XIII of the Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, including area vocational schools and intermediate units.
  - “Tobacco”- A lighted or unlighted cigarette, cigar, pipe or other lighted or electronic, smoking product and smokeless tobacco in any form.

## FIGHTING POLICY

The Old Forge School District will maintain a safe and orderly learning environment. Fighting cannot be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, or during any school activity will face consequences in accordance with the school district discipline policy.

Consequences for fighting will include suspension or alternative action. In addition, students who engage in fighting, instigate a fight, or engage in any act of violence, may be charged with violating the penal laws of Pennsylvania. Charges of harassment, disorderly conduct, simple assault, aggravated assault and/or other appropriate charges may be filed in cases which involve any of the following conditions: (a) a weapon or other potentially dangerous instrument is used in a fight or other act of violence; (b) bodily injury is inflicted on another person in a fight or through an act of violence; (c) the fighting or violent behavior is chronic as evidenced by a second or subsequent offense in the same school year or a history of inappropriate aggressive behavior.

Students should make every effort to avoid fighting. When confronted and challenged to fight, students should seek help from the nearest adult. If assaulted, students have the right to exercise self-defense through avoiding, blocking, or restraining the aggressor with reasonable physical force. Students who do not attempt to avoid physical confrontation and have ownership toward its escalation will be disciplined and charged appropriately regardless of whom started the fight.

### **CRIMINAL CODE TITLE 18, SECTION 5503, DISORDERLY CONDUCT**

In order to provide a safe, orderly, and healthy environment, the Old Forge School District prohibits the disorderly conduct areas defined in Section 5503 in school buildings, on school grounds, on school buses, and in any classroom, hallway, or instructional area. The prior statement will also apply to students in school buildings when they are in use for public assemblies (parent-teacher conferences, adult education classes, auditoriums, gymnasiums, stadiums, other playing fields or other rooms in use for student presentations, athletics, etc.).

The administration may file disorderly conduct charges, a summary offense through magisterial court, which can cost over (\$300.00) dollars to the student. These charges are in addition to other alternative actions as defined in this policy.

Offense defined. A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:

- engages in fighting, threatening, or violent or tumultuous behavior
- makes unreasonable noise
- uses obscene language, or makes an obscene gesture; or
- creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor

### **BULLYING POLICY**

#### **Rationale:**

The House Judiciary Committee amended and approved SB71. The bill requires each school to adopt a bullying policy by June 30, 2007. Each bullying policy must prescribe disciplinary consequence for bullying and may include programs for intervention, prevention, and education. School bullying policies must be published on school district Web sites and distributed with each student's code of conduct. SB71 was amended to require districts to post a copy of the policy in all classrooms and to review the policy with students at least twice during the school year.

#### **Purpose:**

It is the policy of the Old Forge School District to maintain a learning and working environment that is free from bullying based on a person's race, color, sex, national origin, disability, sexual orientation and economic status. The Old Forge School District prohibits any and all forms of bullying because it violates the basic right of students and staff to be in a safe orderly learning environment. This policy seeks to promote positive interpersonal relationships between all members of the school community.

It shall be a violation of this policy for any student or staff member to bully another while attending school, on school property or at school-sponsored events. It shall also be violation of this policy for any school staff member to tolerate bullying during school or at school sponsored events.

For the purposes of this policy, the term "school staff" includes board members, school employees, agents, volunteers, contractors or other persons subject to supervision and control of the Old Forge School District. The Old Forge School District will promptly and thoroughly investigate reports of bullying, whether of a physical or of a nonphysical form. If it determines that bullying has occurred, it will act appropriately within the discipline codes of the District and will take reasonable action to end the bullying.

**Definition of Bullying:**

For the purpose of this policy, a person is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more persons. Bullying is distinguishable from roughhousing or friendly teasing in that bullying is intentionally hurtful and motivated by the desire to harm/hurt the victim.

