

**Altoona Area High School
2017-2018
PARENT HANDBOOK**



AND

**2017-2018
STUDENT CODE OF CONDUCT**



**Altoona Area School District
Altoona, Pennsylvania**

946-TIPS

**ANONYMOUS
AND
CONFIDENTIAL**

**REPORT
CRIMINAL AND
DRUG ACTIVITY**

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BOARD OF SCHOOL DIRECTORS

Mr. John Donley, President
Mrs. Sharon Bream, Vice President
Mrs. Judy A. Berryman
Mr. Dutch Brennan
Mr. William Ceglar
Mr. Wayne Hippo
Mr. Ron G. Johnston
Mr. John Klingeman
Mr. Richard L. Lockard

CENTRAL ADMINISTRATION

NUMBERS

Dr. Charles Prijatelj, Superintendent of Schools	946-8350
Mr. Brad Hatch, Assistant Superintendent for Secondary	946-8218
Mrs. Patty Burlingame, Assistant Superintendent – Curriculum and Instruction Elementary Education	946-8365
Mrs. Susan Anderson, Assistant Business Manager for Enterprise and Fiscal Funds	946-8207
Mrs. Camilla Houy, Business Manager	946-8206
Ms. Tamara Bressler, Supervisor of Human Resources	946-8325
Mrs. Paula Foreman, Community Relations Director	946-8424

ALTOONA AREA HIGH SCHOOL ADMINISTRATORS

Mr. Andrew Neely, Principal	940-6986
Mr. David Bufalini, Assistant Principal	946-8287
Mr. Shane Cowher, Assistant Principal	946-8238
Mr. Jason McGinnis, Assistant Principal	946-8312
Mr. Philip Riccio, Athletic Director/Assistant Principal	946-8289

SUPPORTIVE SERVICES

Mr. Doug Endler	Director of Buildings and Grounds
Mr. Billy Pfeffer	Director of Safety & Security

NON-DISCRIMINATION POLICY

The Altoona Area School District is an equal opportunity education institution. The Altoona Area School District does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age (forty or above), religion, ancestry, disability, union membership, possession of a diploma based on passing a general education development (GED) test, or any other legally protected classifications. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Students, employees and participants who have an inquiry or complaint of harassment or discrimination, or who needs information about accommodations for person with disabilities, should contact Compliance Officers at Altoona Area School District, 1415 Sixth Avenue, Altoona, PA 16602, as follows:

Mr. Brad Hatch, Assistant to the Superintendent (for secondary student inquiries or complaints) at (814) 946-8218

Office of Director of Human Resources (for employee inquiries or complaints) at (814) 946-8324 or 946-8325

ACT 126

According to Act 126, all personnel coming in contact with students must complete a state mandated training session.

Abuse Reporting System

Ways for Students to Report Physical or Sexual Abuse

- Contact our Student Advocate Officer: Drew Yingling at 946-8277.
- Call the designated phone line at 946-TIPS.
- Email at stopabuse@aasdcat.com
- Text message at 814-329-1331.
- Drop off a concern in the red "tip" boxes located on the cafeteria side of the bridge and by the Guidance Office.

ALTOONA AREA SCHOOL DISTRICT ADMINISTRATIVE MESSAGE

In every school system there are many rules and regulations, policies and procedures which parents should be familiar with. The Altoona Area School District has attempted in this pamphlet to gather appropriate information for parents of School District students.

Please read the information carefully so that you have an understanding of our policies. If you have any questions that are not answered in the pamphlet, please call your child's principal.

We will make every attempt to secure an answer for you or direct you to the appropriate office or personnel.

We wish your child every success in school. Education is a cooperative venture, and the School District is always available to work with the parents for the betterment of the child's education.

Altoona Area School District
Administration

ALTOONA AREA SCHOOL DISTRICT SCHOOL CALENDAR 2017-2018

August 22-25	Teacher In-service
August 28	First Student Day
September 4	Labor Day – No School
October 13	Secondary Conferences – No School for students
October 20	Teacher In-service – No School
November 10	Veteran's Day - No School
November 21,22	Elementary Conferences
November 23, 24, 27	Thanksgiving Holiday - No School
December 22	Teacher In-service – No School
December 25-29	Winter Break - No School
January 1	New Years - No School
January 15	Martin Luther King Holiday – No School
January 22	Teacher In-service – No School
February 15	Teacher In-service – No School
February 16	Winter Break
February 19	Presidents' Day Holiday – No School
March 2	Secondary Conferences – No School for students
March 30, April 2	Spring Break – No School
May 28	Memorial Day Holiday
June 1	Last Student Day
June 4	Last ½ Teacher Day

***SNOW MAKE UP DAYS, IF NEEDED**

**ALTOONA AREA SCHOOL DISTRICT
Secondary In-service Calendar
2017-2018**

2017

August 22, 23, 24, 25

October 20

December 22

January 22

February 15

Snow Make-Up Days

February 15, 2018

April 2, 2018

June 4, 2018

In-service Days or days at the end of the school year may be used as snow make up days at the discretion of the Administration.

Please note:

The Altoona Area School District will not have early dismissals for inclement weather. Parents, however, do have the option to pick up their students at school.

ALTOONA AREA HIGH SCHOOL PHILOSOPHY

The Altoona Area High School community is cognizant of the fact that the primary objective of a comprehensive and contemporary educational program is to prepare thoughtful, active citizens who can function productively in a multi-cultural, rapidly changing, and increasingly interdependent and technological world.

Our school recognizes that each student is a unique mixture of cultural, environmental, psychological, and social forces and should have the opportunity to accomplish everything that is within the scope of his or her capabilities. Our curriculum, through a humanistic and individualized approach, has the flexibility to provide a meaningful educational experience for students with varying degrees of motivation and ability. A variety of activities are provided with each planned course to help achieve the aim of good citizenship in the classroom, home community, nation, and world.

We believe that a climate conducive for learning must constantly prevail for teachers to teach and students to learn. This climate is created by the establishment and impartial enforcement of fair rules and regulations for both staff and students. We believe that in a school as large as ours, the qualities of courtesy, kindness, friendliness, tolerance, and patience take on added importance and that these qualities should be exhibited by our staff as examples of positive human behavior.

The Altoona Area High School is committed to the following: (1) identifying and providing experience in the daily life-skills required for students to enter our adult society; (2) encouraging the utilization of a student's creative talents by providing a meaningful fine arts program with lifelong recreational and vocational impact; (3) promoting individual talent and interest through an active approach to competition with other students who have similar talents and interests; and (4) identifying those students who cannot or will not conform to the school's policies, rules, and regulations in order to provide them with in-school support and/or an alternative program of study more meaningful to their particular lifestyles and less disruptive to other students.

We are committed to a liberal education by which we mean not only schooling that imparts skills of numeracy and literacy and knowledge of historical, scientific and artistic traditions, but also education that communicates social and democratic values, fosters ethical conduct and critical thinking, and develops awareness in students of their own individual natures and motivations. We believe it is the task of our school to make capable, literate citizens of all students by nurturing in them important values, skills, and knowledge.

We are dedicated to preparing our students to meet the social, economic, and technological challenges of the Twenty-first Century. The Altoona Area High School community fully understands that our students' future may be beyond their vision, but by participating within the educational program that the community offers, it is not beyond their control. As progress cannot be realized without change, we in education must be prepared to meet all new challenges.

Andrew Neely, Principal

ALTOONA AREA HIGH SCHOOL ADMINISTRATIVE AREAS OF RESPONSIBILITY

ANDREW NEELY, PRINCIPAL – 946-8305

Implements School Board Policy
Summer School Director
Parent and Student Advisor/Coordinator
Q-SITE Management Coordinator
Academic Voc/Tech Linkage Facilitator
Master Student/Teacher Schedule
Department Responsibilities

DAVID BUFALINI, ASSISTANT PRINCIPAL – 946-8287

10th Grade Discipline & Student Scheduling Monitor/Changes
12th Grade Guidance Responsibilities
12th Grade Senior Activities Coordinator

Departmental Responsibilities
Science
Special Education
Music/Art/Library

JASON MCGINNIS, ASSISTANT PRINCIPAL – 946-8312

12th Grade Discipline & Student Scheduling Monitor/Changes
11th Grade Guidance Responsibilities
11th Grade Junior Activities Coordinator

Departmental Responsibilities
Health/PE
Mathematics & Social Studies
Driver Education
Nurses
Community Service
School-To-Career

SHANE COWHER, ASSISTANT PRINCIPAL – 946-8238

10th Grade Discipline & Student Scheduling Monitor/Changes
10th Grade Guidance Responsibilities
10th Grade Sophomore Activities Coordinator

World Languages
Departmental Responsibilities
English
Family & Consumer Science/Business Education
In-School Suspension/Detention

