

Plum Senior High School Parent Student Handbook 2017-18

**900 Elicker Road
Plum, PA 15239**

**412-795-4880
FAX 412-795-3527**

PLUM SENIOR HIGH SCHOOL ALMA MATER

WE'LL BE TRUE TO THEE, PLUM HIGH SCHOOL

EVER AND A DAY

FLAGS UNFURLED OF PLUM AND GOLD

IN A PROUD ARRAY

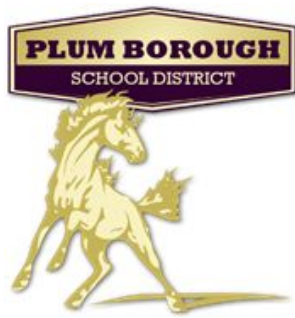
ALMA MATER, ALMA MATER

GLORIOUS, GRAND, AND TRUE

WE WILL BE FOREVER FAITHFUL

HAIL, ALL HAIL TO YOU.

GO MUSTANGS!!!



Plum CommUNITY Pledge

As a member of the Plum Borough School Community, I pledge in both my words and actions . . .

to work together to build pride, positivity and unity in my school and community;



to foster a safe, welcoming, non-intimidating atmosphere and a sense of belonging for all students, staff and community members;



to enhance the value of education by respecting how all cultures solve problems in positive ways;



to accept my role in supporting a high quality, student-centered learning environment;



to foster a sense of equity in school experiences and opportunities to enable success for all;



to listen to the views, ideas, thoughts and beliefs of others with tolerance, empathy and respect;



to acknowledge, honor and celebrate the similarities and differences in others;



to share my knowledge about culture and the contributions made by diverse members of our society;



to report behaviors that are discriminatory, biased or culturally insensitive;



AND, to be kind, caring and unbiased in my words and actions.

TABLE OF CONTENTS

[WELCOME](#)

[SCHOOL DISTRICT REPORT LINE](#)

[ADMINISTRATIVE ORGANIZATION](#)

[PARENT/GUARDIAN SIGN-OFF FORM FOR HANDBOOK](#)

[NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT \(PPRA\)](#)

[THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT \(FERPA\)](#)

[PHILOSOPHY AND GOALS](#)

[DISTRICT AND SCHOOL DEMOGRAPHIC INFORMATION](#)

[The Community](#)

[The School System](#)

[The School](#)

[Student Body](#)

[Continuing Studies](#)

[School Colors and Mascot](#)

[PARENT PORTAL](#)

[ATTENDANCE](#)

[Under 17](#)

[17 and Older](#)

[Bus Problems](#)

[Early Dismissals](#)

[Excused Absences and Missed Work](#)

[Unexcused Absences and Missed Work](#)

[Participating in School Activities](#)

[Perfect Attendance](#)

[School Tardiness](#)

[Truancy Elimination Plan](#)

[DAILY PROCEDURES AND LOGISTICS](#)

[Book Bags](#)

[Breakfast](#)

[Cafeteria](#)

[FOOD SERVICE DEBT COLLECTION PROCEDURE:](#)

[Daily Exercises](#)

[Dress Code](#)

[End of Day Dismissal](#)

[Evacuation and Fire Drill Instructions](#)

[Field Trips](#)

[Food and Drinks](#)

[Hall Passes](#)

[Homework](#)

[Library and Digital Media](#)

[Safe Schools Plan](#)

[Technology](#)

[Bring Your Own Device](#)

[Computer Usage Policy](#)

[Internet Usage Policy](#)

[Textbooks](#)

[DISCIPLINE – SECONDARY](#)

[Student Discipline – Board Policy 218](#)

[Corporal Punishment](#)

[Level I Discipline](#)

[Level II Discipline](#)

[Level III Discipline](#)

[Level IV Discipline](#)
[Teacher Detention/Lunch Detention](#)
[Administrative Detention](#)
[Procedures for Student Exclusion or Expulsion from School](#)
[Bomb Threats](#)
[Bullying](#)
[Class Cuts](#)
[Disorderly Conduct](#)
[Drug and Alcohol Policy - Policy 227 - Controlled Substance](#)
[Canine Drug Detection Program](#)
[False Fire Alarms](#)
[Fighting](#)
[Harassment \(refer to Policy 248, UNLAWFUL HARASSMENT, for complete details\)](#)
[Hazing \(also refer to Policy 247 for complete details\)](#)
[Searches of Lockers, Persons, and Vehicles \(refer to Policy 226 for complete details\)](#)
[Student Expressions \(refer to Policy 220 for complete details\)](#)
[Tobacco Possession/Use \(Also refer to Policy 222 for complete details\)](#)
[Weapons Policy \(Also refer to POLICY 218.1\)](#)

[EXTRA-CURRICULAR ACTIVITIES](#)

[Activity Fee](#)
[Athletics](#)
[Plum's Interscholastic Athletic Program](#)
[Clubs and Organizations](#)
[Social Events](#)
[Student Government](#)

[GUIDANCE AND ACADEMICS](#)

[General Information](#)
[Guidance Staff](#)
[Academic Awards](#)
[Academic Integrity](#)
[Academic Standards for Activity Participation](#)
[Attending College for One Semester](#)
[Class Change/Drop](#)
[Schedule Adjustments](#)
[Class Rank](#)
[College Fair](#)
[Commencement](#)
[Community Portal](#)
[Computing the Final Grade](#)
[Early College Admission](#)
[Failed Courses](#)
[Financial Aid](#)
[Grade Status](#)
[Grading Scale and Policy](#)
[Graduation Policy \(refer to Policy 217 for complete details\)](#)
[National Honor Society](#)
[Non-Credit Courses for Enrichment](#)
[Potential Failures - Grade Twelve](#)
[Program of Studies Booklet](#)
[Quality Point Average \(QPA\)](#)
[Report Cards](#)
[Resources for Post-High School Institutions of Learning](#)
[Student Assistance Program](#)
[Study Hall Policy](#)
[Test Dates – 2016-2017](#)
[Transcripts](#)

[Tutoring](#)

[HEALTH SERVICES](#)

[Physical Examinations](#)

[First Aid](#)

[Accident Insurance](#)

[Administering Medications to Students](#)

[Immunizations for Students K-12](#)

[Wellness Policy](#)

[MISCELLANEOUS INFORMATION](#)

[Academic Participation in Out-Of-School Programs](#)

[Candy Sales/Fundraisers](#)

[Change of Address](#)

[Class Rings](#)

[Collection of Information for Marketing](#)

[Elevator](#)

[Foreign Exchange Students \(refer to Policy 239 for complete policy details\)](#)

[Home Schooling](#)

[Homebound Instruction](#)

[Policy 824 \(refer to Policy 824 for complete details\)](#)

[School Publications](#)

[Student Pictures](#)

[Student Visitors](#)

[Surveys/Evaluations – Policy 235](#)

[Working Papers](#)

[TRANSPORTATION](#)

[Activity Buses](#)

[Emergency School Notice](#)

[Parking Passes](#)

[School Bus Behavior](#)

[School Bus Safety Guidelines](#)

[Transportation – Video/Audio Recording Notice](#)

[NON-DISCRIMINATION POLICY](#)

[2017-2018 BELL SCHEDULE](#)

Quick Reference

Doors Open: 7:10 am
Tardy Bell: 7:28 am
First period begins: 7:28 am
Dismissal Time: 2:15 pm

Office Phone: 412-795-4880

Counselors: Mr. Robert Fekety x6316 – A-Do
Mrs. Kerry Plesco x6309 – Dr-La
Ms. Nadia Abbondanza x6317 – Le-Rh
Mr. Brian Betta x6315 – Ri-Z

District Website www.pbsd.k12.pa.us

District Anonymous Report Line 412-798-TIPS (8477)

Plum Connect - Plum Connect is our automated attendance and emergency notification system. Any individual may sign up for Plum Connect notifications. If you would like to opt-in for this service, please click the [Plum Connect](#) link on the District website.

Delays/Cancellations --- When it becomes necessary to close the schools, announcements will be made on the following radio and TV stations: KDKA, WPXI, and WTAE. This information will also be reported on the district website and on the district's information line at 412-795-0100, ext. 5. Please do not call the school, individual school administrators, teachers or School Board members. Parents are encouraged to sign up for the Plum Connect notification system. Information on signing up for [Plum Connect](#) is located on the District Website home page on the bottom right corner.

ADMINISTRATIVE ORGANIZATION

DISTRICT ADMINISTRATION – 412-795-0100

SENIOR HIGH ADMINISTRATION – 412-795-4880

Please visit our [website](#) for updated personnel and contact information.

WELCOME

We welcome you to Plum Senior High School. As a citizen of this school, you are expected to follow the procedures established for the welfare of the entire student body. Following these procedures will help all students become better school citizens.

Be proud of our school. Take good care of it and feel free to make suggestions for improving it. As a school citizen, you are expected to act in a mature manner and conduct yourself properly. You will learn necessary and useful skills for your future. New students may find some things unfamiliar at first, but will soon become accustomed to and comfortable with our school community.

The rules and procedures contained in this publication are for your information; please read and adhere to them.

We wish to thank the Board of School Directors, the faculty, parents, students, and many others for their suggestions in developing the handbook.

Hopefully, with everyone's cooperation, these rules and procedures will foster a positive educational climate for our school.

We hope you have a successful, enjoyable, and rewarding school year.

The High School Administrative Team

TIPS - SCHOOL DISTRICT INCIDENT REPORTING LINE

412-795-0100, ext. 891



NOTE: The Plum Borough School District's reporting service is not a 911 or emergency reporting system. Reports submitted through this service may not receive an immediate response. If this is an urgent matter, please immediately dial 911.

The Plum Borough School District's Anonymous Report Site - TIPS (Threat Assessment, Incident Management and Prevention Services) is intended to facilitate, via email or telephone, the reporting of sensitive information to school officials, including information regarding student safety, substance abuse or potential threats to individuals or our facilities. Remember, this reporting platform is not intended to be, or serve as, an emergency hotline or email. If you need immediate assistance and/or are reporting an emergency or event that could immediately affect the school community, please call the Plum Borough Police Department at (412)-793-7400 or dial 911.

Furthermore, Allegheny County has a system to receive and respond to reports of possible child abuse and neglect. If you are worried about the welfare of a child and wish to share your concerns, please contact the Pennsylvania ChildLine and Abuse Registry at (412)-473-2000 or 1-800-932-0313. The ChildLine accepts and assigns reports of child abuse to county children and youth agencies for investigation. Please be aware that you can make the call anonymously and do not have to give your name or contact information. Additionally, if you are experiencing feelings of despair, feeling lonely or overwhelmed with life, or just need to talk to someone, it helps to talk with someone. The Crisis Network provides round-the-clock, mental health crisis intervention and stabilization services for residents of Allegheny County in Pennsylvania. The first step to feeling relief starts with picking up the phone and making the call: any day, any time, for any reason. The Crisis Network operates 24 hours a day, 365 days a year, please call them anytime and speak with a trained counselor at 1-888-7-YOU CAN (1-888-796-8226).

The Plum Borough School District can offer this reporting site anonymously. All reports are securely transmitted to and stored within our TIPS platform. Once a report is submitted, via email or telephone, immediate notifications are sent to the appropriate personnel at the district and reports are only viewed by approved personnel and all information will remain confidential. By utilizing this reporting site, reporters can truly remain anonymous if they choose, so they have nothing to fear in sharing their concerns. However, if you would like feedback regarding the report you submit or if you would like to be available for questions, you can provide your name and contact information. Please remember, TIPS does not have to be used to make a report. You are still welcome and encouraged to speak with any staff or faculty member at school if you have concerns. TIPS should in no way replace face-to-face communication, but instead help students share information when they are less comfortable with sharing it in person.

PARENT/GUARDIAN SIGN-OFF FORM FOR HANDBOOK
PLUM BOROUGH SCHOOL DISTRICT 2017-2018

This handbook has been prepared to inform you about policies, practices and procedures of the Plum Borough School District. You will find the rules and regulations that govern the day-to-day operation of our school in this booklet. You will also find important information that may be helpful to you and your children. If you have any questions about any information in this handbook, please contact your child's principal.

Please read this handbook very carefully. Pay particular attention to the information regarding the following topics:

**Discipline Code
Computer/Internet Policy
Harassment Policy
Bring Your Own Device**

**Weapons Policy
Tobacco Use Policy
FERPA**

After reading this handbook, please read and sign the acknowledgement form below. Return it to your child's period 1 teacher by September 8, 2017. **Failure to return this slip will result in disciplinary action.**

PLUM BOROUGH SCHOOL DISTRICT 2017-2018
PARENT/GUARDIAN HANDBOOK SIGN OFF FORM

**I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE
PARENT/GUARDIAN HANDBOOK FOR 2017-2018 WITH PARTICULAR
EMPHASIS ON:**

Discipline Code
Computer/Internet Policy
Harassment Policy
Bring Your Own Device

Weapons Policy
Tobacco Use Policy
FERPA
Policy 824

STUDENT NAME (Print)

STUDENT NAME (Signature)

PARENT SIGNATURE

DATE

PERIOD 1
TEACHER

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

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 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. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others 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 parents; or
 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 nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 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.

Plum Borough School District will/has 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.

Plum Borough 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. Plum Borough 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 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 ED.
- Any nonemergency, invasive physical examination or screening as described above.

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

FAMILY POLICY COMPLIANCE OFFICE
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-4605

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parent Disclosure Form DECEMBER 2011 – REVISED FERPA REGULATIONS: AN OVERVIEW FOR PARENTS AND STUDENTS

The Family Educational Rights and Privacy Act (FERPA) is a Federal privacy law that gives parents certain rights with regard to their children's education records, such as the right to inspect and review your child's education records. To protect your child's privacy, the law generally requires schools to ask for written consent from you before disclosing personally identifiable information from your child's education records (student information) to others. However, FERPA does permit schools to disclose your student's information without your consent under limited circumstances (referred to as exceptions). For example, your child's information may be disclosed to another school in which your child is enrolling, or to local emergency responders in connection with a health or safety emergency. When a student turns 18 years old or enters college at any age, the rights afforded to parents under FERPA transfer to the student, such as the right to provide consent before information from education records is disclosed.

The U.S. Department of Education has revised its regulations governing the implementation of FERPA by schools, districts, and States. These revisions change several of the exceptions to FERPA's consent rule.