**Cyber Bullying:**

Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the School District, offenders shall be the subject of appropriate disciplinary actions.

**Examples of Bullying:**

Bullying may be either physical or non-physical acts. It may, or may not, involve criminal behavior. If criminal acts, or suspected criminal acts, have occurred, staff must contact the appropriate criminal authorities as required in law and policy.

Nonphysical acts may include, but are not limited to the following:

- **Non-Verbal**
  - Mean faces
  - Rude gestures
  - Isolating
- **Verbal**
  - Name calling
  - Cruel remarks
  - Intimidation/Threats
  - Extortion of money or possessions
  - Spreading false/mean rumors
  - Abusive language
  - Ethnic or Gender-based put-downs

Physical acts may include, but are not limited to the following:

- **Non-Criminal Activity**
  - Biting/spitting
  - Hair pulling/shoving/pinching/scratching
  - Hitting/punching/kicking
  - Locking in a room
  - Damage to victim's property
- **Criminal Activity**
  - Seriously threatening to kill or cause harm
  - Grievous bodily harm
  - Abuse/sexual abuse

- Serious theft
- Assault with a weapon

**Procedure:**

**Duty to Act**

Students who experience bullying are encouraged to report it to any adult employee of the District. Any employee of the District who observes bullying or receives reports of it is required to act immediately to protect the alleged victim and to immediately forward an Incident Report to the Principal for prompt investigation as required in site procedures.

Please go to the Old Forge School District website at [www.ofsd.cc](http://www.ofsd.cc) for an anonymous Bullying Form that is submitted directly to Administration. All submissions are confidential, taken very seriously and thoroughly investigated.

**CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS FOR A PERSON WHO COMMITS AN ACT OF HARASSMENT, INTIMIDATION, OR BULLYING**

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

**Sanctions for Bullying**

Once an investigation has concluded, if bullying has occurred, sanctions may be taken against the perpetrator. For students, these sanction(s) must be appropriate to the seriousness of the incident(s) and may include suspension and/or expulsion or other discipline in accordance with accepted common sense application of the district discipline policies.

**Retaliation Prohibited**

Retaliation or reprisal against any person who reports bullying incident(s) is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation reprisal or harassment used against a person who reports incident(s) of bullying in good faith. Disciplinary action against any person who retaliates or engages in reprisal for reporting such behavior(s) may include sanctions up to and including expulsion/suspension for students.

**False Reporting**

Students are prohibited from knowingly or willfully falsely accusing one another of bullying. Disciplinary action up to and including expulsion/suspension for students.

**Response and reporting procedures**

School personnel must report and/or investigate all incidents of bullying/intimidation and take appropriate action, whether they personally observe incidents or are made aware of them by some other means. Reporting, investigation, and action must occur even if the victim does not express any overt disapproval of the bullying/intimidating act.

Staff members will intervene immediately or in a timely fashion to address the behavior. The intervention will consist of identifying the inappropriate behavior, debriefing the student(s) about his/her role, and may include a referral to the administration. Repeated or severe incidents of bullying/intimidation require a mandatory administrative referral. Information concerning any complaints of bullying/intimidation shall be treated confidentially.

### **Suggested Teacher Interventions**

- Identify Bully behaviors
- Stop the behavior
- Conference with student or students
- Provide mediations for students engaging in bully behaviors
- Review and apply consequences according to the school-wide bully behavior rubric
- Make a parent contact
- Arrange for apologies, both verbal and written
- Initiate a counselor referral
- Initiate an administrative referral

### **Procedures after an Administrative Referral**

1. An immediate investigation will be completed, which may include a verbal and written statement for witnesses. All facets of the investigation will be documented and all information will be kept confidential.
2. All parties and their parents will be notified that:
  - a. Bullying and/or intimidation are unacceptable and will not be tolerated in school.
  - b. Consequences will occur for inappropriate behavior.
  - c. Retaliation against victims or witnesses will not be tolerated.