STUDENT SUPPORTIVE SERVICES

PHILIP RICCIO, ATHLETIC DIRECTOR/ASST. PRINCIPAL/ 946-8289

VINCE NEDIMYER, ASSISTANT PRINCIPAL - 946-8244

William P. Kimmel Alternative School

GUIDANCE COUSELORS – 946-8277

Mr. Drew Yingling, Dept. Chairperson, 946-8278

Grade 10	A-K	Mrs. Julie Fleck	946-8279
	L-Z	Mrs. Rebecca Anderson	946-8282
Grade 12	A-K	Ms. Bridget Rogan	946-8372
	L-Z	Mrs. Tracey Biesecker	946-8281
Grade 11	A-K	Mr. Steven Westrick	946-8280
	L-Z	Mrs. Susan Fox	946-8283

DEPARTMENT CHAIRPERSONS

Mr. Mike Baker, English/World Language

Mrs. Kimberly Morgan-Shope, Social Studies

Mr. Joe Falger, Mathematics

Mrs. Patty Sohmer, Science

Mrs. Nanette Anslinger, Business Education/Family Consumer Science

Mr. Drew Yingling, Guidance

Mr. Larry Detwiler, Music

Mr. Tom Palfey, Health & Physical Education

LIBRARIAN – 946-8323

Mrs. Tanya Lucas

NURSES

Mrs. Paula Dibert, R.N. – 946-8303

Mrs. Victoria Lamont, R.N. – 946-8311

EDUCATIONAL PROGRAM

The Altoona Area High School offers a multitude of courses to the student body. These courses range from one period to three periods per day.

Our educational program contains defined curriculum majors. Students must complete all the courses listed for a particular major in order to have that curriculum major placed on their permanent transcript. We offer four levels of courses from most difficult (level 4) to least difficult (level 1). The class rank is developed by quality points. The final course grade is converted into a number and is added to the points awarded for each level of course.

Our educational program contains curriculum emphasis in Mathematics, Science, Music, Art, Drama, and Technology. Students must complete the number of courses and credits in order to obtain the curriculum emphasis.

Our level one courses are developmental and remedial in nature. They are specifically designed for the low-achiever, mainstreamed Special Education students, and the under-motivated student.

We offer 19 Advanced Placement Courses for the exceptionally gifted students. These Advanced Placement courses provide selected students the opportunity to obtain college credit while completing their high school education.

We offer community service for our seniors. This has proven to be a tremendous observing-learning tool for our students to spend this time on the job.

The high school is offering three alternative forms of education for "students-at-risk." They are our (1) School Age Parent Program, (2) Secondary Alternative Dropout Prevention Program and (3) Secondary Dropout Prevention Work Experience Program.

We offer community learning clusters, which allow for curriculum integration.

We conduct Summer School each year. The program is both enrichment and remedial in nature. The students pay tuition to attend. We offer numerous accelerated courses for students desiring to enter our Early to College Program or to make room for selected electives. We currently serve Central Pennsylvania because of students enrolled in the program that come from school districts outside of Altoona.

We have counselors available during evening hours to help parents evaluate their child's needs and progress.

HEALTH UNIT ON HUMAN REPRODUCTION

It is recommended by the Department of Education that parents be kept informed relevant to any programs dealing with human reproduction. In compliance with the recommendation, you will be notified by letter of the dates of the Human Reproduction Unit for your school. The letter will be sent

home with your child. **If you do not wish your child or children to be involved in the presentation of this unit please inform the building principal in writing and your son/daughter will be excused from this segment of health education.** Your child will then be assigned to the library where he/she will be responsible for completing assigned work.

ENTRY AND WITHDRAWAL OF STUDENTS

Students must report to the High School Main Office to begin the registration process. From there you will be sent to the District Attendance Office. You must have a birth certificate and the Social Security Number of the person registering. Students will then be sent to the High School Attendance Office to receive Reporting Room information and then to the Guidance Office for scheduling.

Students not transferring from another school desiring to enter must meet with the principal to discuss educational goals before being permitted to register.

Students desiring to withdraw from school should report to their guidance counselor to establish the reasons they are leaving the high school. Students should have their parents with them if they desire to withdraw. Students will not be officially withdrawn until all school materials are returned and the student's record is cleared. The student is officially withdrawn by the Attendance Office when the Drop Slip is processed successfully.

ATTENDANCE POLICY

(See Attendance Policy #204 for additional information.)

Pennsylvania State Board of Education (PSBOE); Public School Code 1949, Section 13-1327:

- A. An illegal or unexcused day of absence from school is any day of absence for reasons other than illness, health care, death in the immediate family, approved field trips, approved temporary absences, approved religious holiday, and any emergency approved by the principal. A student will not be permitted to make up work missed as a result of an unexcused absence. (Reference: Board Policy 5008R4 Make-up Policy.)
- B. All absences require a written acceptable excuse by the parents/guardians/physician regardless of student's age or the absence is considered illegal or unexcused. The written excuse must be presented to the school when determined by the Attendance Director or the Principal's designee, but no later than three school days after the return from absence. **If a parent chooses to keep their child home or pick them up early from school due to inclement weather when school is in session, these absences will be considered unexcused.**
- C. Parents/guardians are to be kept informed on a regular basis of their child's attendance record/patterns. This will be done by letter, telephone, report card and/or conference.

- D. On the third and fifth day of absence, a letter of concern is to be sent to the parents/guardians regarding the reason(s) for the absence. Documented **(by an excuse from a physician or hospital)** extended medical absences will be counted as one absence for the purpose of this clause. If a reason does exist, the parents/guardians should return the letter to the school with a written explanation.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, excused or unexcused, the student may be considered for retention in his/her current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- E. On the tenth day of absence, a letter will be sent from the school to parents/guardians requiring a medical excuse for each absence thereafter. Documented extended medical absences of three or more consecutive days will be counted as one absence for the purpose of this clause. **In the case of a chronic or ongoing medical condition, a letter from a physician stating the condition will cause the student to miss an excessive number of days will negate the requirement for a medical excuse.** These absences will require a written excuse from the parents/guardians. A doctor's letter could and may be required at any time, based on the history of the student, or attendance pattern set by the student.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, excused or unexcused, the student may be considered for retention in his/her current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- F. 20 Absences – Hearing Letter – This hearing will include the parent, student, Attendance Office and Class Principal. This meeting is to inform the student and parent of possible failure. On the twentieth day of absence a letter will be sent to the parents/guardians requiring them to attend a meeting conducted by the building Attendance Committee to review the child's academic and attendance records and potential grade retention or withdrawal. **The Attendance Committee will recommend extracurricular activity probation if absences are not legitimate medical excuses.** Documented extended medical absences will be counted as one absence for the purpose of this clause. The Attendance Committee should be comprised of the following: Building Principal or his designee, Attendance Director, Guidance Counselor, an At-Risk representative or any other person(s) whose presence is deemed necessary by Building Principal.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, excused or unexcused, the student may be considered for retention in his/her current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338)

- G. On the thirty-fifth day of total absence, a letter will be sent from the school to the parents/guardians informing them that the student may be considered for retention in his/her current grade the following school year and that the parents/guardians may request an appeal. **Note: For the purpose of calculation of thirty-five days of absence: 420 minutes will equal one day of absence. This includes all tardy minutes and all early dismissals due to illness.**

Appeal Procedure/Process: A student or parent may request, within 10 days of the receipt of the 35 day letter, an appeal of the preceding provision by informing the Building Principal or his designee or the Attendance Director in writing, of their desire to appeal the attendance violation.

- H. Discipline for unexcused/illegal absences is as follows:

- 3 illegal/unexcused – 1 demerit
- 6 illegal/unexcused – 1 demerit
- 9 illegal/unexcused – 1 demerit
- 12 illegal/unexcused – 1 demerit
- Suspension of parking/driving privilege
- 15 illegal/unexcused – 1 demerit

- I. Notices will be served on parents/guardians while the student is in attendance at the Altoona Area School District in grades 1 through 6; and an additional notice will be served in grades 7 through 12, by the District Attendance Office, after the student has accumulated three illegal absences. The notice will state that on the fourth and any subsequent illegal absence or series of illegal absences, not to exceed three days of illegal absences in a series, prosecutions will be served by District Attendance after proper notification from the home school. (Reference: PSBOE Section 13-3333)

Before any proceedings are instituted against any parent, guardian, or person in parental relation for failure to comply with provisions of this act, the school Attendance Director or the school Principal's designee, shall give the offending person three days' written notice of such violation. If compulsory attendance violations continue, the student/parent shall be liable under the provisions of school policy and/or laws of the Commonwealth. Prosecutorial action will be followed through in accordance with the School Laws of Pennsylvania.

1. Students who are of compulsory and non-compulsory attendance age who are at anytime absent from school for ten consecutive school days may, thereafter, be removed from the school's active membership by a written request from the Building Principal, unless one of the following occurs:
 - a. The District has been provided with evidence that the absence may be legally excused.
 - b. Attendance regulations required by Pennsylvania School Code have been or are being pursued.