Ensuring the Safety of Students *Changes to the Directory Information Exception*

Schools are permitted to disclose information on students if it has been properly designated as directory information. By law, directory information includes things that would generally not be considered harmful or an invasion of privacy if disclosed, such as name, address, photograph, and date of birth. Directory information may not include things such as a student's social security number or grades. If a school has a policy of disclosing directory information, it is required to give public notice to parents of the types of information designated as directory information, and of the right to opt out of having your child's information so designated and disclosed.

Plum Borough School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

If you do not want Plum Borough School District to disclose directory information from your child's education records without your prior written consent (this includes but is not limited to the use of your child's photograph in publications such as the yearbook, website, and school newspaper), you must notify the District in writing by the 15th day of school. After the 15th day, for any new student enrollment, a letter of objection must be received by the 15th day of enrollment.

PHILOSOPHY AND GOALS

Philosophy

Plum Senior High School will provide a climate that promotes the well-being of the individual, positive exchange between students and teachers, and development of values consistent with ethical behavior. The faculty and administration will impress upon students the necessity for active participation in a democratic society as self-reliant, contributing members, and provide the basic skills to serve intellectual, vocational, and avocational needs relative to their roles within an ever-changing society.

Students are recognized as having individual needs and will be guided in seeking full realization of their potential. We recognize the need to educate, identify, and intervene to provide for the needs of at-risk students. We will provide personnel and facilities to develop a healthy environment, to stimulate exposure in a variety of academic, cultural, and social areas, to provide experiences in the decision-making processes, and to encourage utilization of community resources. We will endeavor to prepare students to recognize their capabilities, to strengthen their weaknesses, and to provide standards by which they can assess their own worth. The community, administration, faculty, parents, and students will join in a partnership sharing resources, responsibility, and accountability in the pursuit of educational excellence.

Goals

To implement our philosophy, we seek to provide models, experiences, curricula, and opportunities that will enable students to:

1. Communicate effectively.
2. Understand, develop, and demonstrate the principles of responsible citizenship that will enable them to work within the framework of a democratic society.
3. Develop a cooperative attitude toward society that will enable them to recognize and appreciate its multicultural and multiracial heritage.
4. Understand the history of their nation and its role in a world of varied cultures and governments.
5. Cultivate a positive attitude that will enable them to recognize, accept, and appreciate their and others' potentials and limitations.
6. Understand and appreciate the values of society before modifying those values.
7. Acquire the attitudes, knowledge, and skills necessary to secure and maintain employment in a highly competitive job market.
8. Acquire appreciation, knowledge, and skills in the arts and humanities, science, and mathematics.
9. Formulate habits that contribute to optimal physical fitness and mental health.
10. Acquire attitudes and knowledge that reflect respect for our environment and limited natural resources.
11. Recognize that learning is a lifelong process and does not end with their formal education.
12. Apply analytical thinking to the decision-making process.
13. Acquire knowledge and skills that will allow them to adapt to technological advancements.
14. Develop the skills and attitudes necessary for personal growth and family living.

DISTRICT AND SCHOOL DEMOGRAPHIC INFORMATION

The Community

Plum Borough, appropriately named by the first settlers because of the abundance of wild plums that grew along the banks of its many streams, is now the largest borough in Allegheny County and the second largest in the state. The borough encompasses 28.6 square miles of farmland, residential areas, and light industry. Plum's population approximates 28,000.

The School System

The system consists of four elementary schools, one junior high school, one senior high school, and participation in vocational education programming. Instructional programs include a wide variety of academic courses with supporting programs.

The School

The original building, since its opening in 1960, received three major additions, in 1966, 1975, and most recently in 2002. The high school has also recently completed major renovations to the existing building and grounds. It has a rated student capacity of 1,850.

Student Body

The enrollment by grade level as of July 6 , 2017, is as follows:

Grade 9 – 315	Grade 10 – 305	Grade 11 – 306	Grade 12 – 312	Total – 1,232
---------------	----------------	----------------	----------------	----------------------

Continuing Studies

Latest completed records are for the 2017 graduates:

Four-year college or university – 61%	Two-year college/Business/Technical – 23%
Military – 4%	Employment - 11%
Undecided – 1%	

School Colors and Mascot

Purple and Gold - Mustang

PARENT PORTAL

The Parent Portal is an online progress-reporting system in which student grades and attendance can be accessed at any time. Usernames and passwords do not change from year to year. There is one username and password per family. Families who are new to the district will receive their username and password during the registration process. Difficulties with use of the system should be directed to the main office. Parents may only access records of their own children, as confidentiality is of utmost importance. Parents are highly encouraged to monitor progress on a regular basis. Questions or concerns can be directed to the attendance office, classroom teachers, and guidance counselors. The Parent Portal has replaced paper progress reports previously issued at the midpoint of each marking period. Any parents unable to access the portal may request progress reports through the guidance office.

ATTENDANCE

Board Policy 204

Plum Borough School District Attendance

The goal for each Plum Borough student is to have perfect attendance. However, the District understands that life often prevents this from happening. Despite this reality, students and parents are required to provide the District with written excuses for all absences.

State law and district policy require students to attend school. All absences from school are deemed unexcused until a note from the parent/guardian is submitted to the school. **Excuses (parent and medical) must be submitted to school within three (3) school days of a student's return after an absence, then the absence will be permanently marked as unexcused. Parents/Guardians can write a note to excuse a child from school for up to 10 absences. Any absence beyond 10 days will require a note from a doctor excusing the child from school.**

If a student is ill for more than three (3) consecutive days, then the student is to submit a doctor's note in order for the absences to be deemed excused.

When a student accrues three (3) unexcused absences, written notification will be mailed to the parent/guardian that includes a description of the consequences that will follow if student continues to be truant.

If a student reaches four (4) unexcused absences, the district will contact the parent/guardian for an attendance improvement conference and they will be required to meet with school officials to discuss truancy elimination strategies for their child.

Once a student reaches 6 unexcused days, the student is considered "Habitually Truant". At this point the district may take one or all of the following actions:

- Referral to a school or community-based attendance program,
- Referral to the county children and youth agency (CYS) for services as a dependent child under the Juvenile Act.
- Truancy Charges may be filed with the local district magistrate

In addition, students who have purchased parking passes who have acquired 10 or more unexcused absences will result in the student's loss of parking privileges for the remainder of the year. Also, students who have 15 or more unexcused absences at the time of prom ticket purchases will not be permitted to purchase a ticket.

Bus Problems

Absences due to bus problem are recorded as legal excuses with a parental excuse stating the particulars of the situation and or verification from the Transportation Department. Building principals will approve or deny requests.

Early Dismissals

Requests for early dismissal must be presented in written form on the day of the dismissal, and must state the reason. The request must bear the signature and telephone number of the parent/guardian. A medical excuse with Physician's signature is required for the coding of an early dismissal as "medically excused." Upon dismissal, it is necessary for the student to report the main office to sign out. Students approved for early dismissal should remain in their classes until the stated time of dismissal. Any infraction of this regulation will result in the student being marked for a class cut and/or leaving the building without permission. The appropriate discipline for such

infractions will be applied. Conversely, students are not to remain in the building beyond the stated time. The building principal will determine the legality of an early dismissal. When possible, students should return to school following their appointments to complete the school day. Students are not permitted to return to school or its grounds without the intent of attending class.

Leaving the Building Without Permission – For safety purposes, students are not to leave the building without permission. Students must have a parent/guardian contact the school by phone to notify them of the student's intended departure and the student must sign or be signed out at security. This procedure applies to all students, including those who are 18 and older, and violations will result in an automatic three day in-school suspension.

Excused Absences and Missed Work

Students who have a legal excuse for a school absence will have the number of days that they were absent to complete any class assignments or turn in any missed work. Teachers will have discretion regarding due dates for long term projects, which teachers will discuss with the students upon his/her return.

Unexcused Absences and Missed Work

Students will receive a "0" for any work missed during an unexcused absence. This includes but is not limited to tests, quizzes, classwork, homework, and labs.

Parental Excuses

Following an absence, a written statement from the parent must be submitted to the attendance office within three (3) days following the return to school. The parental excuse should include the following: submission date, the specific reason for the absence, the date(s) of the absence, and the signature of the parent. If the school does not receive an excuse with all of the criteria listed above within three (3) school days, then the absence will be permanently recorded as unexcused.

Participating in School Activities

Students are not permitted to participate in school-sponsored activities or functions on days, (including Saturday or Sunday if a student is absent on Friday) that they are absent. Students must arrive by 10:54 a.m. for it to be counted as a school day. Exceptions to this will be granted by the building principal on a case by case basis.

Perfect Attendance

Students with a perfect attendance record for the year will receive an attendance certificate and will be recognized at Senior Awards Night.

School Tardiness

All tardies are considered unexcused unless accompanied by a medical excuse. Tardiness due to a medical appointment will be recorded on the student's record as a medically excused tardy when a signed slip from the doctor's office is presented to the attendance office. ***No parent excuses will be accepted for tardies.***

Students must show their teacher a tardy slip from the attendance office for admission to class and must carry it throughout the remainder of the day. When reporting late to school, students are to report directly to the attendance office.

Those who neglect to do so will be considered cutting class and assigned the appropriate discipline. In addition, any student that lets a student in through a door other than the main entrance will also be subject to an administrative detention.

The first five (5) tardies will result in lunch detention. Additional offenses of five (5) accrued tardies throughout the year will result in progressive discipline.

Tardy minutes accumulate for the year. Every 412 tardy minutes (length of standard school day) will be counted as one unexcused absence.

Truancy Elimination Plan

The school will be proactive and will work with students and families to ensure that students attend school. The school district will notify the parent/guardian of their child's absences initially via PLUM CONNECT. Students who accumulate (3) unexcused absences will also receive written notification. Should a student continue to accumulate unlawful/unexcused absences after the written notice, the parent/guardian and student will be required to meet with an administrator for an attendance improvement conference to establish a truancy prevention plan. Any unexcused absence beyond three (3) days may be referred to the District Magistrate.

DAILY PROCEDURES AND LOGISTICS

Book Bags

Students may carry book bags to and from school. Upon arrival to school, students will empty book bags and leave the book bags in their locker. Students may carry gym bags immediately prior to and following periods that they have physical education or swimming. **Note: A book bag is defined as any bag used for the purpose of carrying books of any kind; novels, textbooks, notebooks, folders, tablets, planners, etc.** Purse size is not to exceed 12" x 12". Detention, then progressive disciplinary action will be taken.

Breakfast

Breakfast is served from 7:10 to 7:25 a.m. Available are: milk, juices, cereal, and breakfast rolls. Since time is limited, students electing breakfast are to report **directly** to the cafeteria upon entering the building. The cost of regular breakfast is \$1.25.

Cafeteria

Lunch periods are scheduled during periods 4, 6, 8, and 10. Available to students are hot lunches, soup and salad bar, deli counter, pizza, cheese-filled breadsticks, and a la carte selections. The cost of regular lunch is \$2.70. Please check the PBSO Food Services website at www.pbsd.k12.pa.us/foodservices.aspx for more information.

1. Students who do not desire to eat must still report to the cafeteria during their lunch periods.
2. Students are not to make personal adjustments with their assigned lunch schedules.
3. Students are asked to move along the line as rapidly as possible without shoving or crowding.
4. Each student is to have enough money to buy his/her lunch since no credit is extended.
5. Trays, silverware, and all garbage are to be returned or properly disposed of after eating.
6. All students should make sure the lunch tables are left clean and in good order.
7. **NO FOOD OF ANY KIND IS TO BE TAKEN OUT OF THE CAFETERIA.**
8. Consideration for others must be the responsibility of each and every student when eating in the cafeteria; good table manners and etiquette are to be in evidence. Individuals who, through their poor behavior or table manners, interfere with the dignity of others will be denied cafeteria privileges.

School Bucks - The Plum Borough School District Food Service uses a computerized system for meal purchases at each of our 6 schools. This system, School Bucks, allows parents to create an account at www.myschoolbucks.com and pay in advance for meals and/or ala carte items. Students will still be able to pay cash on a daily basis, but will need to enter a PIN number. Money will only be deducted when your student uses his/her account. The system will know the meal status (free, reduced or full price) of your student and will deduct the money accordingly. There is no limit on the amount of money that can be deposited into your student's account. For a more in depth explanation of School Bucks, please visit the school website, click on the "Parent Resources" tab at the top of the page, and then click on "School Bucks".

If you have a negative balance in your School Bucks account:

- * You MAY NOT purchase "extras"
- * Two weeks prior to the end of the school year: If you have a negative balance **in any amount** owed to the Food Service, you will not be eligible to participate in ANY meal service.
- * For additional information please check the PBSd Food Services website at www.pbsd.k12.pa.us/foodservices.aspx.

FOOD SERVICE DEBT COLLECTION PROCEDURE:

The first of each month (Oct. - March), letters are sent via parent portal and/or U.S. mail notifying households of a negative lunch balance (\$13.00+). If debt is not paid within 2 weeks, a second notice is sent to households via U.S. mail and/or parent portal, notifying the households the account must be paid in full or the Food Service Department must be contacted to set up a potential payment plan.

On April 15th, any student that incurs a negative lunch balance of \$13.00+ will receive a letter via U.S. mail and/or parent portal. If payment is not made within two weeks of our April 15th mailing, a personal phone call and a 2nd notice letter will be sent to the household via U.S. mail requesting payment. If payment is not received by the end of the 2nd week of May, a second phone call will be made to the household along with a certified letter stating if payment is not received in 2 weeks, names will be submitted to the Local Magistrate Office in order to pursue debt collection.

NOTE: The Food Service & Nutrition Department feels it is important that students not be denied access to a meal during the school year.

Food and Drinks

Students will be permitted to have food and drinks with them during the school day as long as they are in closed, sealable containers and packages. Students wanting to purchase food or drink during the day during a time other than breakfast or their own lunch period will be limited to purchasing drinks from the vending machines. ***Students may not enter the cafeteria during lunch periods other than their assigned lunch period to purchase food or beverages from the extras line.*** Each individual teacher has the right to prohibit students from consuming food or beverages during their particular class. Students are responsible for properly disposing of all associated garbage.

Daily Exercises

Each student shall be requested to salute the flag and recite the Pledge of Allegiance, during each day's morning announcements. If a student has conscientious objections, which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall be informed by the building principal, and the parents shall be required to furnish the school administration with a written statement of their child's conscientious objection.

End of Day Dismissal

Students are to leave the building promptly at dismissal time. No pupil may be in the building after 2:20 p.m. unless under teacher supervision. All practice sessions must be faculty supervised. Only students who are scheduled for evening activities under a teacher's supervision will be allowed in the school after dismissal time. Hallway access doors will be promptly locked at 3:40 pm.