In addition, the following information will be discussed.

- The types of behavior which constitutes bullying/intimidation.
  - The rights and responsibilities of the individual to prevent bullying/intimidation from happening.
3. Consequences will be assigned which may include the following:
    - a. Verbal warning/reprimand
    - b. Written warning/reprimand entered into the student's file
    - c. Suspension
    - d. An apology to the victim
    - e. Counselor referral
    - f. A parent/student/administrator conference
    - g. Police involvement
    - h. Loss of privilege to participate in extracurricular activities for a specific period of time
    - i. Community service
    - j. Other consequences deemed appropriate by the school or district
    - k. Notification of Superintendent of Schools

### **STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS POLICY**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The School Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The School Board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

## **Definitions**

- Distribution - students handing non-school materials to others on school property or during school-sponsored events; placing upon desks, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When e-mail, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.
- Expression - verbal, written or symbolic representation or communication.
- Non-school materials - any printed or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or extracurricular program of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal web sites and the like.
- Posting - publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student web sites; through other district-owned technology and the like.

## **Authority**

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The School Board shall require that distribution and posting of non-school materials occur only at the places and during the times set forth in written administrative regulations. Such regulations or procedures shall be written to permit the orderly operation of schools, while recognizing the rights of students to engage in protected expression.

## **Unprotected Student Expression**

The School Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

### **Discipline For Engaging In Unprotected Expression**

The School Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a substantial and material disruption of the school program must be established.

### **Distribution of Non-school Materials**

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written administrative regulations or procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

### **Posting Of Non-school Materials**

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the administrative regulations or procedures relating to posting.

### **Review of Student Expression**

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district regulations or procedures.

## **EXCLUSIONS FROM SCHOOL**

- I. Exclusion from school may take the form of suspension or expulsion.
  - A. Suspension is exclusion from school for a period of from one to ten (10) consecutive school days.
    1. suspensions may be given by the Principal or person in charge of the school;
    2. no student shall be suspended until the students has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened;
    3. the parents/guardian and the Superintendent of the district shall be notified immediately in writing when the student is suspended;
    4. when the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing;



- a. the purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event which the student is being suspended or to show why the student should not be suspended.
  - b. the informal hearing is meant to encourage the student's parents or guardian to meet with the administrator to discuss ways by which future offenses can be avoided.
  - c. the following due process requirements are to be observed in regard to the informal hearing.
    - i. notification of the reasons for the parents or guardian and to the student;
    - ii. sufficient notice of the time and place of the informal hearing shall given;
    - iii. a student has the right to question any witnesses present at the hearing;
    - iv. a student has the right to speak and produce witnesses on his/her own behalf;
    - v. the district shall offer to hold the informal hearing within the first five (5) days of the suspension.
  5. suspensions may not be made to run consecutively beyond the ten (10) school day period;
  6. students shall have the responsibility to make up examinations and work missed while being disciplined by suspension and shall be permitted to complete these assignments within the guidelines established by the Board of School Directors.
- B. Expulsion is exclusion from school by the Board of School Directors for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.
1. a formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the Board or a hearing examiner, a majority vote of the entire Board of School Directors is required to expel a student.
  2. The following due process requirements are to be observed with regard to the formal hearing:
    - i. Notification of the charges shall be sent to the student's parent or guardian by certified mail;
    - ii. Sufficient notice of the time and place of the hearing must be given;
    - iii. The hearing shall be held in private unless the student or parent/guardian requests a public hearing;
    - iv. The student has the right to be represented by counsel;
    - v. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses;
    - vi. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined;
    - vii. The student has the right to testify and present witnesses on his/her behalf;
    - viii. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript;
    - ix. The proceeding must be held with all reasonable speed.
  3. Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
  4. During the period prior to the formal hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his/her normal class unless it has been determined after an informal hearing that the student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternate education which may include home study.
  5. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
    - i. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or

correspondence study or through another educational program approved by the district's Superintendent.

