

ADMINISTRATION

Dr. G. Brian Toth	Superintendent of Schools
Dr. Jim Wortman	Assistant Superintendent
Mr. Michael Belovesick	Senior IT Coordinator
Mr. Joseph Schlimm	Principal
Mr. Warren Beck	Assistant Principal
Mrs. Ginger Williams	Business Manager
Mr. Terry Straub	Student Activities Director
Mrs. Robin Johnson	Supervisor of Special Education
Mrs. Suzann Erickson	School Psychologist
Mrs. Sarah Schreiber	School Psychologist
Mrs. Jody Young	Food Services Director

HIGH SCHOOL SUPPORT PERSONNEL

Mrs. Michele Burdick	Secretary to the Principal
Ms. Leah Swackhammer	Secretary to the Assistant Principal
Mrs. Patricia Hoh	Receptionist
Mrs. Ann Wendel	Attendance Secretary
Mrs. Billi Jo Coudriet	Secretary to the Activity Director

HIGH SCHOOL SECURITY OFFICER

Mr. John Lovett	Security/Attendance
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2017-2018 HIGH SCHOOL FACULTY

<u>English</u>	<u>Mathematics</u>	<u>Social Studies</u>
Defilippi, Ann	Beck, Heather	Bowes, Aaron
Frank, Mathew	Bish, Julie	Benjamin, Paul
Gabler, Rachel	Caskey, Jamie	Schreiber, Jesse
Geci, Annette	Schreiber, Jason	Defilippi, Tony
Lorenzo, Kristen	Labant, Jennifer	Surra, Dominic
Taylor, Christopher	Snelick, Gregory	
Tibbles, Kristin	Zimmerman, Cathy	

Science

Allegretto, Anthony

Bauer, Steven

Millinder, Dr. Shawn

Sekeres, Mark

Tripodi, Michele

Wendel, Karen

Phys. Ed.

Gabler, Rick

Kunes, Michael

McDivitt, Michelle

Special Services

Auman, Laura

Kunes, Amanda

Maletto, Mattie

Mancuso, Lisa

McGonnell, Jim

Thompson, Deanna

Foreign Language

Gavazzi, Lena

Wensel, Christa

Business Education

Jackson, Michelle

Technology Coach

Catalone, Angie

Tamburlin, Jen

Drafting

Rieger, Brenton

Health Related Tech

Bothun, Amy

Art

Bierley, Patti

Band/Chorus

Brooks, Adam

Gankosky, Christopher

Counselors

Benjamin, Shelbie

Wehler, Molly

Nurse

Chicola, Julie

Metal Working

Schneider, Ben

Building Construction

Brem, Ed

ST. MARYS AREA HIGH SCHOOL

RESPECT HONOR POTENTIAL

A MESSAGE FROM YOUR PRINCIPAL

It is our hope that the years you spend at SMAHS will be a time of personal growth and meaningful experience. Our school is built on modeling and reinforcing the values of...

RESPECT (treating others as you would like to be treated),

HONOR (doing the right thing), and

POTENTIAL (be all you can be in all that you do).

It is what we expect of everyone that is a part of our school community.

Let us work together to make this a special time in your life.

Have a great Dutch day!

Mr. Schlimm - Mr. Beck

ATTENDANCE OUR PHILOSOPHY:

Research is clear... the single most effective factor in student achievement is regular school attendance. In simple terms you cannot receive the benefit of a full high school experience without being here. We also feel that by the time a student reaches high school age they should share with their parent the responsibility of attending school. Consequently, regular attendance is a behavior that we reinforce through encouragement, promotion, and through the use of punitive consequences imposed through School Board Policy and PA Public School Code. It's non-negotiable. We need you here!

SCHOOL RESPONSE TO STUDENT ABSENCE

WHAT TO DO AFTER AN ABSENCE: Within three (3) days of returning to school after an absence, students are required to submit a signed note from a parent or guardian explaining the reason for the absence. Failure to turn in an excuse within THREE (3) school days will result in an illegal/unlawful absence in accordance with the PA Public School Code.

PARENTAL NOTIFICATION: Parents will be notified after seven (7) and ten (10) days of absence. After ten (10) days, a doctor's excuse will be required for each successive absence. Illegal absences will result in the filing of Truancy charges with the District Magistrate. Chronic and persistent absenteeism will be referred to the Office of Children and Youth and/or the Department of Juvenile Probation.

TEACHER RESPONSE TO STUDENT ABSENTEEISM

1. Teachers have the discretion to deny academic credit to any student who is absent more than 25% of the scheduled days (45 days for a year-long course, 22.5 days for a semester-long course).
2. Teachers have the discretion to deny make-up work for any student illegally or unlawfully absent.

EARLY DISMISSAL FROM SCHOOL: Students who need to be excused for part of the school day should present a signed note from their parent/guardian to the main office on the morning of the absence.

MEDICALLY EXCUSED FROM SCHOOL: Only the Principal and/or the School Nurse may send a student home early from school. Students that leave school after contacting their parent without consulting with the Principal or Nurse will be marked illegal/unlawful.