Hall Passes

Permission to leave a classroom is granted only when a student has secured a hall pass from his/her assigned teacher. It is the strict responsibility of the student to obtain the hall pass before leaving the classroom. Failure to do so will result in detention, and repeat offenses will result in more severe disciplinary action.

Homework

The faculty and administration recognize the need for students to prepare for class each day. Those students who carry four or more academic classes should expect two hours of homework each night. The exceptions to this rule are self-contained classrooms and most support courses. There will be occasions when homework may not be assigned. Students who have study halls will have the opportunity to complete some of their homework during the school day. If a student is absent for more than three consecutive days, upon request from a student or parent, homework for the student will be requested of the teachers by the Guidance administrative assistant. The student or parent request must be made prior to 10:00 a.m. in order for homework to be gathered by the end of that day.

Library and Digital Media

Passes to the library must be obtained with approval from the librarian, PRIOR to the period during which the resources are to be utilized.

Textbooks

[Board Policy 224](#)

It shall be the responsibility of every student to maintain his/her textbook in the condition in which it is received. At the start of the school year or semester teachers will issue textbooks to the students. At that time, teachers will annotate the condition of the textbook assigned to each student. Students will be required to cover textbooks when requested to do so by their teacher. When textbooks are returned at the end of the year or semester, teachers will not only verify the serial number of the text but its condition as well. Students will be required to pay for any damage to the book including the cost of rebinding or replacement if warranted.

Dress Code

[Board Policy 221](#)

The clothing a student wears to school can affect the safety, academic focus, and integrity of that student and the student's surrounding. Discretion is advised on the part of the students and parents. The school will become involved in the matter of dress when an individual student exercises poor judgment in his/her mode of dress; that is, the dress interferes with the learning process, constitutes a hazard to the student or others, or is deemed inappropriate for the school setting by the staff and administration. Safety issues will be addressed with clothing or shoes when seen as dangerous.

- Armbands, buttons, and badges are permissible, as well as clothing bearing slogans, as long as they are not gang related, obscene, libelous, or display items or products that are contrary to school rules and regulations, or interfere with the educational process.
- Objects that are sharp or protrude from the person of a student are prohibited. This includes, but is not limited to spikes on collars, jackets, shoes and wristbands.
- **Bottoms:** Length of shorts, skirts, and dresses for any student should be NO higher than three inches above the knee (use a dollar bill from top to bottom or a Post-It to gauge appropriate length.)
 - Holes in bottoms that expose skin must also adhere to the three inch rule.
 - Pants, shorts, and skirts are not to sag below the waistline so that bare-midriff and/or underwear are seen.
 - Any clothing item not of appropriate length should be accompanied by leggings.
- **Tops:** Tank type jerseys, muscle shirts, spaghetti straps, tube tops, halters, off-the shoulder shirts, shirts with the shoulders cut out, and bare midriff tops are prohibited. Shoulders must be covered.
 - See-through or low-cut/revealing shirts are not permitted. See-through shirts must be accompanied by a camisole or tank top.
 - Undergarments, bare midriffs, and bare open backs should not be visible

through shirts.

- Hats (including hoods), headbands, and bandanas are not to be worn or carried during school hours. Hats should not be worn at musicals, concerts, or school plays.
- Jackets and topcoats are not to be worn in the classroom during the school day. Coats should be placed in lockers at the start of the school day.
- Pajama pants or shirts as well as slippers are not permitted.
- Uniforms will be required for all students in physical education, available at the beginning of the year and at the end of the first semester.
- One-piece bathing suits are required for swim classes.

Progressive disciplinary consequences will be issued when students are found to be in violation of the dress code, as well as provision of "Dress for Success" t-shirts and/or leggings until the dress can be corrected. Administrative discretion will resolve all questions of appropriate dress.

Field Trips

[Board Policy 121](#)

Educational field trips occurring during the school hours, including overnight trips, require parental permission and the permission of each of the student's teachers. Students will adhere to the following procedures when planning to attend a field trip:

1. Students will first obtain the parent signature on the school field trip release.
2. Students will then obtain the signatures of each teacher either permitting or refusing absence from the class. Teachers will not sign the form if it does not have a parent signature.
3. On the week of the field trip, students must meet all academic eligibility requirements to attend. Students who are failing at least one core class or two elective courses will be denied participation in the trip.
4. Students must have their release form submitted to the sponsoring teacher by the end of the day before the trip.

Students denied permission by a teacher(s) may have his/her case reviewed by the principal. **All Plum High School rules and regulations as stated in the Plum Senior High School Parent/Student Handbook apply at all times during the trip. The administration reserves the right to deny students the privilege to attend field trips on the basis of excessive absenteeism, academic deficiency, or school conduct.**

Safe Schools Plan

[Board Policy 805](#)

The emergency response plan will be implemented if a situation presents an immediate and obvious danger to the students and staff of the high school. Various emergency response actions will be employed depending on the nature and urgency of the situation.

During an emergency response situation, parents will not be allowed to enter the building until permission is granted by the administration.

Evacuation and Fire Drill Instructions

The State Fire and Panic Act requires all schools to conduct evacuation drills in the interest of public safety. These drills are conducted at random in accordance with this state act. When the fire alarm sounds, all work should stop immediately. Students will follow the instructions for the room they are in at the time of the drill. Actual fire conditions shall prevail and students are to leave the building dressed as they are without stopping to get clothing from lockers. No person is to remain in the building during an **evacuation**.

Technology

Bring Your Own Device

[Board Policy 237](#)

The Plum Borough School District has adopted a **Bring Your Own Device** (BYOD) policy for all schools in the district. The full policy is included with this correspondence. This policy will allow students at Plum Senior High to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, netbooks and cell phones with browsing capabilities for **educational purposes**. Gaming devices are not acceptable educational devices. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices.

This notification is to inform and guide you through the onset of this opportunity at PSHS. Please note that students who aren't able to bring in outside technology will continue to be able to utilize our school equipment. No student will be excluded from innovative instruction.

Expectations:

1. Students will use appropriate devices in classrooms entirely at teachers' discretions.
2. All devices are to be kept on silent mode during the school day.
3. ***Camera use and video recording are strictly prohibited.***
4. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during class time.
5. Phone calls during the school day are not to be made from personal devices. Please continue to use the main office phone.
6. Students are permitted to access only the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network.
7. Students who do not surrender their electronic device if requested by a teacher due to a violation of the BYOD procedures will be subject to additional disciplinary action for insubordination.

Extreme caution must be exercised in regards to the content stored in students' cellular phones. Serious level offenses can arise with the possession of cellular phones on school grounds containing inappropriate or pornographic pictures/video clips, inappropriate or harassing text messages, and information stored for the purposes of cheating academically. The district will not be held responsible for any lost, damaged, misused, or stolen cellular phones.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction. Any devices that are confiscated by a teacher will be turned into the main office and cannot be retrieved until the end of the day.

Computer Usage Policy

[Board Policy 815](#)

Tampering, vandalism, or unauthorized use of Plum Borough School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR's, televisions, modems, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995).

Student violators will be subject to discipline including suspension and possible expulsion. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

Internet Usage Policy

[Board Policy 815](#)

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content nor does the district guarantee the accuracy of the information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

Consequences of Electronic Device Misuse:

1st offense = confiscate device, **verbal warning**

2nd offense = confiscate device, administrative detention

3rd offense = confiscate device, in-school suspension, ***parent must retrieve device***

4th offense = confiscate device, progressive discipline, ***parent must retrieve device***

DISCIPLINE – SECONDARY

Student Discipline

[Board Policy 218](#)

The Board acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment, and the effectiveness of the instructional program is, in part, reflected in the behavior of students. The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infractions of those rules.

School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school. The Board shall adopt a Discipline Code to govern student behavior. Rules governing student conduct shall require students to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary to the educational program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.
5. Any student disciplined by a district employee shall have the right to notice of the infraction and a hearing before the building principal prior to being disciplined, and the student may appeal the discipline determination to the Superintendent or designee.

Corporal Punishment: The Board prohibits the use of corporal punishment as a form of discipline for students in the district.

In situations where a parent or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

Level I Discipline

These infractions are usually first time offenses that do not cause major disruptions to that established routine. They represent the mildest form of student misconduct. The discipline is handled by the staff member in charge or the one who observes the infraction. Disciplinary options elected at this level are at the discretion of the teacher/staff member and are intended to provide the student with personal and direct interaction with the teacher.

Strategies/Options

Disciplinary measures can vary from a personal conference to after school detention. Administrative involvement and behavior modification are not included in the options.

- | | |
|------------------------------|-----------------------|
| 1. Personal Conferences | 5. Detention |
| 2. Parental Contacts | 6. Verbal Reprimand |
| 3. Restriction of Privileges | 7. Teacher Counseling |
| 4. Special Assignments | |

Level II Discipline

The misconduct disrupts the established routine and requires administrative intervention. In many cases, the infractions are a continuation of those in Level I and occur when that level's disciplinary options fail to effect positive change. The misbehavior at this level does not represent a direct threat to the health and safety of others.

Procedures

1. Teacher refers the student to an administrator. Teacher will document the infraction and contact parents.
2. The administrator will contact the parents by phone and/or letter for infractions involving a behavior modification, in-school behavior modification, or out-of-school suspension. Out-of-school suspension will be followed by a post-suspension conference if warranted.
3. The administrator will also document the infractions.

Strategies/Options

- | | |
|--|---|
| 1. Detention | 4. Modified schedule |
| 2. Temporary out-of-school suspension | 5. Referral support personnel or agencies |
| 3. The options of Level 1 can be applied | 6. In-school behavior modification |

Level III Discipline

The acts at this level are of a more serious nature that could be classified as criminal. Nevertheless, the school's policy and resources provide for the handling of most cases. The acts may be directed against others and personal property, but they do not pose a serious threat to personal safety. The nature and particulars of the incident will determine whether the case will be processed by the school or referred to other authorities.

Procedures

1. An investigation of the infraction is conducted by the administration. The staff member or members who are directly involved with the case are consulted in the investigative process.
2. The parent is notified of the situation, and a conference is arranged to review and discuss the matter.

3. The administration writes a report of the particulars of the infractions, which is then maintained by the administration.
4. Following the disposition of the infraction, the student is scheduled for counseling sessions with his/her guidance counselor if recommended.

Strategies/Options

- | | |
|------------------------------------|---|
| 1. Detention | 4. Removal from class |
| 2. In-school behavior modification | 5. Out-of-school suspension |
| 3. Informal Hearing | 6. Level I and II options can also be applied |

Level IV Discipline

The acts at this level are classified as criminal or may cause a clear and immediate danger to the student or others and may be referred for processing to other authorities such as a law enforcement agency, the School Board, or the office of the Superintendent.

Procedures

1. An investigation of the infraction is conducted by the administration. The staff member or members who are directly involved with the case are consulted in the investigative process.
2. The student is notified of the action of the school.
3. The Superintendent is consulted and informed of the situation.
4. The parent is informed of the situation and course of action for the infraction.
5. The infraction is referred to the proper authorities or office.

Strategies/Options

1. A temporary out-of-school suspension is assigned, and in the interim, the case is referred as warranted to the appropriate authority or agency for the review and action.
2. Action beyond the building level can result in the following:
 - a. Expulsion
 - b. Extended Suspension
 - c. Level I, II, and III options can also be applied
 - d. Alternative School
 - e. Modified Suspension

Teacher Detention/Lunch Detention

Students must be present in the assigned detention/lunch detention room on the assigned date/time. Failure to attend detention will result in the assignment of Administrative Detention. Additional offenses will result in more severe disciplinary action. Students may use an activity bus for teacher detention if other transportation arrangements cannot be made, provided that they report to the library until that time. **NOTE: Transportation is not provided at 3:00 p.m.**

Administrative Detention

Administrative Detention is scheduled from 2:30 **2:20** to 3:40 p.m. on Tuesdays, Wednesdays, and Thursdays. Students assigned to Administrative Detention must report by 2:30 **2:20** with sufficient schoolwork to take advantage of the 1 hour and 10 minute period. Special education student responsibilities will be determined by their IEP. Students who fail to report to Administrative Detention, do not cooperate with the supervising teacher, or refuse to engage in productive work will be assigned in-school behavior modification. Additional offenses will result in more severe disciplinary action. An activity bus is available to students at 4:15.

Procedures for Student Exclusion or Expulsion from School

I. Principal's Level - Temporary exclusion:

The office of the principal may suspend a student for a maximum of ten days for an act that violates board policy, rules, and regulations. Such acts include, but are not limited to, the following types of offenses:

- A. Possession/use of tobacco.
- B. Possession or consumption of alcoholic beverages on school grounds, school buses, or while attending school-sponsored activities.
- C. Under the influence of alcohol/drugs while on school grounds, school buses or while attending school activities.
- D. Flagrant or disrespectful action or speech.
- E. Possession of obscene literature.
- F. Leaving the school building without authorized permission from school personnel.
- G. Violation of safety rules.
- H. Vulgar, obscene, or profane language, expressions, or actions.
- I. Classroom or hall disruption.
- J. Violation of school driving regulations.
- K. Forgery of absence excuses, early dismissals, or parental permission slips.
- L. Refusing to identify oneself upon request of an administrator or teacher.
- M. Extortion.
- N. Cheating or falsification of school documents.
- O. Overly demonstrative show of affection on school property.
- P. Violation of any law/ordinance of the Commonwealth of Pennsylvania or Borough of Plum.
- Q. Fighting.
- R. Hazing/Harassment.
- S. Use of cards, dice, and other such games unless initiated by the classroom teacher for instructional purposes.
- T. Theft of school property or of another person's property.
- U. Students may be suspended from school and its related activities for actions occurring outside the limits of the school if such suspension in the view of the administration is reasonable, necessary for the physical or emotional safety of the well-being of the individual, or for the safety of other members of the school community.
- V. Violations of the Computer Security Agreement or the Internet Security Agreement.

The student may also lose privileges to participate in school activities and attend school functions beyond the days of the actual suspension. School activities include but are not limited to: interscholastic athletics, clubs and organizations, evening social events, Junior/Senior prom, plays, musicals, commencement and other related activities.

One or more of the building administrators or guidance counselors will conduct a conference with the student concerning the particulars of the suspension. Following the conference, a call will be placed to the parent or guardian and if, the call is not completed, the student will be instructed to have a parent or guardian call the school the next day. A letter will be forwarded from the school to the home stating the reason and the dates of the suspension. A Forbes Road Career and Technology Center student who receives suspension from Plum or Forbes Road Career and Technology Center will not be permitted to attend classes at either school on the days he/she is suspended. The suspension applies to both schools.