The building Principal must inform the student's parents or guardians by registered or certified letter that the student is no longer enrolled in the Altoona Area School District. (Authority: Section 11.25, Chapter 11)

- J. Suspension/Withdrawal of Special Education Students
1. Special Education Supervisors will be contacted prior to any suspension occurring. The Principal and Supervisor will discuss:
 - a. Exceptionality
 - b. Information which will help to determine if an IEP adjustment is necessary.
 - c. Length of suspension in accordance with due process procedures.
 - d. Previous suspensions and their impact upon students.
 - e. How parents will be notified and if a Notice of Recommended Educational Placement (NOREP) is warranted.
 - f. The need for a parent/student meeting and necessity of the Special Education Supervisor's presence.
 2. The following shall apply to all special education students who are 17 years of age or older, who are not attending school:
 - a. No special education student should be dropped from rosters without due process being followed.
 - b. The Special Education Department will be contacted if student is not attending school and will proceed by initiating due process action to determine whether a special education student should remain on high school roster.
 - c. Parents have the legal authority, until the age of 21/graduation with respect to the due process rights of the student.
- K. All students will be considered tardy if they arrive after the opening bell. The first ten tardies will be excused if a note from parent/guardian is presented **AND** a phone call from the parent/guardian is received and the excuse is deemed acceptable by the Building Principal or his designee; or a doctor's excuse is presented. Upon the eleventh and subsequent tardies, a doctor's excuse will be required for any student to be excused.

Unexcused tardiness will result in two forms of disciplinary action:

1. Classes missed as a result of unexcused tardies will be graded a zero in accordance with District Grading Policy 9-12.
2. The demerit system will be accumulated and lead to disciplinary action in the following manner (7-12):
 - a. 4 unexcused tardies – parent conference and 1 demerit issued.
 - b. 8 unexcused tardies – 1 additional demerit is issued.
 - c. 12 unexcused tardies – 1 additional demerit is issued.
 - d. 16 unexcused tardies –1 additional demerit is issued.
 - e. 20 unexcused tardies – 1 additional demerit is issued /loss of parking and driving privilege
 - f. 24 unexcused tardies – 1 additional demerit is issued

Note: For the purpose of calculation of thirty-five days of absence: 420 tardy minutes will equal one day of absence.

****ATTENTION PARENTS & STUDENTS:** As part of the BASICS Program, prospective employers in Blair County will be requesting transcripts and attendance records as part of their pre-employment application.

STUDENT EVALUATION SYSTEM

This is a report of the child's achievements in school subjects and an evaluation of his/her skills, habits, traits, and attitudes. Each child is graded according to how well he/she does at the level he/she is working.

Grades 2-12 Assessment and Evaluation Report Card Grade Reporting

1. Report card grades shall be recorded using the following percentages:

93-100	Excellent
86-92	Above Average
77-85	Average
70-76	Below Average
0-69	Failing
2. Lowest percentage grade to be recorded on the report card for marking period one, two, and three is 50%. During marking period four, if a student earns lower than a 50 percent the respective grade will be recorded on the report card.

Teachers should ensure that they have used intervention strategies to assist the student (e.g. helped student personally, called the family, requested assistance from guidance staff, arranged for peer assistance, gave student second chance to retake equivalent test, gave student opportunity to do extra credit work, followed all Specially Designed Instruction contained in a student's IEP, etc.) before assigning the lowest percentage grade to the report card. If the student has an IEP and failed any core subjects, an IEP team meeting must be held as soon as possible after the report card has been sent home for each marking period.

3. Final course and subject area grades are to be calculated as follows:
$$\frac{\text{Sum of Marking Period Grades}}{\# \text{ of Marking Periods}}$$

Process to Determine Marking Period Grades

1. Assessment of student performance must be recorded in the grade book using a point system. At any time during the marking period, the accumulated points can be converted to a percent grade to inform the student, parent, or administrator of the student's academic progress or report card grade.

2. Percents obtained from point conversion will be rounded as follows:
.0 - .4 Do not round up
.5 - .9 Round up
Example: $89.4 = 89$; $89.5 = 90$

Process to Determine Report Card Grades

1. Grades reflect students' achievement of planned course objectives on tests, reports, projects, papers, labs quizzes, homework, cooperative learning activities, class participation, portfolios, benchmark assessments, and other forms of assessments.
2. Teachers must review assessment results with students, giving them the opportunity to learn from their errors. Written work, if not returned to the student, must be retained by the teacher two weeks beyond the marking period.
3. Research indicates that time spent on homework correlates positively with student achievement. Teachers must give adequate relevant homework designed to develop and achieve automaticity in skills and extend knowledge. Assignment and completion of homework must be included as part of the marking period grade.
4. Since frequent quizzes have been found to correlate positively with student achievement, teachers should use an adequate number of such assessments (reasonably spaced throughout the marking period) as part of the marking period grade.

Criteria Specific to Grades 7-12

1. The minimum number of assessment items used to determine a marking period report card grade per subject area is ten (10). The required benchmark assessment may be included as one of the ten assessment items.
2. Students who have an illegal absence, an unexcused absence, and unexcused tardy, or a class cut must receive a zero recorded in the grade book for each day of such absence (does not include suspensions).
3. Students must be informed in writing by the teacher at the beginning of the course as to the assessment process and the type of instruments (quizzes, tests, homework, papers, labs, etc.) used to determine the student's marking period grade. Students must be informed of the point value of each assessment prior to the administration of that assessment instrument.
4. Students are responsible for making up work missed during absences from school. Any time a student is legally absent from school or class, he/she must be given the opportunity to make up all assigned work within a reasonable period of time as determined by the classroom teacher. The student must contact his/her teachers the first day the class meets after the absence to receive the necessary make-up work. Any assignment not completed will be considered a zero for grading purposes.

5. In the case of lengthy absences or extenuating circumstances, the teacher shall issue a marking period grade of "incomplete." All incomplete grades must be resolved within one week of the end of the marking period or one week upon return of the student to school, whichever comes first. In the case of an extension, the teacher shall give the designated assistant principal a written plan detailing how the incomplete grade will be resolved.
 - A. An incomplete grade is a temporary mark and will become a failing grade for the marking period if the student fails to make up his/her work. Teachers must complete the following procedures to fail a student due to incomplete work.
 - 1) A list of assignments and time frame for completion should be submitted to the appropriate assistant principal and the student's parents.
 - 2) If the work is not completed
 - a) Teacher must notify appropriate assistant principal
 - b) Teacher must notify parent

KEYSTONE REQUIREMENTS

The Graduation Policy requires that all students must demonstrate proficiency on the Biology, Algebra I, and Literature Keystone Exam or the project for that subject in order to graduate beginning with the 2015 graduating class.

PARENT CONFERENCE DAYS

There will be two scheduled secondary conferences in the year. Pupils will remain at home while parents meet with their teachers. Dates and times are announced via parent newsletters and media.

SCHOOL VISITORS

All visitors entering the Altoona Area High School must register by showing their photo I.D. and obtain a visitor's pass from the Security Greeter. Failure to comply is in violation of state law.

PARENT CLASSROOM VISITATION

Parents must adhere to the following procedures when visiting classrooms of the Altoona Area School District.

1. Request written permission on the properly designated form from the building Principal of the school in which the particular class is located. A visitation will not be permitted without the properly signed request form. The teacher of the class to be visited will be notified by the building Principal.
 - a. Two parents, but not more than two adults, may visit a class on any one date.
 - b. The length of the visitation will be limited to one (1) hour maximum.
 - c. There may not be more than two (2) visitations per classroom in any given month.
 - d. Requests must be submitted at least one (1) instructional day prior to the desired date of visitation.

2. State the purpose of the visitation to the building Principal when requesting permission. The purpose for the visitation will also be **listed** on the request form signed by the building Principal.
 - a. Requests for documents or data must be made at the time the visitation is requested.
 - b. A form must be signed to release permanent record information.
3. Following the visitation, any comments concerning the purpose of the visitation, the program or methods shall be reviewed with the building Principal (with the teacher present if possible, necessary or desirable.)
4. No information, pictures, publicity or tape recordings concerning students enrolled in the classroom shall be given or permitted. No identifying information other than that pertaining to the parent's child being observed may be taken from the classroom.

It is the responsibility of the parent(s) to conduct themselves in such a manner as not to interrupt the instructional proceedings of the classroom.

PARENTS/LEGAL GUARDIANS' RIGHTS TO CURRICULUM AND ASSESSMENT

As per School Board Policy 105.1, parents/legal guardians have the right to review Altoona Area School District curriculum, expected student learning outcomes or transitional outcomes, instructional materials and assessment techniques. (All of these items are included as components of the Planned Course as required by Chapter Five.) **Parents may review curriculum/course content by contacting the Principal's Office.**

Parents/legal guardians have the right to have their children excused from specific instruction which conflicts with their religious beliefs, upon receipt by the school of a written request from parents/legal guardians.

NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF SCHOOL DISTRICT CONFIDENTIALITY POLICY

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:

- a. The right to inspect and review the student's education records within 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.

- b. 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 identifying the part of the record they want changed, and specifying why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, 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.
- c. 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. Exceptions include: a) disclosure to school officials with legitimate educational interests; b) disclosure of records during an emergency situation; and c) school police records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff members (including health or medical staff and school district police services); 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, therapist, technology support vendors); or a parent or students 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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- d. Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. In addition, two Federal Laws require schools to provide the names, addresses and phone number to military recruiters upon request. In this District, the directory information that is released to the public consists of student names, addresses, phone numbers, major fields of study, grade levels, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, pictures of students, names and pictures of participants in various extracurricular activities, or recipients of awards or other similar information. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district within twenty days after publishing of notice (beginning of school year). Please address these requests to the Principal.

- e. Investigative reports and records of students including images captured on videotaped maintained by the district's Police Services are not considered educational records and can be released to anyone, including outside law enforcement authorities without parent consent.
- f. A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them and the limitations on the release of records is represented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting the SUPERINTENDENT'S OFFICE IN THE ADMINISTRATION ANNEX.
- g. 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**

BUSING

Safety and the proper social attitude in bus transportation, as well as in all phases of the school program, are of prime concern to the administration and the Board of Education. Students need to familiarize themselves with the obligations and courtesies of school district transportation.

A pupil who cannot maintain self-discipline while utilizing transportation facilities will be disciplined in accordance with the discipline policy. The school bus driver is authorized to enforce safety and social standards on his bus and, in accordance with the Pennsylvania School Code, he has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

No student will be permitted to get on or off at any stop other than his or her own established stop.

This is to advise you that all Altoona Area School District school buses will be equipped with a school bus video system aimed at maintaining good management and discipline. Student behavior and the driver's management of that behavior are the two key elements to safe school bus transportation. The Altoona Area School District will be installing and utilizing this system in its school buses to record the behavior of students and the bus driver's method of student management. Should you have any questions regarding this video system, please feel free to contact the A.A.S.D. Transportation Office at 946-8220.

STUDENT PARKING

- A. No student will be permitted to park on school property unless they have registered the vehicle in the A.A.H.S. Main Office and have received a parking permit.
- B. No student is permitted to park in the two level parking area behind the Unit A Building or the 13th Street parking lot.
- C. Unregistered automobiles or illegally parked cars will be ticketed and towed away at the owner's expense. Any student violator to our parking regulations will be denied use of School District parking for the remainder of the school year.
- D. Students parking privileges may be withdrawn by the Principal at any time for any reason.

STUDENT IDENTIFICATION CARDS

- A. All students will be provided with an Identification Card for use while a student at the Altoona Area High School. **Student ID cards must be visible at all times students are on school premises. Students must wear their ID card on the school-provided lanyard.**
- B. Student I.D. cards must be presented to: attend athletic events at student prices; attend school sponsored extracurricular activities; participate in activities where the administration deems identification necessary to provide for the health, safety, and welfare of the school community; and to teachers, administrators, and security personnel as requested.
- C. I.D. cards will also be used for such things as library usage, use of school buses and AMTRAN.
- D. **Students are required to present their student I.D. card** for barcode scanning when purchasing meals and/or ala carte items in the cafeteria.
- E. Lost I.D. cards and/or damaged cards will be replaced for a cost of \$5 for ID, \$5 for cover, and \$5 for lanyard.

LOCKS AND LOCKERS

- A. Each student will be issued an individual locker with a built-in lock by the reporting room teacher. No other lock may be utilized on the lockers. Locks other than the authorized lock will be removed.
- B. Students are not permitted to use any locker other than the one issued by the reporting room teacher.
- C. It is the responsibility of each student to keep his/her locker locked and not divulge the combination to any other student. Articles lost or stolen from the lockers are not the responsibility of the school.
- D. Locks on gym lockers must be removed by the last day of class.
- E. Students are responsible for clearing their lockers of all materials at the end of the school year or upon withdrawals.

EMERGENCY CLOSING OF SCHOOLS

When the district determines that the schools are to be closed for inclement weather or other emergencies, it will be announced beginning at 6:00 a.m. via all radio stations and TV channel 14. In the event that a one hour or two hour delay has been implemented, every effort should be made to have your child at school at the designated time. It should be noted the high school can receive your children anytime after 8:30 a.m. on any delayed starting of our school.

In the event of emergency situation, information and instructions will be disseminated to parents and guardians through several outlets. A message detailing the situation along with appropriate instructions will be provided through the Emergency Notification System, District webpage, www.aasdcot.com, and the Public Access Chanel, Chanel 14. Information regarding emergency situations or concerns which may not necessitate the use of the Emergency Notification System will be provided via the building List Serv. Parents are strongly encouraged to subscribe to the List Serv through the main office.

EARLY DISMISSAL

Every effort should be made to schedule appointments outside of school hours. Students needing early dismissals for medical appointments should report to one of the nurses prior to school. Students needing early dismissals for court, funerals, etc. should report to the Attendance Office. Early dismissals are a privilege and students falsifying information or failing to return to school after an appointment may lose the privilege. **No student will be granted an early dismissal unless he/she has a written note from his/her parent or guardian.** Students cannot be released on the basis of a phone call, so please do not call the nurse or the Attendance Office and ask that this be done. We have no way of knowing if a caller is actually a parent or guardian or if it is someone who might harm the youngster. Reasons for granting early dismissals are governed by State law.

TEMPORARY ABSENCE

Temporary absence forms can be obtained from the High School Attendance Office for educational trips. **These forms must be completed entirely with educational objectives and presented at least two weeks in advance for processing.** Students are responsible for make-up work. Absence during the final exam period will not be approved except for emergency medical situations. Students requesting temporary absences must have a good attendance and academic record for permission to be granted. Temporary absences from school are a privilege and will not be granted more than once a year, unless special circumstances exist. Decision to grant permission rests with the administration of the school.

DOCTOR'S EXCUSES FROM PHYSICAL EDUCATION

Students should take doctor excuses for Physical Education to the nurse's office.

DISTRIBUTION OF STUDENT MEDICATION

In the event a student must take a prescription medication during the school day, the parent must have a medication form completed by the prescribing physician and returned to the school nurse before the nurse is able to administer the medication. This form may be faxed to the appropriate school nurse at:

Altoona Area High School: Fax #: 946-8272

The medication must be in a container with a label stating the prescription number, name of medication, the dosages and the student's name. No medication will be administered from unmarked containers.

Over the Counter Medications

School nurses can administer Tylenol, Tums, Maalox, and Mylanta, Ibuprofen or generic brands of medication with verbal or written parental permission. Medication will be administered according to manufactured recommendations. Other over-the-counter medication may be administered with written parental consent, medication must be provided by the parent/guardian.

REQUIRED IMMUNIZATIONS

The Commonwealth of Pennsylvania required all children in public school to be immunized as follows:

- 4 doses of tetanus
- 4 doses of diphtheria
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 dose of rubella
- 3 doses of hepatitis B
- 2 doses of Varicella or evidence of immunity

7th grade additional immunizations requirements for entry:

- 1 dose of meningococcal vaccine
- 1 dose of tetanus, diphtheria acellular pertussin (Tdap) if 5 years have elapsed since last tetanus vaccine

The only exemption to the school laws for immunizations is:

- Medical reasons
- Religious beliefs

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

Pa school's immunization requirements can be found in 28 PA CODE Ch. 23 (School Immunization)

SCHOOL HEALTH PROGRAM

Certified School Nurses are employed by the district to assist in implementing the school health program which includes:

1. Vision screening for all students in Kindergarten through Grade 12.
2. Hearing screening for students in Kindergarten through Grade 3, Grade 7 and Grade 11.
3. Annual height, weight and BMI (Body Mass Index) for all students in Kindergarten through Grade 12.
4. Medical examination by the school physician if private exam not submitted by parent, as mandated by public school code for students in kindergarten, Grade 6 and Grade 11.
5. Immunization program as listed above.
6. First Aid for illnesses and injuries occurring throughout the school day.
7. Dental examination by the school dentist if private exam not submitted by parent, as mandated by public school code for students in Kindergarten, Grade 3, and Grade 7.
8. Scoliosis screening for all students in Grade 6 and Grade 7.
9. Promotion of good health habits through health education programs.

For all health concerns or updates please contact the nurse at your child's school

Nurse's Office A Building 946-8311

Nurse's Office B Building 946-8303

PUPIL PERSONNEL

The Altoona Area High School has available three school psychologists, two speech therapists, two hearing specialists, and one Learning Disability Specialist. These services can be initiated by contacting the student's Guidance Counselor.