- ii. If the parent or guardian is unable to provide for the required education, they must within thirty days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parent's or guardian's provision of such education, the district must make some provision for the student's education.
- iii. If the approved education program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.

### **IN-SCHOOL SUSPENSION RULES**

Before completing any other assignment, write each of these rules (numbered 1-16); neatly and legibly using your own paper. Skip a line between each rule.

1. All school rules apply in ISS.
2. Student work will be provided by the teacher. It is the student's responsibility to complete all assignments provided by the teacher.
3. A composition must be written 250 words per day as to why student is in ISS.
4. Students should be in their seats and ready to begin their day at 8:05. They should remain in their assigned seat at all times sitting up straight, keeping feet and chair on the floor, and facing forward with their hands to themselves.
5. Students who miss any ISS time due to early dismissal, tardiness, absence, or emergency school closing will make-up the time missed on the next day of attendance.
6. Students must bring all necessary assignments, text and materials. Restroom breaks are provided periodically. Students will be allowed to go to the lavatory once in the morning and once in the afternoon.
7. Students may NOT leave ISS without an escort from school personnel and Administrator approval.
8. Lunch will be arranged with the cafeteria and/or students may bring their lunch. Students will eat lunch at their ISS desk.
9. Credit will be given for work made-up within 2 days.
10. Students will follow a structured plan of study.
11. Talking or interfering with other students, sleeping, lounging, and eating or drinking at any time other than lunch, is not allowed.
12. Violation of ISS rules results in Out-Of-School Suspension for the remainder of the assigned time and may result in the loss of ISS as an option for disciplinary actions.
13. Students who are in ISS are prohibited from participation in and attendance at all extra-curricular, co-curricular and athletic activities on the day they serve ISS.
14. NO ELECTRONICS of any kind (CD/tape/MP3 players, I-pods, radios, computers, pagers, beepers, hand held games, cell phones, etc) are allowed in the ISS room. ALL OF THOSE ITEMS WILL BE CONFISCATED AND TURNED INTO THE MAIN OFFICE.
15. Personal grooming is not allowed in the ISS classroom, to include but not limited to, combing your hair, applying makeup, etc.
16. STUDENTS WHO CHOOSE NOT TO FOLLOW ISS RULES WILL RECEIVE OUT OF SCHOOL SUSPENSION

### **CLASS RINGS**

Class rings will be ordered during the spring of the sophomore year.

### **WORKING PAPERS**

Working papers will be issued in the Main Office of the High School each school day between 2:40 p.m. - 3:00 p.m. Summer hours are Monday – Thursday from 8:00 a.m. – 2:00 p.m. Students need to be at least 14 years of age and you must have an official document with student’s date of birth.

### **ELEVATOR USAGE**

Students’ use of the elevator is to be at the approval of Administration.

### **FIRE DRILLS**

Procedures for fire drills are posted in each classroom.

### **SCHOOL VISITORS**

No student is permitted to bring a visitor to the school without first notifying the Principal at least three days in advance and receiving the Principal’s permission.

### **SOLICITATION**

Old Forge School District does not allow any form of solicitation (including, but not limited to, flyers or handouts) to be distributed without prior administrative approval.

### **VIDEOTAPING FOR INSTRUCTION**

Videotaping is used within the curriculum to enhance educational outcomes. If there are any questions regarding videotaping in a school setting, please contact the Principal’s office. Parents may exclude their child from this activity upon written request.

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**Old Forge Jr./Sr. High  
School Wide Positive Behavior  
2017-2018  
“Positive Behavior Rewards”**

**September**

Students without any disciplines this month will receive a free ticket to a home football game. This will be for the October 27, 2017 game vs. Dunmore.

**October**

Students without any disciplines this month will receive a FREE Dress Down Day on Thursday, November 9, 2017.