Upon returning to school following the suspension, a parental conference may be required. A student is required to make up class assignments and tests upon returning to school following a suspension. It is the student's responsibility to contact teachers to arrange for the make-up. The teacher will decide when to administer missed tests and when class assignments are due. Students may appeal to the principal if they disagree with the arrangements of the teacher.

NOTE: STUDENTS, WHEN SERVING AN OUT-OF-SCHOOL SUSPENSION, ARE NOT PERMITTED TO BE ON SCHOOL GROUNDS OR ATTEND SCHOOL FUNCTIONS DURING THE PERIOD OF SUSPENSION.

II. Central Administration - Informal Hearing:

At the discretion of the building principal, the case can be referred to Central Administration for an informal hearing. The student must be accompanied by a parent/guardian and may have witnesses to testify on his/her behalf. A letter presenting the particulars of the hearing, charges, time and place, will be forwarded to the parent(s) from Central Administration.

Central Administration may exclude a student from school for a total of ten days, which includes the days of expulsion administered at the principal's level.

III. Board of School Directors - Formal Hearing:

The building principal or Central Administration may refer a case directly to the Board of School Directors for a formal hearing, which can result in the expulsion of the student from school pursuant to Section 1318 of the Pennsylvania School Code. Acts such as the following, but not limited to, could result in students being brought before the board of school directors:

- A. Physical abuse toward fellow students, teachers, administrators, or other personnel.
- B. Violation of the Hazing Policy.
- C. Intentional destruction of school or personal property of a student or school employee.
- D. Sale, use, possession, or procurement of narcotics, marijuana, restricted drugs, or alcoholic beverages. In cases where drugs confiscated by the administration are classified as counterfeit or, "look alike" drugs, the students involved are not exempt. They will be subject to school disciplinary proceedings on the basis of intent.
- E. Violation of the Smoking Policy.
- F. Bomb threats.
- G. Other acts on the part of the student that would seriously disrupt the educational process of the school district or adversely affect the health, safety, and welfare of fellow students, teachers, administrators, or other school employees.
- H. Violation of any law/ordinance of the Commonwealth of Pennsylvania or Borough of Plum. Students taken before the Board of School Directors shall be offered all rights and privileges granted through the laws and regulations of the Commonwealth of Pennsylvania.

Bomb Threats

[Board Policy 218.2](#)

Any person who furnishes any false information to a police officer or employee of any public, private or parochial school concerning the placement or setting of a bomb or other explosive, knowing the same to be false, may be guilty of a felony and shall, upon conviction, be sentenced to pay a fine, damages, and/or undergo imprisonment.

Bullying

[Board Policy 249](#)

The Plum Borough School District is committed to providing a safe, positive learning environment for district students. We recognize that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, we prohibit bullying by district students.

Plum Borough School District Policy 249 reads, "Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has an effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Life at the High School: The daily life at the high school provides no room for bullying. Our aim is to promote positive behavior through student activities, teacher mentoring, peer assistance, the ~~Principal's 180 Club~~, induction, orientation and RTII. All members of the high school community are responsible for accentuating the positive in attempt to negate bullying. It is expected that both staff and students develop responsible decision making in the members of the school community. The theory behind our approach is to build upon the bullying prevention strategies presented in elementary and junior high school. We look to break the cycle of bullying through establishing a positive school culture.

What to Do When You See Bullying: Though the aim is to rid our high school of bullying, at times, it happens. Should a student witness bullying, he/she should immediately report it to a teacher, administrator or any adult in the building. The district employee will ensure that the matter is addressed and/or the high school principals are made aware of the situation.

Interventions the High School Provides: When dealing with pervasive bullying, the high school staff addresses the issue in a variety of ways. Students who choose to bully others will always be disciplined in accordance with the discipline outlined in the student handbook. The aim of all efforts is to educate students about holding themselves as responsible citizens who make positive contributions to society. Listed below are the interventions utilized at the high school to deal with the problem of bullying.

- | | | |
|----------------------------------|---|-------------------------------|
| 1. Counseling | 2. Peer Mediation | 3. Student Assistance Program |
| 4. Police Intervention | 5. School Discipline | 6. Behavior Monitoring Chart |
| 7. Positive Behavior Recognition | 8. Bullying and Harassment Complaint Procedures | |

Cyber-Bullying: Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or personnel employed by the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent of such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

Class Cuts

The Class Cut Policy provides for cumulative accounting in each class. It does not begin anew with Each nine week grading period. **In all cases, a zero is recorded for the class and students are Not permitted to make up graded work or tests. If no graded work or tests are assigned on the day of the class cut, a 2% deduction will be applied to the 9 weeks grade.** This applies to both truancy and class cuts. All class cuts accrue as unexcused absences for the Attendance Policy.

Offense Steps

- First - Administrative Detention, administrative letter and/or phone call
- Second - In-School Suspension and administrative letter /phone call
- Third - In-School Suspension (3 days), conference with parent, counselor, administrator, and student
- Fourth - Out-of-School Suspension, conference with parent, counselor, administrator, and student

Continued violations of the policy beyond the fifth level are dealt with on an individual basis as is the case of chronic discipline. When warranted, students may also be referred to the Student Assistance Program. **NOTE: Questions regarding the Attendance Policy should be addressed to an administrator.**

Disorderly Conduct

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

1. Engages in fighting or threatening, or in violent or tumultuous behavior.
2. Makes unreasonable noise.
3. Uses obscene language or makes an obscene gesture.
4. Creates a hazardous or physically offensive condition by any act, which serves no legitimate purpose of the actor.

Drug and Alcohol Policy - Controlled Substance

[Board Policy 227](#)

PROCEDURES AND RULES

The Plum Borough School District recognizes and affirms the individual value and potential of each member of the school community. The Board intends to provide a safe and healthy environment for our students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if those measures are not provided for in any rule or regulation enumerated herein. We recognize that chemical abuse and dependence seriously impair the abilities of many individuals to develop their full potential. We firmly believe that problems created by chemical abuse and dependence are not conducive to an environment in which all members of the school community can achieve personal and district educational goals. This policy is based on the belief that chemical dependence is a life-threatening illness that affects an individual's spirit, emotional development, physical well-being, intellectual development, and social growth. Because it is also our conviction that chemical dependence is a treatable illness, the Plum Borough School District has developed the following policy:

STATEMENT OF POLICY

The Plum Borough School District recognizes the misuse of drugs in our community. It is the goal of the district to provide the opportunity for students to develop to their fullest potential; therefore, they must be chemically free. The policy states that students shall not use, distribute, or have in their possession any mood-altering chemicals in school, on school property, or at school related activities. It is the district's intent to prevent and prohibit the use of any mood-altering chemicals by educating, identifying, and intervening in order to protect the health, safety, and welfare of all concerned. The policy will be implemented by faculty, administration, school employee groups, students, parents, bus drivers, and community agencies of the Plum Borough School District. In the event of a violation of this policy, a student shall be subject to discipline pursuant to the provisions and procedures outlined in this policy, and the Discipline Policy previously approved by the district. Disciplinary action may also result in suspension or permanent expulsion from school by the Board of School Directors after a hearing conducted in accordance with the provisions of the Pennsylvania School Code. Students who are compliant with the mandates may re-enter school at the prescribed time. Failure to follow the guidelines will result in a school board hearing for expulsion.

DEFINITION OF TERMS

Controlled Substance - shall include any alcohol or malt beverage, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance or medication for which a prescription is required under law and/or any substance which is intended to alter mood, mental and/or physical functions. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the nurse annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

School Property - School property shall include not only actual buildings and facilities on the school grounds, but also school buses, school bus stops, school parking areas, and any facility being used for a school function.

Core Team - The Core Team is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, guidance counselors). The team will be trained to understand and work on the issues of adolescent chemical use, abuse, and dependency. They will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Cooperative Behavior - Cooperative behavior shall be defined as the willingness of a student to work with staff and school personnel in a reasonable and helpful manner complying with reasonable requests and recommendations by said staff.

Uncooperative Behavior - Uncooperative behavior shall be defined as any resistance or refusal either verbal or physical on the part of a student to comply with the reasonable requests or recommendations of a staff member.

Chemical Abuse Specialist - A certified addiction counselor with expertise in the area of chemical dependence.

Distribution - Deliver, sell, pass, share or give any alcohol, other drug, or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Possession - Possess or hold, without any attempt to distribute, any alcohol, other drug or mood altering substance determined to be illegal or as defined by this policy.

Drug Paraphernalia - Includes any utensil or item that in the school's judgment can be clearly associated with the use of alcohol, other drugs, or mood altering substances.

Assessment - Includes both psychological and physiological examinations. Any costs involved are the responsibility of the student's parent(s) or legal guardian(s).

INTRODUCTION

The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, every effort will be made to offer the student the help and assistance he or she would receive for any other illness. Early identification and referral of students evidencing a problem with chemical abuse or dependence will be a primary goal.

Disciplinary procedures will be administered with the best interests of the student and the student body in mind. Due consideration has been given to the legal rights and responsibilities of the school administration, staff, students, and parents. The School Board reserves the right to authorize the use of any measure deemed necessary to control chemical use in accordance with the Immunity Bill (Act 67 of 1984, 42 PA. C.S.A. Section 8337, eff. 6/30.84) passed by the General Assembly of Pennsylvania.

CONTROLLED SUBSTANCES

The Board recognizes that the **abuse of controlled substances** is a serious problem with legal, physical and social implications for the whole community. As the educational institution of this district, the schools should strive to prevent abuse **of controlled substances**.

For purposes of this policy, **controlled substances** shall mean:

1. All dangerous controlled substances prohibited by law
2. All look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Tobacco and tobacco products
7. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
8. Any prescription or patent drug, except those for which permission for use in school has been granted pursuant to Board policy.

The Board prohibits the use, possession, or distributing, and **being under the influence** of any **controlled substance** during school hours, on school property, or at any school sponsored event.

The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and **other school employees** shall be respected; and no confidential communication made to such employee shall be required to be revealed without the consent of the student or his/her parent unless the best interests of the student can be served only by **such release**. The Superintendent or designee shall prepare rules for the identification, amelioration and control of substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Provide education concerning the dangers of abusing controlled substances.
3. Disseminate to students, parents and staff Board policy and district procedures governing student abuse of controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year. In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized. No student may be admitted to a district program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent or guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid, however students may not take HGH unless prescribed by a physician.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion, and/or criminal prosecution as detailed in the Controlled Substance Procedures/Rules Information.

Canine Drug Detection Program

In order for the school administration to perform its fundamental duty of operating this school as an educational institution, the administration retains the right to inspect, on a regular basis, student lockers for tobacco, illegal drugs and alcohol. This right extends to inspecting vehicles parked on the school grounds. The Plum Borough School District retains jurisdiction, control, and access over all student lockers and maintains a confidential file of all lockers and the combinations thereto. The Plum Borough School District also reserves the right to have trained narcotics dogs sniff student lockers and all cars parked on school district property regularly and at any time with reasonable suspicion. The student need not be present. With occurrences of a positive canine sniff of a locker or car, the Plum Borough School District has reasonable suspicion to suspect the presence of tobacco, illegal drugs, or alcohol. The locker or car in question may then be searched for the same.

False Fire Alarms

[Board Policy 218.2](#)

The activation of the fire alarm for anything other than its intended purpose -- emergency evacuation of the building -- is a serious violation and will result in an immediate out-of-school suspension, charges filed with the police, and a hearing with administration for further disciplinary action up to expulsion.

Fighting

To convey the negative, degrading, and dangerous aspects of this behavior, those involved in a fight will receive a three-day out-of-school suspension, **and will be referred to authorities for charges of disorderly conduct, harassment or assault.** Students experiencing problems with other students that could eventually end in physical confrontations should take steps to settle differences by seeking the assistance of a counselor, an administrator, or peer mediation.

Harassment

[Board Policy 248](#)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment be investigated promptly and impartially, and corrective action be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment of a student consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, hostile or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Has the effect of substantially disrupting or interfering with the rights of other students.
4. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute Sexual Harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual content; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment. The District shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated, by means of: publication in handbooks, presentation at an assembly, and/or posting of notice/signs.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, nurses, or administrators.

All employees who receive harassment complaints from a student shall report such to the building principal. If the building principal is the subject of the complaint, the Student shall report the complaint directly to the Superintendent or designated administrator. When a student believes that s/he is being harassed, the student should immediately inform the harasser that the behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure:

Step 1

1. A student shall report a complaint of harassment within 30 days, orally or in writing, to the building principal, counselor who shall inform the student of his/her rights and of the complaint process. The student may request another adult be present. If the complaint is not first reported to a principal, then the person receiving the complaint shall immediately report it to a principal.

2. The building principal shall immediately inform the Superintendent and begin an impartial, thorough and confidential investigation process. Where the parties voluntarily agree to a conciliation meeting, the principal shall attempt to reach a mutual agreement to remedy the situation. A written record of such a meeting shall be prepared by the principal.
3. Parent will be notified immediately and asked if they would like to be present.
4. Copies of the written report summarizing the investigation and recommending disposition of the complaint shall be provided to the complainant, the accused, and the Superintendent.
5. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Step 2

1. If the complaint cannot be resolved to the satisfaction of both parties in Step 1, the complainant and the accused will each submit a detailed written statement of account to the Assistant Superintendent who will inform both parties of the date of an administrative conference. The notice will be given to both parties at least three school days before the date of the conference. The notice shall include place and time of the conference and the subject of the conference. Students shall have the right to present witnesses and other evidence at the conference and in all steps of the process.
2. Should the Assistant Superintendent be the Complainant or the accused, the Superintendent or his/her designee shall conduct the conference.
3. Administrative Conference Results
 - a. Should the administrative conference be resolved in the favor of the accused, no further action will be necessary except that the charges and resolution may be placed in the accused file, if the accused is a staff member so requests. Otherwise, the charges and the transcript will be sealed and impounded. Release from the impounding may be made only upon action of the Superintendent or his/her designee or a court order.
 - b. If the conference is resolved against the accused, appropriate disciplinary action will follow. A substantiated charge against a student shall subject the student disciplinary action, consistent with the student code of conduct, and may include educational activities, and/or counseling services related to unlawful harassment. It may also include suspension or expulsion in accordance with the Pennsylvania School Code and the Regulations of the Pennsylvania Department of Education.
4. Both parties shall receive written notice of the decision rendered within ten school days of the administrative conference.
5. If it is concluded that the student made false accusations, such student shall be subject to disciplinary action consistent with the Disciplinary Guidelines.