EDUCATIONAL TRIPS: A signed permission form from the Building Principal is required to go on an educational trip. Students are responsible for making arrangements with their teachers to make up all work.

FIELD TRIPS have an educational mission and require a signed permission form. Students with excessive absences and/or discipline referrals may not be permitted to attend. The Principal has the authority to approve or deny all requests.

DISCIPLINE: OUR PHILOSOPHY

Without rules and regulations to guide behavior, we would not be able to provide you with a safe environment, a sense of order, or the right you have to a quality education. The rules we establish are rooted in our core values of respect, honor, and potential. We believe very deeply in tolerance, inclusion, and the right of every student to prosper in an environment suitable for personal growth and sound moral development. As educators, we are obligated to intervene when we feel that student behavior contradicts or threatens the spirit or meaning of our core values. We ask that you embrace our school culture and use your talents and abilities to strengthen it for the betterment of all of us.

GENERAL GUIDELINES REGARDING SCHOOL DISCIPLINE

STUDENT RESPONSIBILITY – to educate yourself as to the established norms of our school. Again, they all stem from our belief in respect, honor, and potential. Treat others as you would want to be treated...do the right thing...be the best version of yourself.

CLASSROOM RULES: Teachers have the autonomy to establish their own standards for acceptable behavior within their classrooms. It is important for you to know and understand what is acceptable and unacceptable from each of your teachers.

CONSEQUENCES: The punitive consequences that may be imposed for inappropriate behavior include:

1. Detention – In-School Suspension – Out-of- School Suspension
2. Restitution, Legal Charges
3. Consequences are cumulative...meaning that consequences will become progressively more severe with repeated offenses or occurrences.

MOST SERIOUS OFFENSES

1. **DRUG & ALCOHOL** – It is our view that the use and abuse of drugs and alcohol destroys lives and is an immediate threat to the health and safety of our entire school community. We will utilize all available resources to establish and maintain a drug and alcohol free environment. Severe disciplinary consequences will result for anyone using, possessing, manufacturing, or transporting illegal drugs.
2. **THREATS or ACTS of VIOLENCE** – Physical, emotional, or sexual acts or threats of violence. This would include repeated and purposeful attempts to demean, harass, isolate, or make others feel inferior.
3. **LACK of a CONSCIENTIOUS EFFORT** – We feel, as an enrolled student, you are obligated to give a conscientious effort in the classroom and to respect our educational mission.

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

- Substantial interference with a student’s education
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school

SUMMARY: As a school, we feel our rules are not overly oppressive and they do not infringe upon your student rights. We also understand that you are teenagers and you will make mistakes. In those times, we ask that you are honest and accept responsibility for your actions, that you attempt to resolve conflict with others in a civil manner, and that you learn from the mistakes you have made.

PERSONAL APPEARANCE: OUR PHILOSOPHY

Your personal appearance includes everything that another person can see when you are in their presence, including clothing, hair, jewelry, body art, and footwear. Although we respect personal preference and individual tastes, your appearance is important as it reflects not just on you but on all of us. Our rules regarding personal appearance are established by enforcing commonly held standards for decency that are accepted in our community. It is an authority granted to all schools through state law, PA Public School Code, and the enactment of local School Board Policy.

GENERAL GUIDELINES REGARDING PERSONAL APPEARANCE

GENERAL RULES of CONSIDERATION

1. If your personal appearance causes a disruption to the educational mission of the school or detracts from someone’s right to an education, it cannot and will not be permitted to continue.
2. If your personal appearance endangers or jeopardizes the health or safety of yourself or others, it cannot and will not be permitted to continue.
3. If your personal appearance contains, displays, or implies any form of speech that references drugs or alcohol, profanity, sexual acts or exploitation, or other illegal, immoral, or indecent behaviors, it cannot and will not be permitted to continue.

DRESS & GROOMING - The following standards should be used as guidelines to determine appropriate dress and grooming. Please keep in mind that the school reserves the authority to determine the parameters for what is acceptable or reasonable.

1. Clothing must be clean and in good repair. Frayed clothing or clothing with holes is not acceptable school attire.

2. Extreme styles, including short skirts (dresses), low-cut tops, or noticeably tight clothing is not acceptable.
3. Hats or other headwear, such as bandanas or hoods, may not be worn inside the building.
4. Shoes or appropriate footwear must be worn at all times.
5. Shorts are not permitted between November 1st and April 1st.
6. Non-prescription sunglasses are not to be worn without documented medical reasons.
7. Facial hair is acceptable provided that it is trimmed, neat, and clean.
8. Hair restraints may be required for some students for safety reasons.

If a student's appearance is considered inappropriate, the home will be contacted; and the student may be asked to change. If a change is not made, the student may be detained in the office. Repeated failure to comply will result in disciplinary consequences.

ACADEMIC GRADING: OUR PHILOSOPHY

Grading is a numerical value assigned by the teacher with regard to work generated by the student. It is our view and our expectation that fair and reasonable academic grading practices are used by all teachers at all times. Assessments and the determinants used to calculate a grade vary according to the teacher. It is the responsibility of the student to be aware of all the factors used by the teacher to determine a grade. Student or parental questions regarding grading should be referred to the teacher.