**November**

Students without any disciplines this month will be allowed to participate in a “Holiday Movie” on Thursday, December 21, 2017. (time/periods to be announced)

**December**

Students without any disciplines this month will receive a one time “Homework Pass” to be redeemed during the month of January.

**January**

Students without any disciplines this month will be allowed to participate in a frozen treat on Tuesday, February 14, 2018.

**February**

Students without any disciplines this month will receive a one time “Homework Pass” to be redeemed the month of March.

**March**

Students without any disciplines this month will be allowed to participate in a movie afternoon on Wednesday April 6, 2018.

**April**

Students without any disciplines this month will receive a FREE Dress Down Day on Thursday, May 17, 2018.

**May**

Students without any disciplines during that time period will be able to leave one final when you are done (complete).

***Remember:***

- ✚ **Students who commit a Level 4 offense are not eligible for School Wide Positive Behavior Rewards for the remainder of the school year.**
- ✚ **Students who have a clean discipline record (no infractions & no warnings) for the 1<sup>st</sup> Semester will receive two 10 points tickets to apply on two separate midterm exams AND will be exempt from one midterm.**
- ✚ **Students who have a clean discipline record (no infractions & no warnings) for the 2<sup>nd</sup> Semester will receive two 10 point tickets apply on two separate final exams AND will be exempt from one final exam.**

**Fall Fun Day - Wednesday November 22, 2017**

Students will **NOT** be allowed to participate if they have or had, from first day of school to fall fun day:

- 2 or more Detentions
- ISS
- OSS

\*\*Students with the above infractions, within that time period, will be in an alternate educational setting.\*\*

**February Fling - Friday February 16, 2018**

Students will **NOT** be allowed to participate if they have or had, from fall fun day to spring fling:

- 2 or more Detentions
- ISS
- OSS

\*\*Students with the above infractions, within that time period, will be in an alternate educational setting.\*\*

**High School Barbeque – Friday May 11, 2017**

Students will **NOT** be allowed to participate if they have or had, from Pre-Spring Fling to HS BBQ:

- 2 or more Detentions
- ISS
- OSS

\*\*Students with the above infractions, within that time period, will be in an alternate educational setting.\*\*

*School Wide Academic Goals (S.W.A.G.)*

**Benchmark Test Rewards**

- 7<sup>th</sup> and 8<sup>th</sup> grade benchmark rewards are given three times throughout the year leading up to the PSSA. Homework passes are rewards given for meeting proficiency on the benchmark tests and can applied in any subject area. Up to six homework passes can be earned throughout the year.
- Movement/Improvement rewards (10 point rewards) are also eligible to be used in any subject area.

	Reward for Meeting Proficient or Advanced			Movement/Improvement Reward		
	ELA/LIT	Math/ALG	Science/Bio	ELA/LIT	Math/ALG	Science/Bio
<b>Benchmark One</b>	Homework Pass	Homework Pass	Homework Pass	n/a		
<b>Benchmark Two</b>	Homework Pass	Homework Pass	Homework Pass	10 points on Quiz/Test	10 points on Quiz/Test	10 points on Quiz/Test
<b>Benchmark Three</b>	Homework Pass	Homework Pass	Homework Pass	10 points on Quiz/Test	10 points on Quiz/Test	10 points on Quiz/Test

### PSSA Test Rewards

- There will be different levels of rewards for achievement on the PSSA test based on improvement and overall proficiency levels.
- For students who make improvement within a level (Below Basic or Basic), the reward will be a ten point ticket on a midterm (similar to benchmark rewards.) This is the smallest reward. Students will be eligible for this reward in ELA, MATH, and SCIENCE.
- Students who achieve a proficient or advanced status in the following subject areas: ELA, MATH, SCIENCE, will be eligible to skip the midterm in the following year in that respective subject area.
- Students advanced in ELA and MATH in 7<sup>th</sup> grade will skip a final of choice in 8<sup>th</sup> grade.
- Students advanced in ELA, MATH, and SCIENCE will skip a final of choice in 9<sup>th</sup> grade.