PSYCHOLOGICAL SERVICES

School psychologists provide service to all secondary buildings. School psychologists are chairpersons of the Multidisciplinary Evaluation Teams and develop the Comprehensive Evaluation Report for students referred to determine eligibility for special education services. Psychologists may be called in as consultants regarding any student and it is their role to ensure that every child has the opportunity to remain in regular education prior to referral for special education. For more information regarding special education programs and evaluation process please refer to [page 22](#).

HOMEBOUND INSTRUCTION

A student **need not** be absent for any specified period of time prior to parents applying for homebound instruction. Parents may apply the first day of absence but the family physician must diagnose the illness to be of six weeks duration or longer before Homebound instruction may be approved. Homebound Instruction procedures can be initiated by contacting your child's Principal.

SERVICES TO HANDICAPPED STUDENTS

Parents are hereby notified that the Altoona Area School District shall provide to protected handicapped students those related aids, services or accommodations which are needed to assure equal opportunity for all students to participate in the school program and extracurricular activities to the maximum extent appropriate to his/her abilities. A protected handicapped student is one who: 1) is of school age (age 6 prior to September 30th of the school year to age 21 or graduated from high school); 2) has a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program; and 3) is not exceptional as defined by Special Education Regulations and Standards or who is exceptional, and is raising a claim of discrimination under Section 15.10 of Chapter 15 of the State School Board Regulations.

SPECIAL EDUCATION PROGRAMS/EVALUATION PROCESS

Special education programs and services are available free of cost to any child ages three through twenty-one, within the Altoona Area School District who has one or more of the following disabilities:

- Autism
- Blindness
- Deafness
- Developmental Delays for children ages three through five
- Hearing Impairment
- Mental Retardation
- Multi-handicapped
- Neurological Impairment
- Other Health Impairment
- Pervasive Developmental Disorder
- Physical Disabilities
- Serious Emotional Disturbance
- Specific Learning Disability
- Speech Impairment
- Visual Impairment

Mentally Gifted is also an exceptionality that may require specialized instruction. The Altoona Area School District also provides Free and Appropriate Public Education to Gifted Support students.

Many students are referred for special education by the child's classroom teacher. **Parents are encouraged to work with his/her child's classroom teacher if an evaluation to determine eligibility for special education appears necessary.** However, a parent always maintains the right to request an evaluation.

The student must be determined by an Individualized Educational Program Team, based upon the recommendations of a Multidisciplinary Evaluation, to require special education.

If you feel your child requires specially designed instruction (special education), the following procedures should be applied:

- (1) You may contact the Special Education Department at 946-8252 or your child's building principal with questions regarding the assessment process (or)

- (2) Send a letter requesting an evaluation to:
 - (a) The principal of your child's school (or)
 - (b) Special Education Office
c/o Sherri Campbell
Special Education Coordinator
1415 Sixth Avenue
Altoona, PA 16602

*Note: If you would like a prepared form letter sent to you that requests an evaluation, please contact Ms. Campbell at 946-8252.

A comprehensive Evaluation Report will be developed as part of the legal requirements of the assessment process. Parents and/or guardians are included throughout the assessment and placement process.

A document entitled Notice of Parents' Rights may be obtained by contacting the Special Education Department at 946-8252.

LIBRARY SERVICES

Library units are tailor-made to specific subject classes in cooperation with the teachers of those classes. The library is open to students for approximately one-half hour before school. Classes and small student groups are encouraged to use the facility. Library skills units are available to all students on an individual basis; through units designed specifically for certain English classes; through brief orientation programs that introduce library units for any class on a research project; through sophomore orientation.

Library Information:

1. Library Hours: 7:30 AM until 3:00 PM
2. Borrowed Materials: Fiction and biographical books may be borrowed for two weeks with the privilege of renewal; non-fiction books for one week; pamphlets, reference materials, reserved books, and cassettes, overnight only. Audio-visual materials may be signed out on a daily basis and should be returned at the end of the day.

LUNCH PROGRAM

All students report daily to the Cafeteria at an assigned time to eat lunch. Nutritious platter lunches are available for \$2.00 as well as a la carte items and beverages. Students may also choose to bring lunch from home to eat in the cafeteria. Healthy breakfast choices are also made available to students from 7:00 a.m. – 7:30 a.m. Breakfast platters are available for \$.90 as well as a la carte items and beverages.

All student food purchases in the cafeteria are recorded to the individual student's account. **Students are required to enter their student I.D. number** to access their accounts when purchasing meals and/or a la carte items in the cafeteria.

Forms to determine eligibility for a free or reduced lunch are mailed to parents each year prior to the beginning of school. Completed applications are to be mailed back to the **AASD Cafeteria Office**. Completed forms are collected and eligibility is determined following state requirements. If you do not receive a form, call the Principal's office at any school.

ACCIDENT INSURANCE

The political Sub-Division Tort Claims Act of 1980 provides immunity for School Districts against liability for student accidents. Therefore, medical coverage for student accidents must be provided by the parent's insurance or through the purchase of a voluntary student accident policy offered through the District.

Student accident insurance can be purchased from the following independent insurance company. The information concerning the premiums and plans will be sent home with the students. The 2014-2015 plan is as follows:

Coverage:	\$100,000 Maximum for all benefits combined
	School Time Rate \$28.00
	24 Hour Rate 124.00
	Optional Dental, with medical 7.50
	Optional Dental, without medical 14.00
Company:	United States Fire Insurance Company A-G Administrators, Valley Forge, PA
Note:	Benefits are paid for the first one hundred (\$100.00) dollars without regard to other insurance. Thereafter, benefits are paid that are not recoverable from other insurance.

In the event a parent purchases student accident insurance, his/her contract will be with the insurance company, **not** with the Altoona Area School District.

FIRE DRILLS

The Altoona Area High School has installed both heat sensors and smoke sensors. Any time the alarm is sounded the entire complex is evacuated. We are also required by law to conduct one fire drill each month and record the time needed to evacuate the building.

FIELD TRIPS

The area surrounding Altoona affords excellent possibilities for educational field trips. When such trips are planned, notices are sent home with the student to inform the parent or guardian of the specifics of the trip. All educational field trips are adequately supervised by the classroom teacher.

DISSECTING OF ANIMALS

Act 88 of 1992 granted pupils the right to refuse to dissect, vivisect, or otherwise harm or destroy animals as part of the course of instruction. The amendment to the School Code reads as follows:

- (a) Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.
- (b) Schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the right of their children to refuse to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise, which involves the use of animals.
- (c) A pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative education project for the purpose of providing the pupil an avenue for obtaining the factual knowledge, information or experience required by the course of study. If test require harmful or destructive use of animals, pupils shall be offered alternative tests. A pupil shall not be discriminated against based upon his or her decision to exercise the right afforded that pupil by this section and lowering a grade because a pupil has chosen an alternative education project or test is strictly prohibited.
- (d) As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
 - (1) "Alternative education project" shall include, but is not limited to, the use of video tapes, models, films, books and computers that would provide an alternate avenue for obtaining the knowledge, information or experience required by the course of study in question. The term also includes "alternative test." A pupil has the right to refuse any alternative education project or test which may involve or necessitate any harmful use of an animal or animal parts.
 - (2) "Animal" shall mean any living organism of the kingdom animalia in the phylum chordate, organisms which have a notochord. The term also includes an animal's cadaver or severed parts of any animal's cadaver.
 - (3) "Pupil" shall mean a person twenty-one (21) years of age or under who is matriculated in a course of instruction in an educational institution from kindergarten through grade twelve. For the purpose of asserting the pupil's rights and receiving any notice or response pursuant to this section, the term also includes the parents or guardian of the matriculated minor.

Following is a copy of the form used by the Altoona Area School District.

ALTOONA AREA SCHOOL DISTRICT SCIENCE DEPARTMENT

On July 9, 1992, Governor Casey signed Act 88 of 1992 into law. Among other things, Act 88 included a provision amending the School Code granting pupils the right to refuse to dissect, vivisect incubate, capture or otherwise harm or destroy animals, or any parts of animals as part of their course of instruction in school.

The law requires the District to notify incoming pupils and parents of the right to decline to participate in such activities.

A copy of the new law is attached for your review.

Should you not wish to have your child or children participate in the dissection, incubation, capture of animals as part of their course of instruction, please indicate by signing, dating, and returning this form to the building principal by _____.

Signature of Parent or Guardian

Date

Please print the name of the student or students who do not wish to participate in such activities.

- 1) _____ 4) _____
2) _____ 5) _____
3) _____ 6) _____

Note: Should you have any questions, please do not hesitate to contact the Building Principal at _____.