BEST PRACTICES

1. Educate yourself to the grading practices of every teacher.
2. Be organized. Know what you should be doing and when it is due.
3. If you don't understand...Ask!
4. Keep up to date. Don't fall so far behind that you get overwhelmed and lose hope.
5. Ask yourself this question... Does the teacher see a student every day that is interested in learning and eager to participate?
6. Your best source of information about your grade is the teacher. Maintain frequent dialogue and ask for help when necessary.

HOMEWORK - Students will be given a reasonable amount of time to make up assignments and tests due to legal or lawful absences. The student will have an amount of time at least equal to the amount of time missed. Teachers have the authority to deny make-up work for illegal or unlawful absences.

HOMEBOUND INSTRUCTION - When an illness or injury will cause a student to miss more than ten days of school, the student may be eligible for "homebound" instruction. This type of educational program requires a signed form from a doctor that entitles a student up to five (5) hours per week of individual instruction away from the school.

FINAL EXAMS – Given at teacher’s discretion.

HONOR ROLL

1. **HIGH HONORS:** Requires students to have a minimum unweighted grade average of 94% with no grade below an 86%.
2. **HONOR ROLL:** Requires students to have a minimum unweighted grade average of 86% with no grade below an 86%.

CLASS RANK - Class ranking is computed on the basis of a weighted point average. There are three factors which influence the determination of class rank:

1. The grade and credit value of a course.
2. The weight of the course. (Higher or advanced level courses have a higher weight value than other courses).
3. The total number of successful credits achieved by the student during their tenure at SMAHS.

SEARCH & SEIZURE: OUR PHILOSOPHY

A safe and secure school environment is a primary concern for all of us. When cause exists that threatens the health, safety, or welfare of our students, we are obligated to act accordingly. Consequently, SMASD reserves the right and has the legal authority to conduct searches of people, lockers, vehicles, and property when justified or warranted. Law enforcement personnel may be included to conduct canine searches when legal consequences may result based on the findings.

TYPES OF SEARCHES

1. **Locker Search** - Lockers are the property of the SMASD, and students have no expectation for privacy with regard to the contents of a locker. Students are responsible for the condition and the contents of their lockers.
2. **Vehicle Search** - A search of a vehicle located on school property may be conducted to protect the health, safety, and welfare of the students and the educational process.
The Principal and/or the School Resource Officer will participate in the search.
3. **Canine Search** - Periodically, the St. Marys Police Department and their canine unit will conduct a search on school property to detect drug and/or alcohol on the premises. These searches are under the direction of the local police department, they will be unannounced, and they may occur several times during the school year.
4. **Personal Search** - A personal search of a student and his/her property may be conducted when sufficient cause exists to protect the health, safety, and welfare of the student(s). A personal search may be conducted by the Building Principals and/or the School Resource Officer.

JUSTIFICATION OF SEARCH: Except when conducting a school safety check normally involving the canine unit, searches will only occur if suspicion or cause exists and only with the approval of the Building Principal or the School Resource Officer.

POLICE INVOLVEMENT: When a search uncovers unlawful or illegal items or behavior, parents will be notified immediately; and the matter will be referred to the St. Marys Police Department. School and legal consequences may result.

SUMMARY: Every effort is made to protect personal freedom and the right to student privacy. However, the health, safety, and welfare of our students will always be our top priority. We feel that learning cannot occur unless students feel safe and secure when they are here. The right to conduct legal and appropriate searches when justified is a part of providing that security

CELL PHONE POLICY: OUR PHILOSOPHY

The possession and silent use of Cell Phones by students when in compliance with School Board Policy is permitted. Usage must be consistent with the regulations established in the Acceptable Use Policy, must not be disruptive to the educational process, or used in an abusive manner in ways that negatively affect the people or the educational mission of our School District. This policy reflects a good faith attempt to incorporate modern technology practices to enhance the educational and social habits of our students. The expectation is that students will exercise this right in the spirit in which it was intended.

DESIGNATED ZONES

RED ZONE – Cell Phone Use is strictly forbidden. Red Zone areas of the school include restrooms, locker rooms, main office, guidance office, nurse’s office, or any area that student or staff have a reasonable expectation of privacy.

YELLOW ZONE - Refers to areas in which teachers or staff have the right to place restrictions or limitations on cell phone use. Yellow Zone areas include classrooms, library, gymnasium, auditorium, or other areas under the supervision of teachers.

GREEN ZONE – Refers to areas in which the silent and appropriate use of cell phones is permitted. Green zone areas include the cafeteria, hallways, and the courtyards.

GENERAL GUIDELINES

1. Students are expected to access the internet through the SMASD wireless network only.
2. Student use is permitted only during times in which they are not scheduled for instruction.
3. Violation of the Cell Phone Policy may include the confiscation of the device and the restriction of future privileges.
4. If school officials have reasonable suspicion that this Policy or other relevant district policies are violated, the devices may be lawfully searched in accordance with the law; and the device may be turned over to law enforcement.
5. Students have no expectation of privacy when using a district-owned device or when they use their own device on the district Wi-Fi.