	<b>Improvement within Below Basic/ Basic</b>	<b>Proficient/Advanced</b>
<b>ELA PSSA</b>	10 points on Midterm	Skip Midterm
<b>Math PSSA</b>	10 points on Midterm	Skip Midterm
<b>Science PSSA (8<sup>th</sup>)</b>	10 points on Midterm	Skip Midterm

### Keystone SWAG Rewards

<b>Keystone SWAG Rewards (To be awarded after 1st attempt at tests ONLY)</b>			
<b>Subject</b>	<b>Reward</b>	<b>#</b>	<b>#</b>
<b>Algebra</b>	Skip a Midterm (following school year)	#	#
<b>Literature</b>	Skip a Midterm (following school year)	#	#
<b>Biology</b>	Skip a Midterm (following school year)	#	#

**COMPUTER ACCEPTABLE USE POLICY  
FOR  
COMPUTING AND INTERNET ACCESS**

**Computer System/Network Acceptable Use Policy**

COMPUTERS ARE USED TO SUPPORT LEARNING AND TO ENHANCE INSTRUCTION. COMPUTER NETWORKS ALLOW PEOPLE TO INTERACT WITH MANY COMPUTERS. THE INTERNET ALLOWS PEOPLE TO INTERACT WITH HUNDREDS OF THOUSANDS OF NETWORKS. IT IS A GENERAL POLICY THAT ALL COMPUTERS ARE TO BE USED IN A RESPONSIBLE, EFFICIENT, ETHICAL AND LEGAL MANNER. FAILURE TO ADHERE TO THE POLICY AND GUIDELINES BELOW WILL RESULT IN THE REVOCATION OF THE USER ACCOUNTS. THE OLD FORGE SCHOOL DISTRICT ADMINISTRATION IS DELEGATED THE AUTHORITY TO DETERMINE APPROPRIATE USE AND CAN DENY, REVOKE, SUSPEND OR CLOSE ANY USER ACCOUNT AT ANY TIME FOR UNACCEPTABLE USE BY THE ACCOUNT HOLDER.

UNACCEPTABLE USES OF THE COMPUTER/INTERNET/IPAD INCLUDE, BUT ARE NOT LIMITED TO:

1. Applying for a user ID under false pretenses.
2. Sharing your user ID with any other person (If you do share your user ID with another person, you will be solely responsible for the actions of the other person).
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
4. Attempts to evade or change resource quotas.
5. Continued disruption of other users through mass consumption of system resources after receipt of a request to cease such activity.
6. Use of facilities and/or resources for commercial purposes.
7. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
8. Copying programs not licensed to the Old Forge School District onto Old Forge School District computers and/or the network system, without the express written consent of the Old Forge School District.
9. Copying programs licensed to the Old Forge School District without express written consent.
10. Physical abuse of computer equipment (removal of mouse balls, boot disks, keyboard keys, etc.).
11. Students' usage of disks that are not school issued is prohibited.
12. Attempts at sending unsolicited junk mail "for profit" messages, or chain letters is prohibited.
13. Never reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.

The Old Forge School District reserves the right to review any material in user accounts. The Old Forge School District makes no warranties with respect to the Old Forge School District network service, and it specifically assumes no responsibility for:

- The content of any advice or information received by a student from a source outside the district, or any costs or charges incurred as a result of seeing or accepting such advice.

- Any costs, liability or damages caused by the way the student chooses to use district network access.
- Any consequences or service interruptions or changes, even if these disruptions arise from circumstances under the control of the district.

The signatures of the consent form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

**OLD FORGE SCHOOL DISTRICT  
STUDENT/PARENT SIGN-OFF SHEET  
COMPUTER/IPAD/INTERNET USE**

I have read the Old Forge School District Acceptable Use of Computer Systems Policy that is in the student handbook. If I do not follow the rules that are in the policy, I understand that my account will be removed and disciplinary/legal action may be taken.