STUDENT ACTIVITIES

Student organizations at A.A.H.S. conduct fund raising campaigns during the year to generate revenue to accomplish their goals. Other activities include:

- Basketball Shoot-out Contest
- Bloodmobile for Red Cross
- Candy Sale
- Career Education Day
- Drama Productions
- Faculty Tea
- Foreign Language Day
- Homecoming
- Junior/Senior Prom
- Musical Concerts: Band, Choral, Stage Band, Orchestra and School Dances
- Senior Citizens' Proms
- Tom Montler Tag Day
- Voter Registration Booth at High School

STUDENT ACTIVITIES/GUESTS

Students desiring to bring a guest who is not an AAHS student to any school sponsored dance, prom, or afterglow must receive prior permission from the Principal for that student to attend such functions. Persons who have withdrawn from school for any reason other than transfer or graduation will not be considered appropriate guests for these school sponsored functions. Students who attend High Schools other than AAHS must have a recommendation from their school Principal to attend AAHS school functions. **Guests to ANY AAHS function must be at least 15 years of age and in the 10th grade at their respective school. Guests having already graduated may not be over 20 years of age. Guests already graduated from high school will only be considered for the combined Junior/Senior prom.**

The Altoona Area High School administration reserves the right to deny admission to any person not associated directly with the Altoona Area High School without any reason or cause. Attendance at such functions is at the discretion of the building administration.

CO-CURRICULAR AND EXTRA-CURRICULAR STUDENT ORGANIZATIONS

The Altoona Area High School offers clubs and organizations to meet the needs and special interests of every student. Membership in the following organizations is open to any AAHS student.

Advanced Dance Class Club	Homecoming Committee
Ambassadors Club	The Circle of Friends
Astronomy Club	Girls League
Chess Club	Jr. Academy of Science Club
Class of 2015	Key Club
Class of 2016	Lioneers
Class of 2017	Mock Trial Team
Computer Club	National Honor Society
Disc Golf	National Art Honor Society
Diversity Group	Peer Mediation Program
Earthkeepers Club	Performing Arts Club
ETC Literary Magazine	Principal's Students Advisory Committee
Foreign Language Club	Speech League
Future Business Leaders of America Club	Student Council
Future Homemakers of America Club	Students against Destructive Decisions
General Interest Club	Youth Education Assn. Club
	Youth and Government Club

VARSIITY SPORTS

The great athletic tradition of the Altoona Area High School spans many decades. Our athletic teams have achieved state and national acclaim for their level of excellence and quality of performance. Our athletic teams compete yearly for the coveted state titles offered by the Commonwealth of Pennsylvania.

Hundreds of our athletes have received athletic scholarships to higher institutions of learning as a result of our excellent athletic program and academic program. Many of our athletes have been the recipients of state awards, NCAA awards, All-American status, and All Pro status in the National Football League and National Basketball League.

The total athletic community supports the Altoona Area High School Big A Booster Club. The Big A supports, encourages, and strives to keep the great athletic tradition of our school the best in the Commonwealth.

Our greatest asset is a superb academic program to support a strong athletic program. Our philosophy is directed toward the student athlete's academic achievement. Academics and athletics are synonymous at the Altoona Area High School.

Boys Sports

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Soccer
- Swimming
- Tennis
- Track
- Volleyball
- Winter Track
- Wrestling

Girls Sports

- Basketball
- Cheerleading
- Cross Country
- Gymnastics
- Soccer
- Softball
- Swimming
- Tennis
- Track
- Volleyball
- Winter Track

ELIGIBILITY OF ATHLETES

- A. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards, he shall be ineligible from the immediately following Saturday through the then next following Friday.
- B. Athletes (grade 7-12) must be passing five of seven courses; four must be full-credit subjects or the equivalent.

- C. A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he/she has been in attendance for a total of sixty (60) school days following his/her twentieth consecutive absence of five or more school days, due to confining injury, death in the immediate family as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, (or) quarantine, or to attend a religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness, such absence may be waived from the application of this rule by the District Committee. Attendance at summer school does not count toward the sixty days required.

Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

- D. Disciplinary action of any student athlete participating in the AASD athletic program will be governed by the AASD Student Code of Conduct for Secondary Education (Board Meeting – July 1992)
1. Pupils who are enrolled for the first time must comply with the requirements of the scholarship rules. The standing required for the preceding semester shall be obtained from the records of the last school year, which the pupil has attended.
- E. Any student who is absent from school because of illness on the day of a scheduled athletic contest will **NOT** be permitted to participate in that athletic contest.
- F. Students in the 7th and 8th grade who have not attained the age of sixteen years may not compete or practice with students in the 10th, 11th, or 12th grades. Students in the 7th or 8th grade who have attained the age of sixteen years and students in the 9th grade may, with written approval of the high school principal and the junior high school principal, compete with students in grades 10, 11, and 12. The option to compete at the senior high school level of competition (grades 10-12) or at the junior high/middle school level of competition (grades 7-12) is exercised when the ninth grade student participates in an inter-school scrimmage or in a contest. If the ninth grader first participates in a junior high/middle school scrimmage or contest, he is committed to that level of competition in the sport involved for the entire school year. If the ninth grader does not participate in an inter-school scrimmage or contest, the option to compete at the junior high school level of competition or senior high school level of competition must be exercised.
- G. All Altoona Area School District athletes will attend a yearly anabolic steroid workshop in compliance with Act 93 effective February 19, 1990. **Athletes are subject to random drug testing throughout the school year.** Penalties for any athlete found in violation are: (1) first violation suspension from athletics for remainder of year (2) suspension from athletics for the remainder of the year and for the following season (3) third violation permanent suspension from school athletics.

PUBLICATIONS

Horseshoe - Yearbook
Compass - Handbook

Etc. - Literary Magazine
Mt. Echo - School Newspaper

COUNSELING

The Altoona Area High School has six full-time School Counselors, with two assigned to each grade level. Grade level counselors split the alphabet of their students A-K and L-Z. The counselors begin with their assigned students at the beginning of grade 10 and continue with them through the class's graduation.

Counselors are available for consultation from 7:30 a.m. – to 3:00 p.m. each school day. Please contact the counseling secretary at 946-8277 to make an appointment with your child's counselor or to speak with them directly. Counselors are also available the second Tuesday of each month during evening hours from 6:00 p.m. to 8:00 p.m. Specific dates will be posted at the beginning of the school year

ALTOONA AREA HIGH SCHOOL COUNSELING DEPARTMENT 2017-2018 Optional Testing Service Schedule

September 9, 2017	ACT
October 7, 2017	SAT I & Subject Tests
October 11, 2017	PSAT/NMSQT
October 28, 2017	ACT
November 4, 2017	SAT I & Subject Tests
December 2, 2017	SAT I & Subject Tests
December 9, 2017	ACT
February 10, 2018	ACT
March 10, 2018	SAT 1
April 14, 2018	ACT
May 5, 2018	SAT I & Subject Test
May 7 – 18, 2018	Advanced Placement Exams
June 2, 2018	SAT I & Subject Test
June 9, 2018	ACT

TESTING INFORMATION

ACT	American College Test required for admission by some colleges. Many colleges use either ACT or SAT. Check college catalogue for which is needed.
PSAT/ NMSQT	Preliminary Scholastic Aptitude Test (practice for SAT) and National Merit Scholarship Qualifying Test (a requirement for granting some scholarships) are combined and given ONCE ONLY TO JUNIORS. This test will be given to Juniors on Wednesday, Oct. 11th, 2017 @AAHS.
SAT I & Subject Tests	Scholastic Aptitude Test I is published by the Educational Testing Service and used by Tests many colleges for admission. Check with your counselor regarding the requirements of chosen college(s). The SAT I may be taken more than once. The SAT II is a College Entrance Examination Board Test published for many subject areas. This should be taken only if the college requires it. The SAT II is frequently used for placement and should be taken during the senior year.
Advanced Placement	Advanced Placement Tests provide an opportunity for students to earn college credits by examination in many subject areas.

TITLE IX-NOTICE OF NONDISCRIMINATION/HARASSMENT

The Altoona Area School District strives to provide a safe, positive learning environment for students and employees. The District does not discriminate on the basis of sex in the educational programs or activities that it operates and the District works to ensure its operations are in compliance with Title IX.

Title IX of the Education Amendments of 1972 is a federal law prohibiting discrimination on the basis of sex in all education programs and activities operated by recipients of federal funds. It states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

Title IX's protection applies at all elementary and secondary schools, colleges and universities—public or private—that receive federal financial assistance, and at certain other educational institutions. The protection extends to all aspects of these institutions' education programs and activities. Title IX prohibits all forms of sex discrimination, including gender-based harassment, sexual harassment, and sexual violence.

The Altoona Area School District will strive to maintain a learning and working environment that is free from discrimination and harassment. Failure to promptly and equitably investigate alleged sexual harassment or sex discrimination is a violation of Title IX (34 C.F.R. Part 106). The District will act positively to promptly investigate alleged sexual discrimination or sexual harassment claims and to take appropriate corrective action when an allegation is determined to be valid. No retaliation may be taken against any person for making a report of discrimination or filing a complaint in good faith.