UNACCEPTABLE USES

1. Viewing, posting, or accessing social media sites during school hours.
2. Photographing, recording or videotaping of anyone without their consent.
3. Communication in any form that is abusive, threatening, demeaning, profane, or otherwise inappropriate for school.
4. Use of cell phone to commit academic fraud or engage in practices that violate acceptable standards of integrity.

ASSEMBLY PROCEDURES

The purpose of an assembly is to provide you with an enjoyable educational experience. Your responsibility is to enjoy the presentation, respond and react in an appropriate manner, and show respect to those people making the presentation. The procedure for reporting to the assembly will be announced prior to the assembly.

ATHLETICS/ACTIVITIES PARTICIPATION

It is the policy of the SMAHS that students must be in attendance for at least half of the school day (4 periods excluding lunch) in order to participate in a school sponsored activity. Exceptions to this requirement may be granted by school administration.

Students with excessive absences may be denied the opportunity to serve in student organizations or to participate in school functions or events.

STATE ATTENDANCE LAWS

Students are advised that illegal absences will be dealt with in accordance with the Pennsylvania Public School Code, which provides for fines and court costs through the local District Magistrate's office.

Students of compulsory school attendance age (age 16 and under) who have irregular school attendance will be referred to the Office of Children and Youth and the Department of Probation at the Elk County Courthouse.

STUDENT ABSENCE PROCEDURES

The following are considered reasonable cause for absence from school:

Illness	Quarantine
Death in immediate or near family	Recovery from an accident
Religious holidays	Required court appearances
Approved educational trips	Emergency farm employment
Approved school trips	Approved medical/dental visit
Other urgent reasons	<u>AS APPROVED BY THE PRINCIPAL</u>

Any other reasons for absence from school may not be approved and may be deemed illegal or unlawful according to the School Code. Unacceptable reasons would include but are not limited to:

Family vacations
Shopping trips
Babysitting

Personal appointments
Oversleeping
Housework

Attendance at a previous evening sporting event.

Upon returning to school after an absence, students are required to submit a note from a parent or guardian explaining the reason for the absence. A parent or guardian must sign excuses for students regardless of age, unless the student lives independently.

All excuses are to be turned in immediately to the attendance secretary on the first day the student returns to school. The attendance secretary will issue a receipt for all excuses. Should a student fail to turn in an excuse within THREE (3) school days after returning to school, the excuse may be declared illegal/unlawful, even if legal in accordance with the Pennsylvania Public School Code.

ALL EXCUSES MUST INCLUDE THE DATE, THE STUDENT'S NAME, HOMEROOM, STUDENT ID NUMBER, GRADE, DATES ABSENT, AND PARENTAL SIGNATURE.

Students who need to be excused for part of the school day must present a signed note from their parent/guardian to the office the morning of the absence. **Students leaving school without a prior written excuse will be marked illegal/unlawful.** Excuses received after **THREE** consecutive school days will result in an unexcused absence.

Parents are advised that emergency excuses for part of the school day may be approved at the discretion of the Building Principal in accordance with the Pennsylvania Public School Code. This means that because a parent requests that their child be excused does not make it a legal excuse unless the Building Principal has approved it.

ALL STUDENTS WILL SIGN IN AND/OR OUT OF THE BUILDING WHEN ARRIVING OR LEAVING.

We ask parents to cooperate in carrying out these regulations by specifying the exact reason(s) for the student being released on the excuse form that will be submitted to the office. Excuses will be verified for signature and reason.

EDUCATIONAL TRIPS

Parents desiring to take their children on an educational trip must submit an educational trip request form to administration. Students are responsible for making arrangements with their teachers to make up all work.

The Principal has the authority to limit the number of days of excused absences for parent-sponsored educational trips if, in his judgment, these absences would be detrimental to the student's educational progress.

FIELD TRIPS

Parents permitting their student to attend a field trip must submit a signed permission form. It is the student's responsibility to get approval from all of his/her teachers and submit the form to the administration office for the Principal's final approval. Students are responsible for making arrangements with their teachers to make up all work. Students with excessive absences, tardies and/or discipline referrals will not be permitted to attend. The Principal has the authority to approve or deny all requests.

STUDENT EXPECTATIONS

At the high school level, students are considered young adults and consequently held accountable and responsible for their own actions. Although we recognize the fact that adolescents often make mistakes, we also feel it is the duty of the professional staff to identify inappropriate behavior and to assist students in making better decisions.

In an effort to clearly convey to students the culture we are working to build, we have compiled a list of student expectations in which they will be held accountable.

1. Regular school attendance.
2. Conscientious effort in the classroom.
3. Conformity to school rules.
4. Tolerance of others.
5. Respect for the property, the people, and the mission of the school.
6. A willingness to contribute in a positive way to the development of a climate within the school that is conducive to learning and mutual respect.

SUSPENSION RESTRICTIONS

- In-School Suspension is a disciplinary consequence that can occur as a result of a wide assortment of disciplinary violations. Generally, students serving an In-School Suspension are not permitted to participate or attend any school activities or functions on the day of the suspension. Exceptions may be determined by the Building Principal.
- Out-of School Suspension is a disciplinary consequence that excludes the students from any school function for the duration of the suspension.
- Expulsion is an extension of Out-of School Suspension that requires a vote of the School Board of Directors. The terms of an expulsion are determined by the School Board.