As the parent/legal guardian, by signing this form, I hereby give permission for my child to keep his/her school account as long as the procedures described in the acceptable use policy are followed.

STUDENT NAME \_\_\_\_\_  
(Please print legibly)

STUDENT SIGNATURE \_\_\_\_\_

HOMEROOM # \_\_\_\_\_

PARENT/LEGAL GUARDIAN  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE RETURN THIS SIGNATURE SHEET AS SOON AS POSSIBLE NO LATER THAN  
SEPTEMBER 8, 2018**

ALL STUDENTS MUST HAVE A SIGNED FORM ON FILE WITH THE DISTRICT



**NOTIFICATION TO PARENTS  
Release of Certain Information Under the  
No Child Left Behind Act**

Dear Parent/Guardian:

Pursuant to the federal No Child Left Behind Act (20 U.S.C. §7908), the **Old Forge School District** must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the district not release such information without prior written consent.

Parents/Guardians wishing to exercise their option to withhold their consent of the release of the above information to military recruiters or to institutions of higher learning must sign this form below and **return it to the building Principal by September 8, 2017.**

**Reservation of Consent for the Release of Certain Student  
Information Under the No Child Left Behind Act**

Please do not release the name, address and telephone number of

\_\_\_\_\_  
(Name of Student)

to military recruiters       institutions of higher learning.

\_\_\_\_\_  
(Print Name of Student)

\_\_\_\_\_  
(School)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\

**RECEIPT OF PARENT/STUDENT HANDBOOK**

This is to certify that we have accessed and reviewed the 2017-2018 Old Forge Jr./Sr. High School Parent/Student Handbook on the Old Forge School District Website ([www.ofsd.cc](http://www.ofsd.cc)) and are accountable for all rules and regulations within. This is an acknowledgment that the parent/student has accessed and reviewed the handbook, not any inference that parent/student agrees with the handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please Sign AND Date this Page and Return to Your Homeroom Teacher by September 8, 2017**

**OLD FORGE SCHOOL DISTRICT PHOTO RELEASE FORM**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
**Print Name**

The Old Forge School District is committed to protecting the privacy of all students and their families. This form is provided to offer our parents/guardians the right to choose not to have your child's image or name used in print for internal school purposes such as newsletters, school and district presentations, district advertisements, district web sites, etc., or in the public news media such as newspapers, television, radio, etc.

**IF YOU DO NOT** want your child to be photographed, videotaped/recorded, their name listed for the news media or for internal purposes, such as newsletters, school and district presentations, district advertisements, district web sites, etc. **please check statement below, sign, and return this form to the school.**

If this form is not returned, you are giving full and complete permission, without reservation or restriction, for your child to be photographed (still or motion), and/or to be recorded (audio or video) and/or their name listed in any media format by employees of the Old Forge School District, its education partner organizations and/or agents of the media.

\*\*\*\*\*

\_\_\_\_\_ I do not wish to allow my child to be photographed, videotaped/recorded and/or named in print.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Thank you. **Please return to the Principal's Office no later than September 8, 2017**

## **Junior Firefighter Guidelines Signature Form 2017-2018**

Signing this form means that I have read the Old Forge School Districts Guidelines for the Junior Firefighter Program and understand that these rules were established for my safety, and to protect the Old Forge Volunteer Fire Department and Old Forge School District. I also understand that any breach of these guidelines can result in immediate dismissal from the Junior Firefighter Program, and may result in disciplinary action by school administration, or additional punishment by State and Local Law.

Junior Firefighter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return this form AS SOON AS POSSIBLE!***

***PLEASE NOTE: You will not be allowed to leave the building for a fire unless this form is on file with the Principal, NO exceptions!***