Appeal Procedure

If the complainant or accused is not satisfied with the principal's decision, the student may file a written appeal to the Superintendent or designated individual. The Superintendent or designated individual shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

Hazing [Board Policy 247](#)

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. For purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

- A. Endanger of physical health shall include but not be limited to any brutality of a physical nature, such as whipping, beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled substance; or forced physical activity that could adversely affect the physical health or safety of the individual.
- B. Endanger the mental health shall include any activity that would subject any individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student is willing to unwillingly participate.
- C. The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, parents, coaches, sponsors, volunteers, or district employees shall plan, direct, encourage, assist or engage in any hazing activity. The Board directs that no administrator, coach, sponsor, parent, volunteer, or district employee shall permit, condone, or tolerate any form of hazing.

COMPLAINT PROCEDURE:

- 1. When a student believes that she/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal, assistant principal, or guidance counselor.
- 2. The principal or his/her designee shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
- 3. The principal or his/her designee shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
- 4. If the investigation results in a substantial finding of hazing by a student, the principal shall recommend appropriate disciplinary action as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.
- 5. If the investigation results in a substantial finding by an employee, the matter shall be referred to the Superintendent immediately for appropriate disciplinary action.

Searches of Lockers, Persons, and Vehicles

[Board Policy 226](#)

1. Lockers - Each student will be assigned a locker. Students should only use their assigned locker and it should be kept locked at all times. All personal items and books, when not in use, are to be kept in lockers. A student should not tamper with another locker or give the combination to another person. It is the student's responsibility to report to the office any broken lock or locker. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school or the building itself. **Student lockers are not private; they are the property of the District.** Students should understand that they have no expectation of privacy within their lockers. If there is reasonable suspicion that a student is violating the law or school regulations, then searches may be conducted. When it becomes necessary to search a student locker, the building principal or designee will conduct the search in the presence of another member of the school staff and, when necessary, in the presence of the police.

Maintaining the Student Locker

- a. Lockers are to be used only by the students assigned.
- b. Materials, mirrors, posters, and other items are not to be taped to the exterior of the locker.
- c. Students are fully responsible for the condition of their lockers and damages as a result of misuse.

2. *Person* - Search of a student's person shall be permitted only when there is a reasonable belief that said student has on his or her person items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

3. *Vehicle* - Because vehicles in school parking areas are on school property (please refer to page 31, "Definition of Terms", "School Property"), they are subject to the same nature of searches as those applying to a person. Search of a student's vehicle shall be permitted only when there is a reasonable belief that said student has in his or her vehicle items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

Student Expressions

[Board Policy 220](#)

The board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. The following are not protected and are prohibited:

1. Expressions which are libelous or defamatory.
2. Expressions which are lewd, vulgar, obscene, or profane.
3. Expressions which would substantially interfere with the rights of others, including another student.
4. Expressions which school officials reasonably believe will cause actual and material disruption or interference with school operations.
5. Expressions which actually disrupt or interfere with school operations.
6. Expressions which would substantially interfere with another student's educational performance.
7. Expressions which harass or intimidate another student including, but not limited to racial, ethnic, or religious slurs.
8. Expressions which incite violence or are fighting words.
9. Expressions which advocate the use of alcohol or tobacco by students, or the use of illegal drugs.
10. Expressions which depict or imply racial, religious, or ethnic hatred or prejudice.
11. Expressions which advocate or urge violation of law, school policy, or school regulations.

Tobacco Possession/Use

[Board Policy 222](#)

Section 6306.1 Use of Tobacco in Schools Prohibited - Act 145 of 1996

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both the tobacco user and the non-tobacco user and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; and smokeless tobacco in any form. Electronic cigarette means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, vapor cigarettes or under any other product name or descriptor. Tobacco-related devices means cigarette papers, lighters, pipes for smoking, hookahs and any instrument used for inhaling tobacco smoke.

The Board prohibits tobacco use and the possession of tobacco, electronic cigarettes, or any tobacco-related device by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. The Board prohibits tobacco use and possession of tobacco, electronic cigarettes, or any tobacco-related device by students at school sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. In addition, violations are subject to disciplinary action in accordance with the district's student disciplinary policy. The Superintendent or designee shall annually notify students, parents, and staff about the district's tobacco use policy by publishing such policy in the Discipline Code, student handbook, parent newsletters, posted notices, and other efficient methods. The Superintendent or designee shall develop procedures to implement this policy. Incidents of possession, use and sale of tobacco in violation of this policy by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

Weapons Policy

[Board Policy 218.1](#)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. For the purposes of this policy, the following definitions shall apply: "WEAPONS" shall include, but may not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, mace, fireworks, firecrackers, and any other tool, instrument, or implement capable of inflicting serious bodily injury. "Possessing"- A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.

EXTRA-CURRICULAR ACTIVITIES

Activity Fee

There is no activity fee set for the 2017-2018 school year.

Athletics

Plum is a member of District VII, WPIAL, of the Pennsylvania Interscholastic Athletic Association (PIAA), and its athletic program adheres to the rules and regulations for both organizations. Presented herewith are selected rules and regulations of the PIAA and the Plum School District.

Plum's Interscholastic Athletic Program

SPORT	MONTHS	CO-ED	BOYS	GIRLS
CHEERLEADING	AUGUST-FEBRUARY			X
CROSS COUNTRY	AUGUST-OCTOBER	X		
GOLF	AUGUST-OCTOBER	X		
FOOTBALL	AUGUST-NOVEMBER		X	
SOCCER	AUGUST-OCTOBER		X	X
TENNIS	AUGUST-OCTOBER			X
BASKETBALL	NOVEMBER-FEBRUARY		X	X
RIFLE	NOVEMBER-FEBRUARY	X		
SWIMMING and DIVING	NOVEMBER-FEBRUARY		X	X
BASKETBALL (9)	NOVEMBER-FEBRUARY		X	
WRESTLING	NOVEMBER-MARCH		X	
VOLLEYBALL (9)	JANUARY-APRIL			X

BASEBALL	MARCH-MAY		X	
BASEBALL (9)	MARCH-MAY		X	
LACROSSE	MARCH-MAY		x	X
SOFTBALL	MARCH-MAY			X
TENNIS	MARCH-MAY		X	
TRACK and FIELD	MARCH-MAY		X	X
VOLLEYBALL	MARCH-MAY		X	

Club sports are not WPIAL sanctioned and are not officially sponsored or funded through the athletic department. Students are however, eligible for Varsity Letters, and follow the same eligibility requirements as the interscholastic athletic programs at the high school.

Club sports include:

Ice Hockey – November – February

Bowling – December – March

Slow Pitch Softball – August - November

Athletic Equipment

Every student participating in interscholastic athletics will receive the proper equipment to provide for his or her health and the prevention of injuries. The equipment is to be returned at the end of each sport season. If an athlete fails to return equipment, he/she will be held financially responsible.

Awards and Varsity Letters

Awards and varsity letters are encouraged and generally accepted as an effective way to recognize student performance. Varsity letters will be awarded after the student has met requirements set forth by the coach. Each head coach shall annually submit the requirements participants must meet in order to receive a varsity letter to the athletic director for approval prior to the start of the season, if these requirements exceed the Athletic Department's requirements listed below. The approved criteria for earning a varsity letter shall be communicated to the participants prior to the first event so that each member is aware of what is required to earn a varsity letter. All appeals are subject to the discretion of the athletic director. Head coaches have the right to withhold awards if necessary as a disciplinary consequence. The athletic director and the principal shall be informed by the head coach prior to the withholding of an award.

General Requirements for Varsity Awards

1. Attendance is required at all meetings and events unless excused by the coach.
2. Participation in at least one-half the total number of quarters, innings, games, matches, etc.
3. Letters are not to be given for practice time.
4. Junior Varsity contests do not count toward earning a letter.
5. In the judgment of the head coach, the student has made a significant contribution to the team.
6. The participant must finish a complete season in good standing and must have contributed to the team effort.
7. The participants must always represent Plum High School and their team with dignity.
8. Managers and statistician awards will parallel the regular award system if they complete the entire season.

Description of Awards

9th Grade Award	Award Certificate
1st Varsity Award	6" block "P" with metal insert of activity and award certificate. (Students will receive only one letter. The appropriate pins will be given for each sport played.
2nd Varsity Award	Second Year certificate.
*3rd Varsity Award	Third Year certificate.
*4th Varsity Award	Fourth Year certificate.
Scholar-Athlete Award	Any student who maintains a 3.5 grade point average at the end of the grading period in which the majority of their season takes place will receive a certificate of achievement.
Athletic Honor Roll Award	Any Student who maintains a 3.0 grade point average at the end of the grading period in which the majority of their season takes place will receive a certificate of achievement.

*Awards are subject to change at the discretion of the Athletic Director

College Eligibility

16 core courses will be required for **NCAA Division I only**. This rule applies to any student first entering any Division I college or university on or after August 1, 2017. See the information below for the breakdown of this 16 core-course requirement.

14 core courses are required in NCAA Division II. See the breakdown of core-course requirements below.

Test Scores

- Division I has a sliding scale for test score and grade-point average.
- Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the four sections on the ACT: English, math, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA by the testing agency. Test scores that appear on transcripts will no longer be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the NCAA.**

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- Be sure to look at your high school's list of NCAA-approved core courses on the NCAA web site to make certain that the courses being taken have been approved as core courses.
- Division I grade-point-average requirements are listed on the NCAA web site.
- The Division II grade-point-average requirement is a minimum of 2.000.

PLEASE NOTE: For students first entering any NCAA college or university, **computer science** courses may only be used for initial-eligibility purposes if the course receives graduation credit in mathematics or natural/physical science and is listed as such on the high school's list of NCAA-approved core courses.

DIVISION I - 16 Core-Course Rule

16 Core Courses:

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II - 16 Core-Course Rule

16 Core Courses:

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

3 years of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language comparative religion or philosophy).

OTHER IMPORTANT INFORMATION

- Division II has no sliding scale. The minimum core grade-point average is 2.00. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 16 core courses are required for Division II.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.

For the most up to date information regarding NCAA rules, please go to www.ncaa.org or visit the Eligibility website at www.web1.ncaa.org/eligibilitycenter/common.

Concussion Management - PBSO recognizes the importance of ensuring the safety of students participating in the district's athletic programs. [Policy 123.1](#) was adopted to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity. Sport Safety International has partnered with the Pennsylvania Athletic Trainer's Society to offer a series of educational programs that offer the latest science and practical applications regarding prevention and management of concussions. More details for parents, athletes and coaches are available on the Concussion Information link on the PBSO athletic web link at www.pbso.k12.pa.us

Removal From Play - Any athletes who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.

Return To Play - The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician who is trained in the evaluation and management of concussions, a licensed psychologist neuropsychological trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions, or a licensed or certified healthcare professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.

Detention and Suspension

1. Athletes who are assigned detention must report even if they have a practice or game scheduled.
2. Students may not practice or play while under in-school or out-of-school suspension.

Example: A student suspended for Friday, Monday, and Tuesday may not participate in Weekend school-related activities, including practice.

PIAA - ELIGIBILITY

Maximum Age Rule - A pupil shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years, with the following exception: If the age of 19 is attained on or after July 1, the pupil shall be eligible, age-wise, to compete through that school year.

How to Determine Age - In determining the age of a pupil, the date of birth as recorded in a State Bureau of Vital Statistics shall be considered as conclusive if filed in a State Bureau of Vital Statistics within one year after the date of birth. If a birth record from a State Bureau of Vital Statistics is not available, proof of a pupil's age may be determined by requiring the submission of a birth certificate which was issued within one year after birth; or in lieu of a birth certificate, a passport, an affidavit by the parents or legal guardian filed not later than one year after the pupil's admission to the first grade of an elementary school. In the event of the non-existence of any of these records or evidences, the earliest date of birth as recorded in the records of the school or schools attended by the pupil shall be considered the date of birth.

ATTENDANCE

Where Enrolled for Attendance - In order to be eligible to participate in any interscholastic athletic contest, a pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter. The pupil is eligible only at the school in which the pupil is enrolled.

How Absence Affects Eligibility - A pupil who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in an inter-school practice, scrimmage or contest until the student has been in attendance for a total of 45 school days following the student's 20th day of absence, except where there is an excused absence due to a requirement that the student serve as the primary caregiver to a member of the student's immediate family or a near relative or death in that student's immediate family or near relative, both as defined in Section 1154 of the Public School Code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an excused absence of 5 or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District Committee. If the establishment of any requirement necessary for the District Committee to exercise its discretion to grant a waiver of 5 or more excused absences results from illegal conduct on the part of the student, other than absences during which the student, without there having been a criminal conviction or an adjudication of delinquency, is admitted to a substance abuse treatment facility, the District Committee shall not grant the waiver. Attendance at summer school does not count toward the 45 days required. ***Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same period stated in this Section.

Number of Days Enrollment Necessary To Count As A Semester - Fifteen days or more of enrollment in a semester in any secondary school shall count as one semester of membership. Enrollment at summer school does not count as a semester or part of a semester.

Absentee Rule for Athletics - If athletes are absent from school, they must check in the attendance office at, or before, 10:54 a.m. in order to practice or compete on that day. If athletes are absent the full day, they may not compete or practice that afternoon, evening, and/or weekend (if absence occurs on a Friday). There are extenuating circumstances where athletes may participate if absent – participation in school related events, college visits, religious holidays, funerals, etc.

ACADEMIC ELIGIBILITY

Section 1: To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined by high school procedures and graduation requirements, as full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. Eligibility is reviewed on Monday. The pupil must not be failing one core class or a total of two classes to be eligible to participate. If a pupil is failing one core, or two total classes, the pupil will be put on probation for a period of one week. If they are failing one core class or two total classes after the probationary period, they will then be ruled ineligible. A student becomes immediately ineligible if they are failing two core classes or three total classes. Eligibility shall be cumulative from the beginning of the grading period, shall be reported on a weekly basis, and shall be filed in the athletic office. In cases where a student's cumulative work from the beginning of the grading period does not meet the standards provided for in this section, he/she shall be ineligible Monday through the Sunday of that week. When a school is closed on Monday for any reason, the athletic director will determine whether the student as of that day meets the standards provided for in this section. Students who are ineligible or on probation, will receive an ineligibility form that must be signed by the student, the parent/guardian and their teacher.