The period of suspension will begin at the time indicated by the administrator assigning the suspension and will end at the start of the school day following the last school day of suspension.

INFORMAL HEARING

Exclusion from school may take the form of suspension or expulsion.

When the suspension is greater than three days in duration, the student and parent shall be given the opportunity for an informal hearing.

An informal hearing allows the parent the opportunity to meet with the building principal to discuss the terms of the suspension. The building principal cannot suspend a student longer than 10 school days.

DETENTION

Detention is a disciplinary consequence that can be held before and/or after school.

Students are given advance notice of the day and time of the detention to arrange for their own transportation. Any student assigned to detention will be expected to comply with the established detention rules and have school related work to do.

ELIGIBILITY FOR ROLES OF LEADERSHIP

Students who wish to represent their peers in a position of leadership or distinction have a responsibility to serve as an appropriate role model for all students. This shall include maintaining acceptable academic performance, regular attendance and appropriate behavior.

GRIEVANCES

Students are welcome to discuss any concerns that they may have with various levels of authority in the district. Students should follow the appropriate chain of command when pursuing such concerns:

1. Teacher
2. Principal
3. Superintendent

HOMEBOUND: When an illness or injury will cause a student to miss more than ten days of school, the student may be eligible for “homebound” instruction. This type of educational program requires a signed homebound instruction statement form from a doctor that entitles a student up to five (5) hours per week of individual instruction away from the school setting provided by (appropriate certified) instructors. There is no charge for such instruction, providing the qualifying criteria are met. Forms are to be picked up in the Guidance Office then taken to a doctor’s office to be completed.

This instruction may take several days to arrange. Contact the school as soon as it is apparent that the injury and/or illness may result in an absence from school of ten days or more. You will need to contact your physician to provide the documentation.

Contact the Building Principal to discuss the reason for absence and the possible length of the absence. When you call, please be prepared to provide the following information:

1. How we might get the assignments home?
2. What books do we need to send?
3. Where can we find the books?

To receive homework assignments on the same day as the student absence, please call before 8:15 a.m. Requests after 8:15 a.m. will be available for pickup on the following school day. It is the responsibility of the parent to make arrangements for homework. If you need some special consideration due to extenuating circumstances, please contact the Principal.

LOCKERS

Each student in this high school is assigned a hallway locker and a gym locker to be used for safe keeping of personal possessions. These lockers are the property of the school district and subject to search and seizure.

Students are encouraged to keep their lockers secured at all times. Students are responsible for their locker keys and must replace any that are lost or stolen. Replacement keys can be obtained at the Main Office. The cost of the first replacement key is \$2.00, with each additional replacement key costing \$5.00.

PUBLIC DISPLAY OF AFFECTION

Students should conduct themselves in a manner that reflects a positive image upon themselves and their school. Affectionate behavior that involves physical contact is inappropriate in a school setting.

SEXUAL HARASSMENT

The St. Marys Area School District Board of Education is committed to providing students, employees and anyone on the premises an environment free from sexual harassment and impropriety.

It shall be a violation of this policy for anyone on the premises to engage in sexual harassment of a student, employee, or anyone on the premises through conduct or communications of a sexual nature as defined below.

Sexual harassment may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; touching with sexual connotation; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc. Any person who alleges sexual harassment by any district employee, student or anyone on the premises should immediately notify a supervisory adult in the school. Prior to interviews, all parties shall be notified of their right to counsel, and, in the case of students, the presence of parents.

The Superintendent/designee will thoroughly investigate the allegations and document the findings.

The right of confidentiality for all parties involved will be respected and consistent with the legal obligations of the district. **A complete copy of this policy may be found in the Principal's office.**

STUDENT PARKING/USE OF MOTOR VEHICLES

Students who have a valid Pennsylvania Driver's License may apply for a parking permit. All students who drive vehicles to school must complete the application and agree to abide by the rules and regulations as established by the Pennsylvania School Code and by the St. Marys Area School District. Failure to abide by the rules will result in losing this privilege.

VANDALISM AND OTHER SERIOUS OFFENSES

Any student found guilty of acts of vandalism at school will be punished under existing rules of suspension and expulsion and/or may be subject to Pennsylvania Civil Criminal Code. It should be noted that students are subject to the same laws and ordinances that exist within our community. Therefore, acts such as igniting fireworks, excessive speeding, reckless driving, and stealing are subject to the review and action of the school administration and/or local judicial authorities under the PA civil criminal code.

GENERAL INFORMATION

ACTIVITIES

The Building Principal should be consulted before any school activities are held on school grounds.

BULLETINS AND ANNOUNCEMENTS

Public announcements to the student body are a part of every school day. Students wishing to have an announcement made must obtain teacher approval and submit the announcement to the Media Department. Announcements may also be published in the teachers' Daily Bulletin. Please keep announcements as brief as possible.