Complaints of sexual discrimination or harassment are to be directed to:
Patricia L. Burlingame
Title IX Coordinator
Altoona Area High School
1415 Sixth Avenue
Altoona, PA 16602
(814) 946-8305

Title IX Complaints involving the Title IX Coordinator shall be referred to:
Dr. Charles A. Prijatelj
Superintendent
1415 Sixth Avenue
Altoona, PA 16602
(814) 946-8350

STUDENT UNLAWFUL HARASSMENT POLICY

I. Unlawful Harassment Policy

It is the policy of the Altoona Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the District who engages in conduct, which constitutes unlawful harassment, shall be subjected to disciplinary action up to and including expulsion. Any student in the District who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his or her attendance at school, shall have the right to file a complaint under Section IV, as described below, as well as the right to have the complaint promptly, thoroughly, and confidentially investigated.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board Designates the Assistant Superintendent or designee as the district's Compliance Officer.

Assistant Superintendent
1415 6th Avenue
Altoona, PA 16602
(814) 946-8423

The Compliance Officer shall publish and disseminate this policy and the compliant procedure at least annually to students, parents/guardians, employees, independent contractors, vendors and the public. The publication shall include the position, office address and telephone number of the Compliance Officer

II. Definition of Unlawful Harassment

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 P.S. Sections 951-963; the Code of Conduct for Educators, 22 PA Code Section 235.10; and 22 PA Code Section 12.4. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment for the purposes of this policy:

1. The term unlawful harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, or disability.
2. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:
 - a. Submission to such conduct is explicitly or implicitly required of the recipient; or
 - b. Submission to or rejection of such conduct is used as the basis of school or work-related decisions affecting the recipient; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.
3. Specific examples of sexual harassment include, but are not limited to:
 - a. Sexual flirtations, advances, touching, or propositions;
 - b. Verbal abuse of a sexual nature;
 - c. Graphic or suggestive comments about an individual's dress or body;
 - d. Sexually degrading words to describe an individual; and/or
 - e. Jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

III. Consequences of Violation

Any student in the Altoona Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. Severity of the misconducts;
2. Pervasiveness or persistence of the misconduct;
3. Effect on the victim or victims;
4. Intent of the perpetrator

IV. Complaint Procedure

- A. The building principal shall be the person to receive sexual and other forms of unlawful harassment complaints from staff and students in that building and shall be referred to as the "designated" individual. Students shall also be informed that they may lodge sexual and other forms of unlawful harassment complaints with other appropriate individuals in the building or district, including teachers, counselors,

nurses, or administrators. Each school year, students shall be notified of the identity of the "designated" individual as well as the other individuals with whom they can lodge a complaint, and shall be informed that these individuals are available to receive sexual and other forms of unlawful harassment complaints, answer questions concerning sexual and other forms of unlawful harassment, and assist the principal in resolving problems within the building. Unlawful harassment complaint forms shall be made available in each school office for individuals who prefer to file such complaints in writing; however, the District understands that some individuals may prefer to file a verbal complaint.

- B. Complaints involving student-to-student unlawful harassment, which are lodged at the classroom, or building level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant's parents, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the District Security Office for investigation as described below under Section V.
- C. Sexual and other forms of unlawful harassment complaints filed by students against District employees shall be investigated promptly, thoroughly, and confidentially under Board Policy #3003R7, "Unlawful Harassment."
- D. Complaints that are referred to the Security Office shall be investigated immediately under the general supervision of the Altoona Area School District Solicitor. The investigation shall include, but not be limited to, the following:
 - 1. Interview of complainant
 - 2. Interview of accused
 - 3. Interview of any other persons with personal knowledge of the allegations of the complainant
- E. Sexual and other forms of unlawful harassment complaints filed by students against non-district employees (vendors, contractors, volunteers, etc.) shall be referred to District Security Office for legal disposition.

Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of the persons involved in the complaint will be kept as confidential as possible, consistent with the District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly, and confidentially investigated.

V. Disposition of Complaint

- A. In all cases investigated by the District Security Office, a report of the investigation shall be made in writing to the superintendent, appropriate Assistant Superintendent, and the building principal.
- B. If the Security Office finds evidence that unlawful harassment may have occurred, the Superintendent, appropriate Assistant Superintendent, building principal shall be so notified. The Superintendent, appropriate Assistant Superintendent and/or building principal shall determine what, if any, unlawful harassment has occurred, the suitable remediation and/or discipline. Any disciplinary action shall be subject to limitations of the Student Code of Conduct, School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement. All records of such findings will be subject to the provisions of District policies pertaining to maintenance and dissemination of student information.
- C. If the Security Office does not find evidence that unlawful harassment has occurred, the Superintendent, appropriate Assistant Superintendent, and building principal shall be so notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused student's record or released to any person other than the Superintendent, the appropriate Assistant Superintendent, or the building principal, without consent of the accused, or unless required by law.
- D. If the investigation is inconclusive, the Security Office shall so state in its report. The Superintendent, appropriate Assistant Superintendent and/or building principal may, at their discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstance shall the accused or the complainant be disciplined based upon an inconclusive investigation.
- E. If it is concluded that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, the Superintendent, appropriate Assistant Superintendent and/or building principal may impose suitable discipline on the complainant, subject to limitations of the Student Code of Conduct and other applicable laws. In addition, if the Security Office finds evidence that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent, appropriate Assistant Superintendent and/or building principal may impose disciplinary action on the accused with the same limitations described above.

Reviewed and approved by Attorney David Andrews (solicitor) on April 10, 1995.

NCLB COMPLAINT RESOLUTION PROCEDURES

Complaints alleging violations of law in the district's administration of NCLB education programs shall be processed in accordance with the following procedure.

The complaint must be filed with the district as a written, signed statement that identifies:

1. Alleged NCLB violation.
2. Facts supporting the alleged violation.
3. Supporting documentation, such as information on discussions, correspondence or meetings with the district regarding the complaint.

Complaints shall be referred to the Federal Programs Director, who will notify the Superintendent or designee. The Federal Programs Director will conduct an independent investigation, which could include but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for each side to question parties of other side and witnesses.

When the investigation is completed, the Federal Programs Director will prepare a report with a recommendation for resolving the complaint. The report will include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The Federal Programs Director will submit the report to the Superintendent or designee, who will determine whether further investigation is required and/or the district's final response.

All parties involved in the complaint will be notified of the resolution of the complaint by the Superintendent or designee.

The Federal Programs Director will ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint will not exceed sixty (60) calendar days, unless circumstances require additional time.

Either party may appeal the final resolution to the Pennsylvania Department of Education.

Division of Federal Program
PA Department of Education
333 Market Street
Harrisburg, PA 17126-0333

LOST/FOUND

Lost/Found is located in the Main Office. Students are advised not to wear expensive items that can be lost or to bring large sums of monies to school. The school cannot be responsible for loss of personal items. If a student needs to bring large amounts of money or an expensive item, it should be deposited in the Main Office where it will be kept in the vault until the end of the school day.

ENGLISH AS A SECOND LANGUAGE PROGRAM

The AASD seeks to provide quality education to all students. In accordance with this precept, the Altoona Area School District provides an appropriate planned instructional program for identified students whose primary language is not English.

The purpose of the English as a Second Language (ESL) Program is to increase the English language proficiency of eligible students so that they can attain Pennsylvania's academic standards and achieve academic success.

In compliance with Title 22 Sec. 4.26, the Altoona Area School District provides an instructional program for each student identified as an English Language Learner (ELL). The English as a Second Language Program meets the three pronged test of program compliance (Castaneda v. Pickard, 1981). (1) The ESL program is based on sound research-based education theory. (2) The ESL Program provides sufficient resources and is staffed by appropriate prepared personnel. (3) The ESL Program includes periodic program evaluation.

Procedures for identification of students whose native language is not English have been established by the Altoona Area School District. The Home Language Survey is completed for every student and is filed in the student's permanent record folder through graduation. Results of the Home Language Survey determine the need for initial assessment of the student's English proficiency level.

The building principal implements and supervises the ESL Program within his/her building to insure that legal requirements for the program are in compliance with laws and regulations.

Basic Guidelines for the Altoona Area School District's ESL Program include the following:

ELL student will be enrolled upon receipt of a local address and proof of immunizations.

1. Individual needs of students as determined by the assessment in reading, writing, listening, and speaking will be addressed.
2. Appropriately certified teachers provide instruction to the ELL.
3. Instructional resources will be comparable to the resources provided other Language Arts subjects. Appropriate accommodations will be provided for other content areas.
4. The ESL Program will be monitored and evaluated by its effectiveness to meet the student's academic needs.