Academic Probation

- Students may not be failing more than one core or any two total classes.

- Students have one week to improve grades to eligible status. It is recommended that they meet with their teacher after school in the subject they are failing.
- Students may not be failing any one core or any two total classes to be eligible the following week.
- Students may only be afforded a probation twice per season. They must become eligible before a second probation is implemented. The probation period cannot be used after the end of a grading period.

Section 2: In order to be eligible for interscholastic athletics, a pupil cannot fail one core class or two total classes during the previous grading period, except as provided in section 5. Back work may be made up, providing it is in accordance with the regular rules of the school.

Section 3: In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for 15 school days of the next grading period, except as provided in Section 5.

Section 4: New Pupils Must Meet Eligibility Requirements on Curriculum. Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

Section 5: At the end of the school year, the student's final credits in his/her subjects rather than his/her credits for the last grading period shall be used to determine eligibility for the next grading period.

Requirements for Participating in Interscholastic Athletics

The following requirements must be processed prior to trying out for an athletic team:

1. Student signs up with the coach of the athletic team.
2. Prior to the physical the parent completes the Health Questionnaire Form and the parent sign the form. The form, when completed, is maintained in the Health Office.
3. The student must then pass a physical examination administered by either the school or family doctor. There is no charge for the physical by the school doctor if it is taken during the appointed dates that such physicals are scheduled. If the student is certified for physical participation, the doctor will indicate such on the Physician Certification Card.
4. Prior to the physical exam, the parent signs the back of the Physician Certification Card granting permission for the participation. The card is returned to the head coach or sponsor of the activity.
5. The parent then completes the Medical Treatment Card, which is obtained from the coach. This card is returned to the coach with the signature of the parent.
6. The parent must show proof of insurance on the PIAA physical form. The district will no longer provide supplemental insurance coverage for extra-curricular activities (with the exception of football). The district will offer students supplemental insurance for purchase through the district's insurance broker of record should the parents need to purchase this coverage.

State Competition

Where one student has qualified for competition at the state level the situation will be evaluated as to the feasibility of another student's accompanying the qualifier as a companion. The companion may be selected by the athlete with approval of the Athletic Director and Head Coach.

Student Conduct at Athletic Contests

High school athletics are an integral part of the school's program, and the participants in the contests are high school students. Considering these factors, conduct at athletic events must reflect the very essence of good sportsmanship. Vulgar cheers, throwing of objects, verbal harassment toward the visiting team, athletes, officials, or cheerleaders have no place in high school sports. The school will not tolerate poor spectator behavior. Those who display such behavior will be disciplined accordingly and/or may be asked to leave the premises. Students attending or participating in

school-related athletic events will be held to the same policies and regulations as pertain to regular school conduct.

Ticket Prices

Varsity Football:

- Home Games: Student tickets will only be sold in the cafeteria on Thursdays and Fridays during lunch periods. Cost is \$3.00. The pre-game sale ends at 12:47 p.m. on Friday. Only \$5.00 General Admission and \$3.00 Elementary Student Tickets will be sold at the gate.
- Away Games: Tickets will be sold in the cafeteria during lunch periods and in the athletic office until 3:00 on Fridays

Varsity Basketball, Varsity Wrestling, Varsity Soccer, Swimming, Varsity Lacrosse and Varsity Volleyball:

- Home Games/Matches: Tickets will be sold at the door only. Cost is Adults \$5.00 and Students \$3.00.
- Away Games/Matches: Particulars announced over the PA system.

There is no admission charge for any other athletic event.

Transportation

Team members, managers, statisticians, and cheerleaders are required to be transported to and from away events on the school bus. A coach may release a member of his or her group to the student's parents if the parent submits a written request a day prior to the event. Emergency situations will be handled appropriately.

Varsity Jacket

Athletes may order a varsity style jacket after they have earned one varsity letter. Jackets may be ordered online at <http://www.neffco.com/jacketshop.asp?password=066207>

Clubs and Organizations

The clubs and organizations often reflect the interests of students. The clubs and organizations that normally are active in a given year are:

- | | | | |
|-----------------------|---------------------|----------------|-----------------------|
| -Art Club | -Book Club | -BOTS IQ | -Chess Club |
| -Class Play | -Drama Club | -Eco-Bio Club | -French Club |
| -Future Educators | -Future Nurses | -Get Fit Club | -Girls Leaders Assoc. |
| -Habitat for Humanity | -Horizons Club | -Library Aides | -Musical |
| -Nat'l Honor Society | -Peer Tutoring | -Physics Club | -Plum Hi-Lites |
| -PTSA | -Sign-Language Club | -Snow Club | -Spanish Club |
| -Student Government | -Student Store | -SADD | -Weightlifting |
| -Twirling Club | | | |

Social Events

Guests attending social events, such as dances, prom, and other such activities, must be under 21 years of age.

Junior/Senior Prom

Freshmen and sophomores are currently not eligible to attend, as well as students who have not met the academic requirements to be considered an 11th grader but may be of junior age. Students who have acquired more than 15 unexcused absences for the year at the time of prom ticket sales will be denied the opportunity to ~~purchase tickets.~~ **attend prom.**

Social Courts

Placement on one of the two courts, Homecoming and Prom, is limited to students of grades eleven and twelve, and individuals may only serve on one of the social courts during the last two school years. Once elected to a court, an individual becomes ineligible for future courts.

- Homecoming - The court is limited to grade twelve students elected by the senior class. The crowning ceremony is scheduled for the Homecoming game as designated on the football schedule.
- Prom - The prom court is limited to grade eleven students attending the prom and is elected by the junior class.

Student Government

The primary purpose of Student Government is to promote a better relationship between the students, the administration, and the faculty. In so doing, it remains a goal of Student Government to represent the overall interests of the student body. Beyond representing these interests, one of the major functions of Student Government is the direct involvement of class officers in the formulation of the Student/Parent Handbook. Student Government will also throughout the year coordinate a program of school activities and functions to encourage participation and a sense of pride within the school. Elections for Student Government are conducted in the spring of each school year. Students seeking office must submit to the organization sponsors a petition signed by five faculty members in addition to 20 students. Elected positions at each grade level are as follows: Class President, Vice-President, and Secretary.

Classes are allocated the following representative seats:

<u>Grade</u>	<u>Representatives</u>	<u>Grade</u>	<u>Representatives</u>
12	Six	10	Four
11	Five	9	Three

In addition, four distinguished positions are available on Student Government. These four officers comprise Student Council. It is the official duty of Student Council to oversee the entire operations of Student Government. Candidates for the positions on Student Council must be in their junior year at the time of election and must also have previous experience with Student Government. The following positions are available on Council: Student Council President, Vice President, Secretary, and Treasurer.

GUIDANCE AND ACADEMICS

The Department is staffed with four full-time counselors who are assigned students from grades 9-12 by alphabetical order. Each student will be interviewed at least once by his/her counselor during the school year. This does not suggest that the student is limited to only one conference. Any student may schedule conferences with his/her counselor as necessary. Parents are also encouraged to stay in touch with their child's counselor. One of the services of the department is the distribution of a variety of post-secondary publications. This literature is essential for those students planning to continue their education beyond high school. Information dealing with application procedures, student loans, and employment assistance are a few of the resources available to students in the Guidance Office.

General Information

A comprehensive curriculum designed to meet the needs of the community and its students augments the basic program mandated by the Department of Education. Students are encouraged to participate in the curriculum beyond the state-mandated program and engage in school activities and functions that fulfill their interests and needs.

Guidance Staff

Mrs. Shari Klein – Administrative Assistant – 412-795-4880 x6304

Grades 9, 10, 11, 12 Counselors

Mr. Robert Fekety x6316 – *A-Do*

Mrs. Kerry Plesco x6309 – *Dr-La*

Ms. Nadia Abbondanza x6317 – *Le-Rh*

Mr. Brian Betta x6315 – *Ri-Z*

Academic Awards

Academic Awards Banquet

The Board of School Directors will host a banquet in the spring of the year for seniors who have a

Q.P.A. of 3.75 or higher from grade nine through the end of the first semester of their senior year.

Annual Awards Program

The program provides school and community groups the opportunity to recognize seniors for their positive contributions and achievements. This includes the following: academic and athletic excellence, meritorious service to the school and community, and for traits of positive character. The ceremony is conducted in the evening with a brief reception following the program.

4.0

Students with a 4.0 grade point average and above will be awarded a medallion for "Academic Excellence" at commencement and lead the roll call procession.

Honor and High Honor Roll

The distinction of Honor or High Honor Roll is awarded each nine-week marking period. Students who earn a 3.25-3.74, with no grade lower than a C recorded for any course for that report period, will be designated as having earned the distinction of Honor Roll. Students who earn 3.75 or above, with no grade lower than a C recorded for any course for that report period, will be designated as having earned the distinction of High Honor Roll.

Nine Weeks Awards

Each teacher may select one student per class to receive this award (a certificate). The award will be given on a nine-week basis in classes that meet five days per week.

The criteria for the award are as follows:

Conscientious	Admits faults	Cooperative
Does homework	Courteous	Does not complain
Good Worker	Participates in Class	Helpful
Pays Attention	Mature	Neat/Organized
Pleasant	Responsible	

Outstanding Senior Awards

In April of every school year, faculty members will nominate and decide on one male and one female student to win the Outstanding Seniors award(s) and speak at their classes' commencement. The process will go as follows:

- I. Each of the five core departments (English, Mathematics, Science, Social Studies, and Elective) will meet and each nominate two male and two female candidates based on the criteria below for a total of 20 nominated candidates.
- II. Senior students will vote on the 20 candidates nominated by the teachers.
- III. Class officers tally the ballots and submit the top six to a panel of three teachers chosen by Student Government. The panel will select one male and one female student to receive the Outstanding Senior Award and speak at commencement.
- IV. The criteria for the award are as follows:

Trustworthiness	Dependability	Responsibility	Attitude
Congeniality	Understanding	Fairness	Maturity
Respect	Academic		

The recipients receive a plaque which is inscribed accordingly.

Academic Integrity

Plum Senior High School expects the highest standard of honesty in all phases of academic work from its students. Academic dishonesty in any form is an offense against the integrity of the entire school community and will not be tolerated. Academic dishonesty, or more commonly known as cheating or plagiarism, can be defined as any of the following (this list is not all-inclusive):

1. Obtaining assistance from or knowingly giving assistance to another student during an exam.
2. The use of notes, books, or other source of information during an exam that is not authorized by the examiner.
3. Obtaining without authorization an examination or any part thereof.
4. Turning in someone else's work as your own, or allowing them to turn your work in as their own.
5. Altering, or causing to be altered, the record of any grade on a test, quiz, etc., or in a grade book, office, or other record.
6. Using a personal electronic device to photograph any portion of an assessment to use for personal reasons or to pass it on to other students.
7. Plagiarism - Merriam Webster's Collegiate Dictionary, 10th Edition, defines plagiarize as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Examples of plagiarism include copying passages or visual downloads from the Internet or other texts; not documenting written or oral sources such as teachers, other students, critics; fabricating or manipulating a quotation or source and using free or purchased papers from the Internet or other source.

Throughout their high school career, students may be required to submit their work through an anti-plagiarism software program, such as TurnItIn.com. Academic Dishonesty will be subject to the following consequences:

1. No credit given for the assignment, assessment, project, or specified portion on which the student cheated or plagiarised.
2. Use of a computer or electronic device to cheat may result in the student losing device or computer privileges.
3. Possible disciplinary consequences depending on the nature of the infraction, to be determined by the teacher and administration.

Academic Standards for Activity Participation

Participation in school activities such as, but not limited to, clubs and organizations, theatrical productions, cheerleading, marching band and auxiliary band units, requires the student to basically ***meet the same academic and attendance requirements that apply to interscholastic athletics***. PIAA and PBSB regulations that apply to the students' activities and programs begin on page 35.

Students who have been in attendance more than eight semesters beyond the eighth grade may not hold positions as an officer in any school organization, or be a member, such as but not limited to, the cheerleading squad and band auxiliary units, or perform in theatrical productions. This provision may be waived in cases of long confining illness or injury, which necessitates repeating a grade, upon review by the administration, providing all other eligibility requirements are met.

Attending College for One Semester

I. College grades are not averaged with the Plum course grades.
II. In cases where a passing grade is recorded for a Plum course, semester portion, and a failing grade for the college course the student will have the option of either taking a competency-based test to determine if full credit will be given for the mandated high school course, or the student may complete the course at a certified institution upon approval of the principal. Awarding of the high school diploma and participating in the commencement ceremony requires that the school receive a

transcript of the student's course work, and that the courses were completed with a passing grade.
THE STUDENT WILL NOT BE RECOGNIZED FOR ACADEMIC HONORS.

Class Change/Drop

Course drops and class changes are not permitted during the current school year. In scheduling for classes for the 2017-2018 school year, students may not drop or change classes after Friday, June 2, 2017, and in scheduling for the 2018-2019 school year, the class change/drop deadline is Friday, June 8, 2017. Students with IEPs may make schedule changes through the IEP process. Schedule changes will also be considered for medical reasons or if graduation is in jeopardy.

Schedule Adjustments

Class periods and teachers are randomly assigned. Consideration will be given to teacher request changes on the following basis:

- I. Student failed the teacher's class the previous year for an academic course.
- II. Student is related to the teacher.
- III. Teacher is an immediate neighbor of the student, or a close personal friend of the family.

NOTE: Even though the student's request for a teacher change is valid under the three stipulated reasons, it may be impossible to handle the request because of the student's particular schedule arrangements or conflicts related to the master schedule.

Class Rank

Official class rank is not calculated or reported on transcripts. Percentage and numeric rank estimates are available through the guidance department at the request of post-secondary institutions and scholarship organizations.

College Fair

In September, during open house, the guidance office will host a College Fair in the cafeteria. This fair is open to all students and parents. The national College Fair, usually held in Pittsburgh at the Convention Center during the second semester, is also available to our students. This event will be considered an excused absence for those students who choose to attend, but no transportation will be provided by the school district.

Commencement

The tentative date of the ceremony is set for Thursday, June, 7, 2018. This date is subject to change if days are added to the district calendar. NOTE: A rain date may be in effect in the event the ceremony cannot be conducted on the scheduled date. If it becomes necessary to conduct an indoor ceremony, graduates will receive tickets.