CHILD ABUSE

School officials are mandated reporters of child abuse. Suspicion of such behavior will be reported to the Department of Public Welfare as required by Act 151. 23 PA C.S.A.6352

DANCES FOR THE HIGH SCHOOL

School dances are open to high school students and guests under the age of 21. By the same token no student in a grade less than 9th is permitted to attend high school dances unless that dance is advertised as open to middle school level students.

DRILLS

Evacuation and safety drills are held throughout the school year. Please adhere to the established procedures to maximize student and staff safety.

EMERGENCY SCHOOL CLOSING

Up to the minute information regarding emergency closings and school delays can be obtained by calling 834-8746. Will also be broadcast over the school messenger system,

please ensure you are enrolled. School-to-Work students must follow their employer's policies with respect to closing.

HEALTH SERVICES

Students who become ill in school should report to the nurse after obtaining teacher approval. In all cases except EXTREME emergency, students are not to report to the nurse's office without teacher's WRITTEN permission.

Students are not permitted to stop in the nurse's office between periods. If the nurse is not in, students are to report to the Main Office or the Guidance Office.

All juniors are required to have a physical examination, hearing test, and measurement of height and weight. The school doctor and the school nurse will carry out these procedures. All sports participants must have a physical examination before the sports season begins. More specifics on these physicals will be found in the Athletic Handbook.

Health forms must be completed and on file to receive medications such as aspirin, etc.

PRESCRIBED MEDICATION

The schools recognize the need for medication to be provided to students when prescribed by a licensed physician. To avoid any misinterpretation of this need, the following procedures shall be followed:

1. All medication required by a student shall be given by the parent whenever possible.
2. The parent or the student shall inform either the school nurse or Principal of any medication which must be brought to school or taken in school. The notification may be by phone, but a written notice from the parent must be presented as soon as possible.

School personnel may give prescription medication in school only when instruction for administering and possible side effects information is on file with the school nurse. The parent shall be responsible for supplying the labeled medication. When the nurse is not available, the responsibility for administering the medication shall be delegated by the Principal.

Medication kept in school shall be kept in a safe place under the control of the nurse and/or other responsible personnel.

MILITARY RECRUITER INFORMATION

St. Marys Area High School, in compliance with Act 10 of 1991, will provide to eligible Armed Forces recruiters a listing of all students expected to graduate, including name, home address and telephone number. Any student who wishes to have their name and information excluded from this list must give written notification of that request to the school district. Letters are sent home in the fall of 9th grade and must be returned within 21 days.

STUDENT CONTROL FUND

Clubs and other organizations in the high school may deposit money and pay invoices through the Student Control Fund account. All requests for expenditures must be made by purchase order. The appropriate purchase orders are to be secured from the secretary of the student control fund in the Business Office. Detailed instructions for the processing of funds will be given to each organization sponsor and treasurer by the Principal.

STUDENT INSURANCE

The school district offers a group accident and life insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold after school starts in the fall.

STUDENT OFFICE WORKERS

Selected students may be requested to serve as office workers during periods when they have no regularly scheduled classes. Responsibilities will include delivering bulletins and/or messages throughout the building, delivering passes to students who are requested to come to the main office or to the guidance office, or completing clerical projects as assigned by office personnel.

TEXTBOOKS

It is the responsibility of the high school to furnish students with textbooks or other learning materials that are used in the classroom. It is also acknowledged that reasonable depreciation is expected as a result of daily use. However, students will be charged for excessive or unreasonable damage to textbooks as determined by the teacher. Lost textbooks must be paid for and replaced immediately. Unpaid fines may result in the withholding of report cards and/or diplomas. Students have a responsibility to protect textbooks and extend their useful life through covers and careful handling.

VISITORS

The administration and faculty extend a welcome to all parents of students at St. Marys Area High School. Guests must report to the main office upon entering the school so that visiting arrangements may be made. **ALL GUESTS AND VISITORS TO OUR SCHOOL MUST PROVIDE IDENTIFICATION AND WEAR A VISITOR'S BADGE DURING THEIR VISIT.** All visitors will be screened through an online security system to verify compliance with the state mandates.

Students wishing to bring a guest to school must obtain a visitor request form from the front office. Approval must be received **no later than the day prior to the expected visit** and students must secure a pass from the Principal. We discourage guests whose age is not similar to that of others students attending this school.

GUIDANCE

Counseling and guidance services are available to all students in the Guidance Suite next to the Main Office in the high school.

Counseling is an integral part of our Guidance Program. Students will find the counselors willing to work with them in an understanding manner, helping them with educational and career planning as well as personal or social problems they may encounter during their school years. Counselors are available to students on school days from 7:35 a.m. to 2:39 p.m. and by appointment. Appointments must be made in advance and arranged through the guidance secretary. The Student Assistant Program (SAP) is also available.

CHANGE OF ADDRESS/EMERGENCY CONTACT

Please notify the Guidance Office if there are any changes in your demographic information.

CLASS RANK

Class ranking at SMAHS is computed on the basis of a weighted point average. There are three factors which influence the raw grades. Factor one is the influence of the credit value of a course. Factor two is based on the fact that some courses are more demanding than others. At the present time, there are two categories of courses:

Type A represents the more demanding courses (weighted courses).

Type B represents the regular courses (non-weighted courses).