5. The ELL shall be required to meet established academic standards and graduation requirements with accommodations as adopted by the Board.
6. ELL student shall have access and be encouraged to participate in all academic and extracurricular activities provided by the district.
7. Communication with parents shall include information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible.

DIRECTORY INFORMATION NOTICE

The school occasionally receives requests from organizations, businesses, schools, and military recruiters for directory information on students so they may contact them about special offers or programs. Directory information may include the student's name, address, and phone number. Although the requests we receive are carefully screened, some parents do not want their child contacted.

Pursuant to federal No Child Left Behind legislation (20 U.S.C. 7908), the Altoona Area School District must disclose to military recruiters and institutions of higher education (i.e., colleges and universities), 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 education must sign this form and return it to the building principal by the end of September. The form can be obtained in the office of the building principal, Mr. Andrew Neely.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Altoona Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. No Child Left Behind federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive additional information about any teachers or para-professional aides who work with your child, please contact your building principal.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

HOMELESS EDUCATION PROGRAMS

Each year, more than 800,000 school-age children in the United States experience homelessness. The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Altoona Area School District is required to provide activities for and services to, homeless children enabling them to enroll in, attend, and succeed in school.

The law requires all school districts to inform parents or guardians of their rights under this provision of NCLB. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other schools selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about this provision of NCLB, please contact, Assistant Superintendent – Elementary, at 946-8218.

STUDENT HEALTH EXAMS, PRIVACY, AND SURVEYS

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years old or emancipated minors (i.e., "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 (i.e., "protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDoe)
 1. Political affiliations or beliefs of the student or student's parents;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of other with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parents;
 8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of**
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening as a required 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 and use
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Altoona Area School District has (will) develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **The Altoona Area School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.** The School district will also directly notify parents and eligible students, such as through U.S. mail or email, 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 for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the USDoe.
- Any non-emergency, invasive physical exam or screening described above.

Parents and/or eligible students who believe their rights have been violated may file a complaint with the:

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

If you have any questions regarding this information, please contact your building principal.

NOTIFICATION OF INTENT TO DESTROY IRRELEVANT EDUCATIONAL RECORDS

The Altoona Area School District maintains educational records for students enrolled in the District. The records are reviewed at transition times: when the student moves from elementary to junior high school, when the student moves from junior high school to high school, at high school graduation, and five years after the student graduates from high school. Information that is no longer relevant or required by Law to maintain will be purged from the student's file. Only transcript information is retained after graduation.

The educational records of your child will be held for 45 days following the transition times identified above. During that time, you have the right to inspect, review or copy any of the information.

In order for the parent or eligible student to inspect, review or copy the education records, a written request must be made to the Superintendent's Office, Administrative Wing of the AAHS, 1415 6th Avenue, Altoona, PA 16602.

Special Education records are kept for 6 years after the student graduates from high school. If you would like a copy of your child's record during that time, please feel free to request one from the Special Education Office.

NATIONAL HONOR SOCIETY

National Honor Society is often misunderstood to be simply a "good grades club." While grades are important, high marks alone do not qualify a student for membership. Honor Society members must be well rounded. Each candidate is evaluated on four qualities: Scholarship, Service, Leadership, and Character. These four qualities are explained in detail below:

Scholarship

In order to be considered as a candidate for NHS, a student must meet these minimum guidelines:

1. Have at least a 92.0% un-weighted GPA
2. Have a weighted Class Rank of 80 or better

Service

Service is generally considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate had made to school, classmates, and community as well as the student's attitude toward service is reviewed.

Candidates must have a strong record of service over the 10th, 11th, and 12th grade years. Extracurricular activities sponsored by the school are most important. Activities sponsored elsewhere in the community (hospital, church, etc.) will be considered. Activities for which a student receives school credit

and occurs completely within the school day do not carry great weight. It is the responsibility of the student to detail their involvement in any activity clearly on the evaluation forms that they submit for consideration for membership. The committee will give consideration to students in a limited number of activities that require considerable time commitment only if they time commitment is documented. All involvement in activities must be documented and verified on the appropriate forms by the sponsor to be given consideration toward membership. Active participation in the activities is required.

Leadership

Candidates must exhibit an ability to lead, both during and outside of the school day. Examples of leadership include organization of classroom projects or events, holding an office in a club, or teaching a skill in an organized setting. The leadership criterion is considered highly important for membership selection. The candidate should be thoroughly dependable in any responsibility accepted, maintains a loyal school attitude, inspires positive behavior in others, and contributes ideas that improve the civic life of the school.

Character

The selection committee seeks input concerning each candidate's character from all of the administrators and faculty of the High School. Candidates should also maintain a good reputation in the community at large. The NHS recognizes the "Six Pillars of Character." A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Candidates should be able to take criticism willingly and accept recommendations graciously, consistently exemplify desirable and positive qualities of behavior, uphold principles of morality and ethics, cooperate by complying with school regulations, demonstrate the highest standards of honesty and reliability, regularly show courtesy and concern for others, observes instructions and rules, is punctual, is faithful both inside and outside the classroom, is self-disciplined, manifests truthfulness in acknowledging obedience to rules, avoids cheating in written work, avoid any suspicion of cheating or plagiarism, refuses to tolerate cheating, meet pledges and responsibilities promptly and not be apathetic or lazy in class, should not have been suspended from school or have committed any serious violations of school rules and should actively help ride the school of bad influences or environment.

The election of members of the AAHS chapter of the NHS shall be by the Faculty Council, consisting of five to seven members of the faculty, who are appointed by the principal. The chapter advisor(s) shall collect and organize candidate materials, and facilitate meetings of the Faculty Council. However, the advisor(s) are not voting members of the Council. The principal has the right to review the decisions of the Faculty Council.

To be eligible for election to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester of the AAHS. The principal may waive this requirement at his/her discretion upon the recommendation of the Faculty Council. Candidate status does not guarantee induction. Students who meet the Scholarship criterion at the beginning of their senior year are considered candidates for induction.

In order to assess the Character of each candidate, a name list of the candidates will be given to each member of the AAHS faculty and administration for review. Faculty or administration with concerns about a candidate is to inform the chapter advisors, who will forward the concern to the Faculty Council.

In order to evaluate each candidate's Scholarship, Service, Leadership, and Character, each candidate will receive a packet containing a Candidate Activity Form and several Sponsor Forms, as well as instructions for their completion. The Candidates will have a minimum of 8 school days to complete these forms and return them to the Faculty Council. Once these forms are submitted, the Faculty Council will not accept additional information. Submitting forms late or incomplete may jeopardize a student's candidacy.

The Faculty Council will meet, and after careful consideration of each candidate's materials, select the inductees. Upon approval of the list by the principal, the inductees and non-inductees will be notified in writing. Inductees are not members of the NHS until formally inducted in a ceremony.

*****Maintenance of a 92% average in all subjects and maintenance of all other criteria in the scholarship, leadership, service, and character areas will be required of students to the end of the Senior year in order to retain membership on national and local rolls throughout life.*****

Selection Procedure:

1. Academic Qualification
2. Completion of Candidate Packet (Failure to properly and completely do the candidate packet will disqualify the candidate)
3. Character Qualification from AAHS Faculty
4. Students complete candidate form and gain signature of sponsors in each category. Students and parents sign the completed form. Students submit the completed form with signatures to the committee for review.
5. Majority vote of the faculty committee in accordance with By-Laws determines selection.
6. Complete individual review and discussion of any candidate who is not selected by the Faculty Council.
7. A second vote of the Faculty Council will be held on each non-selected individual after the review and discussion.
8. A Summary Sheet containing the names of candidates to be inducted and a list of all candidates given consideration is to be submitted to the AAHS Principal.
9. Candidates are notified of their acceptance or non-acceptance.
10. Selection information (working papers of the Faculty Council) is given to AAHS Principal for shredding after selection is completed.
11. Selection to NHS is an honor and not an entitlement, therefore, specific reasons for non-selection will not be provided to students or their parents.
12. The decision of the Faculty Council with the approval of the AAHS principal is final.

WORK PERMIT REQUIREMENTS

**Altoona Area School District
Student Registration Office
1400 Eighth Avenue
Altoona, PA 16602**

New Child Labor Laws are Effective January 22, 2013

The PARENT/LEGAL GUARDIAN must come to the Student Registration Office and bring the following:

- a. The Student
- b. Student's Birth Certificate

Please have your student with you as the Permit will be issued the same day.

OFFICE HOURS:

During the School Year: 7:30 a.m. – 4:00 p.m.

Summer Hours: 7:00 a.m. – 3:30 p.m. (Closed Noon to 1:00 p.m.)

Telephone: 381-7585

SMOKING

The smoking or carrying of a lighted pipe, cigar, cigarette or any other type of smoking paraphernalia or material is prohibited at ALL District buildings and facilities by School Board Policy and Pennsylvania State Law.