In October, seniors will receive cards for recording their names as they wish to have them appear on their diplomas. The cards must be signed by a parent, and when completed, should be returned to the main office no later than November 15th. In March, seniors place orders for their caps and gowns during lunch periods. Students absent on that day may pick up order forms in the office. A late charge of ten dollars is assessed for late orders as specified on the order forms. The ordering of senior commencement announcements, name cards, and other materials occurs in late February. It is important that the order is processed within the designated date as extra announcement cards are not stocked by the school. Graduates receiving special recognition at commencement are those who have maintained a quality point average (QPA) of 3.25 or higher for grades nine, ten, eleven, and twelve.

Four levels of academic achievement are recognized:

<u>Achievement</u>	<u>Recognition</u>
4.00 and above QPA	Listed in program as having achieved academic excellence and lead the roll call procession. Receives medallion and high honor cord.

3.75 and above QPA
3.25-3.74 QPA

Designated as High Honors and receives a high honor cord.
Designated as Honors and receives an honor cord.

Seniors are not required to participate in the graduation ceremony. Students who do participate in the commencement program are obligated to take part in the practices for the event, and to accept the rules of conduct and dress that is appropriate for the ceremony.

*Commencement speakers will be the Outstanding Male and Female Seniors selected according to the Outstanding Senior Award process detailed on page 40.

Community Portal

The Community Portal is an on-line progress-reporting system in which student information, grades, discipline, and attendance can be accessed at any time. Usernames and passwords do not change from year to year. There will be a username and password issued to each student and a separate username and password issued to parents. Families who are new to the district will receive information on how to create an account in their registration packets. Difficulties with use of the system should be directed to the technology office. Parents may only access records of their own children, as confidentiality is of utmost importance. Parents are highly encouraged to monitor progress on a regular basis. Questions or concerns can be directed to the attendance office, classroom teachers, and guidance counselors. The Community Portal has replaced paper progress reports previously issued at the midpoint of each marking period. Any parents unable to access the portal may request progress reports through the guidance office.

Computing the Final Grade

I. Year Course - The final course grade is recorded as a letter grade by the following weights:

- Each of four nine-week reporting periods = 20% (80% total)
- Mid Term Examinations = 10%
- Final Examinations = 10%

This average is then converted into its letter grade equivalent.

II. Semester Course - The same procedure as with a full year course with the exception that the total weight of the two reporting periods and the semester exam are doubled.

Early College Admission

Students may attend approved colleges on a full-time basis in lieu of their senior year based upon the following:

- I. The student is accepted to an accredited college or university.
- II. The student is enrolled in a planned course of study that will lead to an associate or bachelor's degree; and
- III. Completion of the first year's course satisfies the district's graduation requirements.

****STUDENTS WILL NOT BE INCLUDED IN FINAL CLASS RANKING OR BE RECOGNIZED FOR ACADEMIC HONORS.***

Failed Courses

Failed courses retaken at a certified school or institution and approved by the administration are recorded on the individual's transcript when passed. These class grades will replace the previously failed classes on the transcript. Courses passed with a final grade of C or D may be repeated with administrative approval. When the student completes a 120-hour course, the highest course grade will be recorded.

The lower course grade will not appear on the student's records. When failed courses are retaken at a remedial level or the same level either at Plum or at some other certified institution other than Plum, both grades, original and second, are computed in the rank. When failed courses are retaken at the collegiate level, they will replace the course upon guidance receipt of a college transcript.

Financial Aid

The Guidance office will host a financial aid presentation. The date will be listed on the district calendar.

Grade Status

Grade Requirements

- 9- Four credits earned in grade eight. Three of the four credits must be in the mandated subject courses of English, History, Math, or Science.
- 10 - Four credits earned in grade nine of which three of the four credits must be in the mandated subject courses of English, History, Math or Science.
- 11 - A total of 11 credits earned in grades nine and ten.
- 12 - Students must be in a position to satisfy all graduation requirements during the course of the regular school year.

**Advancement to the next grade level is determined by earned credits and passed mandated courses.*

Grading Scale and Policy

Nine-week reporting periods and semester exams are graded on a percentage basis.

Percentage	Letter Grade	Quality Points	Interpretation
90-100	A	4	Excellent
80-89	B	3	Above Average
70-79	C	2	Average
60-69	D	1	Below Average
0-59	F	0	Failure
	WF		Withdrew Failing
	INC		Incomplete

Academic Accountability – 50% PROCEDURE

All students will receive the grade they earn for any nine-week period. If a student earns below 50%, he/she will receive the grade earned. In order to raise the grade to a 50%, the student must earn a passing grade in the following nine weeks. During the fourth nine-week grading period the student will receive the grade he/she earns.

Mid-Term and Final Exams: All students will receive the grade they earn on mid-term exams. If a student earns below a 50%, the student may qualify to have the mid-term exam grade changed to 50% by earning a 60% or higher on the final exam.

***Parents are strongly encouraged to use the electronic grade system (parent portal) to monitor their child's progress. PHS staff will contact parents when students are experiencing academic difficulty.

Graduation Policy

[Board Policy 217](#)

The high school diploma is granted upon successful completion of state and district mandated subjects. Students who do not satisfy the credits will not receive the diploma or participate in the commencement ceremony. All financial obligations must be satisfied before participating in commencement. Students who complete their senior year but fail to meet the graduation requirements, as presented in the Program of Studies Booklet, can receive their diplomas upon successful completion of required course(s) from a state certified institution. Passing the G.E.D. Test does not qualify for the granting of the regular high school diploma. Students who quit school prior to the graduation year of their class as defined by the State of Pennsylvania will be issued an Equivalency Diploma, either for completion of coursework which is state certified or for successful passing of the G.E.D. Test. The diploma will not be issued prior to the scheduled graduation date of the student's class.

Minimum Credits for Graduation

Course	Credits	Mandated
English	4	State
Social Studies	4	State/District
Science	3	State
Mathematics	3	State

Physical Education	2	State/District
Health Education	.5	State/District
Electives	<u>9</u>	State/District
Total	25.5	

Students must also demonstrate proficiency on standardized testing as determined by the Pennsylvania Department of Education. Students will be required to take the Algebra I and Biology Keystone Exams once they have completed those respective courses, as well as the English Literature Keystone at the end of their 10th grade English Literature course. Students who have been administered the Keystone Exams will have the opportunity to take them until they have achieved proficiency or have fulfilled the requirements of any applicable alternative state assessment. Keystone remediation will provide an opportunity for growth for students who did not demonstrate proficiency on Biology, Literature, or Algebra 1 exams. Students will be familiarized with the Keystone anchors and content. Remediation may occur during activity periods and after school tutoring sessions. Proficiency on the Keystone Exams will be a requirement for all students beginning with the Class of 2017 as per the Department of Education graduation guidelines. Please visit www.pbsd.k12.pa.us/PAKeystoneExams.aspx for additional information on the Keystone Exams.

National Honor Society

The criteria for the National Honor Society are as follows: Character, Leadership, Scholarship, and Service. To qualify for consideration, a student must have a QPA of 3.5 grade nine through the first semester of grade eleven or at the end of grade eleven. Students will be notified of their eligibility in February of their junior year. At that time they will be required to verify leadership and service criteria. A selection committee appointed by the principal makes final selections. Students must submit signed proof of past and current service and leadership. High academic average alone does not guarantee admission to the National Honor Society. Parents and students may address questions to the National Honor Society advisors. A formal ceremony will occur in the spring for qualifying juniors. An informal ceremony will be conducted in the fall for qualifying seniors.

Non-Credit Courses for Enrichment

Courses taken for enrichment, or other personal reasons at a certified institution, including colleges and universities with administrative approval, will be recorded on the student's cumulative record. The course(s) will not count for satisfying the requirements for the high school diploma.

Potential Failures - Grade Twelve

If a senior is failing to meet graduation requirements, his/her parents will be notified in the following manner:

1. A letter is sent after the first semester.
2. A letter is sent at the end of the third report period.
3. The guidance counselor will call the parent/guardian of any student that does not meet graduation requirements on the first day of commencement practice.

Program of Studies Booklet

Each year a comprehensive Program of Studies Booklet is prepared and is available on the district website for review sometime in February. Presented in the booklet is a range of topics related to the scheduling process, curriculum patterns, course drop policy, guidance testing dates, and other relevant items that influence the scheduling activity. The most important feature is the description for each course offered at the senior high. Parents are encouraged to become familiar with the booklet and to be directly involved in the design of their child's schedule. Students are scheduled on an individual or small group basis by their guidance counselors.

Quality Point Average (QPA)

Rank-in-Class is the position of any one student in his class (based on his year of graduation) in relationship to all other students in his class. Class Rank is based on the student's quality point average. Quality point average is determined by dividing the total quality points by total number of

credits. The rank reflects the credits earned in grades nine through twelve. The method for computing the class rank follows:

I. Accelerated Courses

<u>Letter Grade</u>	<u>Value</u>	<u>Credit</u>	<u>Letter Grade</u>	<u>Value</u>	<u>Credit</u>
A	5.00	1	C	3.00	1
B	4.00	1	D	2.00	1
			F	0.00	0

Grade 9

Plane Geometry (A)
Biology (A)
Honors English Comp.
Honors Civics

Grade 11

Pre-Calc./Trig. (A)
A.P. Biology
A.P. Calculus AB
A.P. Chemistry
A.P. Language and Comp.
A.P. Lit. and Comp.

Grade 12

A.P. Biology
A.P. Calculus AB
A.P. Calculus BC
A.P. Chemistry
A.P. Economics
A.P. Gov. and
Comparative Gov.
A.P. Lang. and Comp
A.P. Lit. and Comp.
A.P. Music Theory
A.P. Photo/2D Design
A.P. Physics C

A.P. Physics II
A.P. Psychology
A.P. Spanish
A.P. Statistics
A.P. Studio Art
Honors French IV
Honors Spanish IV
Honors Band
Honors Chorus
Honors Orchestra
Honors Accounting

Grade 10

Algebra II (A)
Chemistry (A)
Honors English Lit.
A.P. Comp. Science
Principles
A.P. Music Theory
A.P. Psychology
A.P. U.S. History

A.P. Music Theory
A.P. Physics I
A.P. Psychology
A.P. Statistics
A.P. U.S. History
Honors French IV
Honors Spanish IV
Honors Accounting

****Weighted credit is not issued for Advanced Placement classes if a student chooses not to take an Advanced Placement Exam. Any student who chooses not to take an A.P. exam will have their GPA adjusted to reflect the unweighted credit once final A.P. rosters have been submitted by College Board to the school (approximately in March).***

II. All other courses not specifically listed receive assigned credit. Full Credit Courses:

<u>Letter Grade</u>	<u>Value</u>	<u>Credit</u>	<u>Letter Grade</u>	<u>Value</u>	<u>Credit</u>
A	4.00	1	C	2.00	1
B	3.00	1	D	1.00	1
			F	0.00	0

One-Half Credit (Semester)

<u>Letter Grade</u>	<u>Value</u>	<u>Credit</u>	<u>Letter Grade</u>	<u>Value</u>	<u>Credit</u>
A	2.00	½	C	1.00	½
B	1.50	½	D	.50	½
			F	0.00	0

III. Others

- Forbes Road Career and Technology Center - Three Credits
- Failed Courses Repeated - When failed courses are retaken at a remedial level or the same level either at Plum or at some other certified institution other than Plum, both grades, original and second, are computed in the rank. When failed courses are retaken at the collegiate level, they will replace the course upon guidance receipt of a college transcript.
- Passed Courses Repeated - Courses passed with a final grade of C or D may be repeated with administrative approval. When the student completes a 120-hour course, the lowest course grade will not appear on the student's records.

Report Cards

The District administers a nine-week report card schedule. The report card is available on-line to the student approximately five school days following the end of each nine-week report period. Teacher comments may appear on your child's report card to enhance communications between home and school.

Resources for Post-High School Institutions of Learning

The PHS guidance staff is well-equipped to answer any questions concerning post-secondary plans.

Guidance counselors can lead students through the college application process, provide them with financial aid resources, inform them of vocational or military options, and offer any other assistance depending on their post-secondary interests. Students should see their guidance counselor to schedule an appointment.

Student Assistance Program

The Student Assistance Program (SAP) is designed to help students who have problems that interfere with their academic success at school. Students who may have problems with attendance, discipline, family issues, mental health concerns, or drugs and alcohol may be referred to their building's SAP Team.

Every building in the PBSB has a trained SAP Team consisting of a principal, guidance counselor, and teachers who have been trained to identify and assist in creating an intervention plan by working collectively with the student and his or her family in a positive manner to assist in resolving issues which are impeding learning.

In addition to the Student Assistance Program, the Plum Borough School District works along with Family Services of Western Pennsylvania to offer School-Based Outpatient Therapy for interested students and families. School-Based Outpatient Therapy can provide the following services within the school structure:

- Consultation and education to school personnel, students and parents in their area of expertise such as mental health, substance use and abuse, and assistance with school policy;
- Initial assessment of students who may have a variety of academic, behavioral, and/or personal difficulties which interfere with daily functioning;
- Referral services to appropriate school or community resources (this program does not offer treatment services);
- Crisis intervention services in school;
- Prevention and supportive groups to students and educational materials to parents and teachers.

If you are interested in more information regarding our Student Assistance Program or School-Based Outpatient Therapy, please contact your building principal or guidance counselor.

Study Hall Policy

Students with a full day schedule at Plum are permitted no more than ten (10) study halls per six-day cycle.

Test Dates – 2017-2018

Keystone Exams

December 4-15, 2017 and May 14-25, 2018

Algebra I, Biology, Literature

College Boards (SAT I/SAT II)

Date

August 26 (SAT I & II)

*October 7 (SAT I & II)

November 4 (SAT I & II) -- SAT subject tests only

December 2 (SAT I & II)

*March 10 (SAT I only)

*May 5 (SAT I & II)

June 2 (SAT I & II) -- SAT subject tests only

** Indicates Test Site is Plum Senior High School
PTSA generally offers SAT preparation classes.*

Registration Closes

July 28

September 8

October 5

November 2

February 9

April 6

May 3

American College Test (ACT)

Date

September 9

October 28

Registration Closes

August 4

September 22

*December 9
February 10
*April 814
June 19
July 14

November 3
January 12
March 9
May 4
June 15

* Indicates Test Site is Plum Senior High School

PSAT/National Merit Scholastic Qualifying Test

Date
October 11

Test Site
Plum Senior High School

Advanced Placement Examinations

Date
May 7 - 18

Test Site
Plum Senior High School

Transcripts

Before a transcript is sent from the school, the student needs to see his/her guidance counselor. The student will provide the name and address as to where the transcript should be sent.