The third factor is based on the total number of successful credits achieved by the student during his/her tenure at SMAHS. This is to reward those students who maximized their schedule by taking as many courses as possible.

COURSE REGISTRATION

Course selections for the upcoming school year are done during the second semester through the Guidance Office. Parents are encouraged to participate in this process. Students should have a copy of the PROGRAM OF STUDIES to help them make course selections in consultation with parents and counselors. Remember changes in courses after the close of the registration period will only be made for misplacement or administrative error.

FINAL EXAMS

Teachers have the discretion to require or not require a final exam. It is the responsibility of the student to know the exam policy of the teacher.

PROCEDURAL SAFEGUARDS FOR SPECIAL EDUCATION STUDENTS

When a child is thought to be "exceptional", the first step is for the child to receive a multidisciplinary evaluation (MDE). Parents are entitled to be involved throughout this evaluation process. An evaluation may be initiated by school personnel (i.e. teachers, counselors, etc.) or by a parent. Parental permission will be required for any evaluation to occur. Parental requests for evaluations must be in writing and should state the reasons for the request. If the parent orally requests an evaluation, the school district will provide a request form to the parent.

A multidisciplinary team (MDT) will conduct the evaluation. In addition to school personnel, parents are part of the MDT under Pennsylvania law and; therefore, information from the parents is to be included in the team evaluation. As a result of its evaluation, the MDT makes recommendations as to whether or not the student is “exceptional.” The MDT prepares a comprehensive written evaluation report (ER) with its recommendations based on individual evaluators’ reports. In order to recommend that the student should be treated as “exceptional,” the MDT must conclude both that the student has a disability or is gifted and that the student needs a special education program and/or services.

After the MDT makes its recommendations, an individualized education program team determines whether or not the child is exceptional and needs special education. If the team agrees that the child needs special education, the IEP team will develop an individualized education program (IEP). The IEP is the written plan that describes the child’s educational program and related services. Parents are members of the IEP team meeting. The school is responsible for implementing all aspects of the IEP.

Upon completion of the written IEP, a Notice of Recommended Educational Placement (NOREP) will be issued to the parent for the parent’s signature. The parent must indicate on the NOREP whether he/she agrees or disagrees with all or certain parts of the program and placement. If the parent disapproves on the NOREP, then a prehearing conference may be held. Both the parents and the school district have the right to “waive” the prehearing conference, which means they choose not to participate and therefore give up the right to have this conference. If the conference is held, it is held between school personnel and parents, who try to resolve the disagreement informally. (In fact, a prehearing conference can be requested by a parent at any time.)

Together, with these in-school procedures, the law contains other methods for resolving disputes. For more information, please contact the Special Education office at 781-2131.

REPORT CARDS

The school year is divided into four nine-week grading periods. **REPORT CARDS WILL BE ISSUED TO THE STUDENTS** after each grading period. Parents and students are encouraged to monitor their school progress through the online student information system (PowerSchool).

Parents are encouraged to contact the teachers in regard to their childrens’ school progress in order to create a “working partnership” that will help to ensure our students’ success.

REQUIREMENTS FOR GRADUATION

For graduation, the St. Marys Area School District mandates satisfactory completion of 24 credits of study in grades 9, 10, 11, and 12 and also gives authority that “other requirements for graduation may be established at the discretion of the school district...”

In order to provide for the needs of all students and to promote and support academic excellence, the St. Marys Area School District offers a diverse curriculum and requires high standards of excellence to qualify for a high school diploma.

Students may not schedule more than one credit in a given year from any department (except business education and music) without approval from the Guidance Department. To receive credit in any subject, a grade of seventy percent (70%) or better must be earned for the final mark. A required subject that has been failed must be made up by either tutoring under conditions acceptable to the school administration or repeating the failed subject during the next regular school year. The Principal must preapprove credit received in summer school.

Students may not drop a course after the first fifteen class days without penalty of a failed final grade for that particular course. Special consideration may be given in unique circumstances.

STUDENT ASSISTANCE PROGRAM

The primary function of the Student Assistance Program is to identify students that are dealing with issues or experiences that are interfering with their ability to learn. A trained Educational Support Team meets on a regular basis to discuss an appropriate course of action to assist a student in need.

Students experiencing difficulties related to substance abuse, pregnancy, family issues, depression, or other adolescent problems are encouraged to participate in the SAP program. Referrals to the SAP program are held in strict confidence. Please contact the Guidance Office for additional information.

WORK RELEASE

Senior students interested in scheduling for a work release program should contact the Building Principal.

WORKING PAPERS

If a job applicant is under eighteen years of age, he/she must obtain working papers. Working papers are available from the guidance secretary for ages 14 - 18.

RECOGNITION AND AWARDS

HONOR ROLL

High honors require students to have a minimum unweighted grade average of 94% with no grade below an 86%.

Honor roll requires students to have a minimum unweighted grade average of 86% with no grade below an 86%.

NATIONAL HONOR SOCIETY/NATIONAL TECHNICAL HONOR SOCIETY

Membership in the National Honor Society is open to all juniors and seniors designed to honor students that have demonstrated academic excellence and embody the personal qualities emphasized by each national organization. A panel of teachers comprise a selection committee and are responsible for extending petitions for qualifying students to join.

Qualifications for membership are established by each panel based on nationally established criteria and may include minimal requirements in the areas of academics, attendance, discipline, community service, personal interview, writing samples, or other criteria. Questions with regard to eligibility should be directed to Steve Bauer (NHS) or Ed Brem (NTHS).

RULES

ACCIDENTS

Every accident in the school building, on the grounds, at practice sessions, or athletic events sponsored by the school must be reported immediately to the person in charge of the activity and to the school nurse, the Athletic Director (if athletic related) and the Principal. A school district accident form should be completed regarding the accident as soon as possible.

ATHLETIC ELIGIBILITY

In accordance with the Pennsylvania Interscholastic Athletic Association (PIAA) policy, determination of athletic eligibility is based on academic performance and school attendance. Guidelines are as follows:

1. Grades are checked on the 20th day of the grading period and every Thursday afterwards for the duration of the grading period. Students failing more than 1 course will be ineligible to participate for one week period beginning on the next Sunday and extending to the following Saturday. Ineligibility does not apply to participation in practice.
2. If a student is failing more than 1 course at the end of a grading period, final grades for the school year will be used to determine athletic eligibility for the next school year.
3. At the end of the final grading period, final grades for the school year will be used to determine athletic eligibility for the next school year.
4. If a student is absent from school, during a semester, for a total of twenty (20) or more school days, that student will not be eligible to participate in athletic events until he/she has been in attendance for a total of sixty (60) school days following the twentieth (20th) day of absence.

BUS GUIDELINES

Bus transportation is considered an extension of the school day and all school rules apply. Any student wishing to ride a different bus for a day must obtain a bus pass from the high school office. Parental written permission is required for such a temporary change. Such

passes should be requested in the morning and may be picked up after 2:00 p.m. These passes may be limited by available bus capacity.

CAFETERIA

In order to encourage good nutrition, a well-balanced lunch is offered at a reasonable price. A safe and orderly climate in the cafeteria will be maintained if these guidelines are followed:

1. The maximum number of students per table is eight (8).
2. Please walk to and from the cafeteria.
3. Students will conduct themselves in an age appropriate manner.
4. All students are expected to do their part to make certain that their table areas, chairs, and floor areas are clean.

Remember - following these common sense guidelines will ensure a more pleasant lunch period for everyone. The teachers on duty in the cafeteria as well as the administrators have a responsibility to keep an orderly dining environment. Please respect them by adhering to the rules and guidelines established to create a nice lunchroom.

CORPORAL PUNISHMENT

Corporal punishment may not be administered to a child whose parent or guardian has notified school authorities in writing that such disciplinary method is prohibited. Only the Principal or his designee in the presence of a witness may administer corporal punishment.

Reasonable force may be used by teachers and school authorities upon all students:

- a. To quell a disturbance
- b. To obtain possession of weapons or other dangerous objects
- c. For the purpose of self-defense
- d. For the protection of persons or property

This school district complies with Special Education Standard 342.36E.

St. Marys Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent, Dr. G. Brian Toth, at 977 S. St. Marys Road, St. Marys, PA 15857 (814) 834-7831.

ALL CHILDREN ARE WELCOME IN ST. MARYS AREA SCHOOL DISTRICT

ST. MARYS AREA SCHOOL BOARD

President	Dr. Clythera Hornung
Vice-President	Mrs. Stacy McKee
Member	Mrs. Danielle Abrahamson
Member	Ms. Kathy Blake
Member	Mr. Bryan Chiappelli
Member	Mr. James Condon
Member	Mr. Robert Sorg
Member	Mr. Eric Wonderling
Member	Mr. Jerry Zimmerman

DISCIPLINE MATRIX

LEVEL I: punishable by Detention and/or 1-3 Days of ISS or OSS

- Dress Code violation
- Out of Assigned Class
- Lack of Respect for Others
- Class Disruption
- Inappropriate Language
- General Misconduct
- Public Display of Affection
- Misconduct Outside of Classroom
- Student Tardiness

LEVEL II: punishable by Detention and/or 1-3 Days of ISS or OSS

- Unmodified Level I behavior
- Truancy
- Insubordination
- Unsafe Behavior
- Forgery, Lying, Cheating, Academic Dishonesty
- Use/Possession of Tobacco Products
- Defacing, Damaging, Destroying School Property
- Driving / Parking Violations
- Leaving School Without Permission

LEVEL III: punishable by 4-10 Days of ISS or OSS or Expulsion

- Unmodified Level II behavior
- Harassment
- Engaging IN Activities that Offend Contemporary Moral Standards
- Fighting or Aggressive Behavior
- Theft of Student or School Property
- Bullying

LEVEL IV punishable by 4-10 Days of ISS or OSS or Expulsion

- Unmodified Level III Behavior
- Threats to Harm Others
- Possession of Weapon or Look Alike Weapon
- Using , Furnishing, Selling, or Possessing of Drugs and/or Alcohol
- Possession of Look Alike Drug or Drug Paraphernalia
- Extortion
- Bomb Threats