Graduate Transcripts: The transcript will be sent immediately upon request. All inquiries should be directed to Mrs. Klein, 412-795-4880 x6304.

Tutoring

Plum High School provides students with two areas of tutoring:

1. Classroom teachers can tutor most days until approximately 2:55 p.m. The students must make arrangements with the teacher to ensure availability.
2. Peer tutors have been recommended by teachers to help students in a particular subject. To obtain a peer tutor, a student should speak with his/her counselor. Tutoring with a peer tutor can be arranged.

It is important to know that both of these services are free of charge.

HEALTH SERVICES

[Board Policy 209](#)

Health services are available in every building, staffed by health-care professionals. These individuals provide first aid care, administer prescribed medication to a student in accordance with the written directions of a licensed prescriber, and monitor the health, safety and immunization status of all of our students.

Physical Examinations

In compliance with the Pennsylvania School Health Code, the Plum Borough School District mandates the following schedule of examinations:

Physical Examination	Form Link	- Grades K, 6 and 11
Dental Examination	Form Link	- Grades K, 3 and 7
Vision Screening		- Annually, All Grades
Hearing Screening		- Grades K, 1, 2, 3, 7 and 11
Scoliosis Screening		- Grades 6 and 7
Height, Weight and Body Mass Index		- Annually, all grades

***All examinations and screenings will be conducted in the nurse's office.**

School Nurses perform the mandated exams as above, except for the Physical and Dental Exams. However, Physical, Dental, and Scoliosis examinations may be done by your own health care provider or by the School Doctor / Dentist. Families are encouraged to establish a relationship with a private health care provider to assure continuity of treatment that is not possible in school exams. This is a lesson, which if learned, will pay dividends in adult life. Private exam forms will be sent

home with students or can be downloaded from the district website under District, then Nursing Services. The forms can be completed based on any exam done within one year of the beginning of the grade in which they are due and can be submitted any time before the end of the year.

Preference forms will be sent to determine if a private exam will be submitted, or if a school exam is desired. Failure to return the signed preference form implies consent for a school exam. Any parent who chooses to have a private exam, but does not submit the completed form by January 15th of the year in which the exam is due, also gives implied consent for a school exam to be done. Mandated School Exams are held in the Nurse's Office, and will be completed any time after January 15th of the school year. A parent/guardian who wishes to attend the exam with his/her child may select that option on the preference form, and they will be notified of the date & time of the examination.

Parents/guardians of students who are to receive physical and dental examinations shall be notified. The notice shall include the date and location of the examination and notice that the parent/guardian may attend or may have the examination conducted privately at the parent's expense. Students may be exempt from any above examinations or screenings if it is contrary to the parent's religious beliefs, and a parent submits written notification to the school nurse. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial menace to the health of others.

First Aid

When accidents or illnesses occur, first aid is administered. First aid is defined as the immediate, temporary care given in case of accident or sudden illness. Usually first aid is administered by one of the following school personnel: nurse, nurse's aide, and/or principal. Further decisions and actions concerning the accident are the responsibility of the parent. The parent completes an Emergency Care Form for each child authorizing the school as to who should be contacted in the event emergency care is needed. Parents should keep this form up-to-date and inform the school of changes of phone numbers or persons listed.

Accident Insurance

[Board Policy 211](#)

Each year the District provides the opportunity for the family to secure school related insurance for the student at a nominal fee. This insurance covers medical, dental, and hospital expenses resulting from accidental injury that might occur during school hours and on the way to and from school. The policy offers several plans with the premium varying according to the coverage. The school is not the insurance carrier; it simply selects and enters into an agreement with the insurance company for their service. Applications can be found by clicking on the link provided [Application link](#) or by going to the "Departments" tab on the PBSB website, selecting Athletics, and then Supplemental Insurance from the menu bar on the left.

Administering Medication to Students

[Board Policy 210](#)

Pennsylvania State Law governs the administration of all medications, including over-the-counter medications. The law forbids a nurse to administer any medication without a physician's or dentist's written order and signed permission by the parent or guardian. The Plum Borough School District recognizes that when students' health needs make it necessary for medication to be taken during school hours, certain procedures must be followed.

Obtain from your School Nurse or Download from the District Website:

1. **["Authorization for Medication to be Given at School"](#) form.**
2. **Written Order from a Licensed Prescriber** - Prescription medications, over-the-counter medications, nutritional supplements, or herbal supplements will not be administered without providing the school with a written order from a licensed prescriber. The pharmacy label does not suffice as this written order.

- 3. Written Parent Permission** - The school must be supplied with written parent or guardian permission in order to have any medications given at school.

**** If the order is for an Inhaler or Epinephrine Injector parent must also complete and submit the corresponding forms: [Board Policy 210.1](#)**

✓ [Self-Administration of Asthma Inhalers](#)

✓ [Self-Administration of Epinephrine Injector](#)

✓ [Student Asthma Action Plan](#)

✓ [Information for Student w/Severe Allergy](#)

- 4. Types of Medications Given at School** - Only essential prescribed medications will be given at school. Pre-planning will permit most medications to be administered at home. Self-medication by students is not permitted. Exceptions will be made for emergency medication such as an asthma inhaler or epinephrine injector. The licensed prescriber must designate in the order on file that the student is qualified and able to carry & self-administer the medication. Another exception is for students who must wear an insulin pump, where the medication is contained inside the device.
- 5. Prescription Medications** - For prescription medications required at school, please request that your pharmacist supply a separate, properly labeled, pharmacy medication bottle with a **safety cap**.
- 6. Over-the-Counter Medications** - Medications must be in the manufacturer's original packaging, and labeled by the parent with the student's name.
- 7. Persons Administering Medications** - Medications may be administered by the nurse, if the guidelines above are met. Otherwise a parent or other adult designated by the parent such as a grandparent, etc. may come into the school to give a necessary medication until such time that an order can be obtained.
- 8. Transporting Medications** - Students should not carry medications to or from school. A responsible adult should bring medications to and pick up medication from the health room. Any medication not picked up by the end of the last day of school will be discarded unless alternate arrangements have been made with the school nurse.
- 9. Yearly Medication Order** - For those medications that extend from one school year to the next, a new order from the licensed prescriber and new parent permission must be provided for each school year.
- 10. Noncompliance with the Above Policy** - Noncompliance will result in the medication not being given at school.

IMMUNIZATIONS

[Board Policy 203](#)

The Pennsylvania Department of Health requires that all children (kindergarten- 12) receive the following immunizations before being admitted to school. For more info go to www.dontwaitvaccinate.pa.gov

All Students in Grades K-12 need:

- ❖ 4 doses of DTaP, DTP, DT, or Td - diphtheria/tetanus/acellular pertussis (1 dose on or after the 4th birthday)
- ❖ 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)
- ❖ 2 doses of MMR - measles/mumps/rubella
- ❖ 3 doses of Hepatitis B
- ❖ 2 doses of Varicella - chickenpox (or evidence of immunity through a written statement from physician/designee indicating month and year of disease or serologic proof of immunity)

All Students in Grades 7-12 also need:

- ❖ 1 dose of DTaP - diphtheria/tetanus/acellular pertussis (to enter 7th grade)
- ❖ 2 doses of MCV - meningococcal conjugate vaccine
 - 1st dose to enter 7th grade (11-15 years old)
 - 2nd dose to enter 12th grade (on or after the 16th birthday)

The State of Pennsylvania, in cooperation with the Center for Disease Control, has made chickenpox a mandatory reportable disease. Therefore, if your child develops chickenpox, please notify the

school nurse, who will report the case to the Allegheny County Department of Health. Health Department personnel will then contact the parent to collect the required information.

Anyone whose child does not have all the above-mentioned vaccines by the first day of school attendance must contact the school nurse to discuss their individual situation. Also, anyone requesting a medical or religious exemption from the above requirements must also contact the school nurse. Non-compliance with the vaccination regulations may result in your child being excluded from attending school as per the ACHD and the Pennsylvania Department of Health regulations.

Wellness Policy

[Board Policy 246](#)

Plum Borough School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

- A comprehensive nutrition program consistent with federal and state requirements.
- Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
- Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

MISCELLANEOUS INFORMATION

Academic Participation in Out-Of-School Programs

The departments of the school are active in having students participate in educational programs of a competitive nature, outside of school. In some events, the activities begin at the district level and advance through various stages at the state level. In such events that are school-sponsored and approved, the district will accommodate the program through the state level. Some continue to the national level, and for a student to be considered for participation at that level he/she must have received a first place finish or award at the state level. This policy also applies to interscholastic athletics.

Candy Sales/Fundraisers

The sale of items in school, including candy, sponsorships, raffles, or any other fundraising activity, is limited to times before and after the school day.

Change of Address

If during the school year a student has a change of address or telephone number, it is to be reported to the office as soon as possible, so that records may be changed. In the event that a student moves from the school district to another district, he/she must notify the office immediately to obtain a Withdrawal Form for parent signature in order that transcripts may be forwarded to the new district.

Class Rings

Students may order class rings in October during the school day. Evening hours will be provided for parents who wish to be involved in the process. All financial dealings are directly with the ring

company. A deposit is required at the time of ordering, and the balance must be paid by the time the ring is delivered. The projected delivery date for the class rings is the second week of February.

Collection of Information for Marketing

Parents have the right to inspect the material and opt out the student from participating in any activity that results in the collection, disclosure or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.

Elevator

The school elevators are located in the pool wing and main entrance area and are available to those who are physically incapacitated from using the stairs. Permission to use the elevator may be requested through Security.

Foreign Exchange Students

[Board Policy 239](#)

The American Field Service (AFS) is recognized as the official organization to represent foreign exchange students in the Plum Borough School District. Requests must be received by the Board no later than June 30 prior to the school year in which the student is to attend school in the Plum Borough School District. These exchange students shall have a J-1 Visa and will not be required to pay tuition. The Board reserves the right to limit the number of foreign exchange students to five (5) admitted to the schools.

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools. Foreign exchange students shall comply with all immunizations requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

Admissions of foreign exchange students shall be subject to the following guidelines:

- Students shall be at least sixteen (16) years of age and shall be sufficiently fluent in English so as not to require ESL (English as a Second Language) instruction.
- Students may not be a graduate of their native school system.
- Students will be considered for admittance on a space available basis.
- Resident host families shall submit a statement accepting responsibility for the student and verifying they are serving as a volunteer host without personal profit.
- Students shall be encouraged to participate in all student activities and athletics, providing all eligibility criteria are met.
- High school diplomas shall be awarded to all exchange students who successfully meet academic requirements during the year they attended PBHS. However, foreign exchange students will not be ranked or be eligible for Outstanding Seniors award(s).

Home Schooling

[Board Policy 137](#)

Any questions or concerns should be addressed to the Superintendent.

Homebound Instruction

[Board Policy 117](#)

In the event that a student is going to be absent due to illness (with Doctor verification) for a consecutive period in excess of 15 days, the District may provide homebound instruction/tutoring. Parents should apply for homebound instruction through the principal or guidance counselor. Based upon the availability of instructors, arrangements will be made to schedule the instruction as soon as possible. Any decisions about altering homebound, ending homebound, or putting time limits on homebound will be made in concert with the Assistant Superintendent and the building

administrator/counselor responsible. Homebound is only offered to physically ill students. Parents who have questions about homebound should work with the building administrator/counselor in charge of that particular case. If additional assistance is necessary that cannot be answered at the building level, then the Assistant Superintendent will assist.

Maintaining Professional Adults/Student Boundaries

[Board Policy 824](#)

All adults (district employees, volunteers, students teachers, and independent contractors and their employees who interact with students or are present on school ground) shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct. The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures. This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students. Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

School Publications

The school-produced publications are:

- Plum Hi-Lites: The school newspaper is published several times during the course of the school year.
- Criterion: The school yearbook is similar to a university edition in size and content. The yearbook covers the entire school year, and is distributed at the end of the school year.

In recent years there have been a number of court rulings dealing with school publications, and Plum governs its publications by the established rulings and guidelines of the courts. Publication sponsors will closely monitor the appropriateness of submitted material under guidelines of the courts and policy of the Plum Borough School District.

Student Pictures

Yearbook pictures for grades 9, 10, and 11 will be taken during the third week of September by Interstate Studios. ~~Viglione Photography, Inc.~~ is the official photographer for senior yearbook pictures. In order to appear in the high school yearbook, seniors need to be photographed at:

~~Viglione Photography Studios,
5150 RALPH LANE, MURRYSVILLE, PA 15668,
724-387-2092, www.viglionephotography.com~~

Interstate Studio

Gordon Barrey

gbarrey@inter-state.com

(814) 933-6659

Student Visitors

Conditions do not lend themselves to general issuance of student visitor passes. In special cases, a student visitor's permit may be obtained from the office of the principal. Requests for a visitor's permit must be processed at least one week prior to the visitation date.

Surveys/Evaluations

[Board Policy 235](#)

All surveys and instruments authorized by the Board used to collect information from students shall relate directly to the district's educational objectives. Parents shall have the right to inspect, upon request, a survey prior to administration or distribution to a student. Such requests shall be in writing and submitted to the Building Principal, Assistant Superintendent, and Superintendent.

No student shall be required, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years, to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of student or parents.
- Mental and psychological problems of the student or family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and clergy.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

However, such survey, analysis or evaluation may be conducted on a voluntary basis, provided that the student and parent have been notified of their right to inspect all related materials and to opt the student out of participation. The district shall implement procedures to protect student identity and privacy when a survey contains any of the restricted subject areas listed above.

Working Papers

All students who are seeking employment are required to have an Employment Certificate. The student can obtain an application for working papers at the attendance office. When returning the application to the attendance office, the application must be signed by a parent, guardian, or custodian and must be accompanied by a birth certificate, Baptismal Certificate, or other documentary evidence of date of birth. At that time, the student will be issued the work permit and must sign it with the issuing officer as a witness. The parent, guardian, or custodian need not be present at the time the certificate is issued.

TRANSPORTATION

[Board Policy 810](#)

Activity Buses

Transportation is provided for students scheduled in after-school activities that are under the supervision of a faculty sponsor. Activity buses do not make the direct runs provided by the regular bus schedule. The activity runs cover general geographical areas. Days and times for activity buses will be announced at the beginning and throughout the school year.

Emergency School Notice

The Plum Borough School District website (www.pbsd.k12.pa.us), Plum Connect, as well as stations KDKA and WTAE are the designated outlets for all announcements relating to the closing or reopening of schools due to an emergency or severe weather situation. Do not call the school, individual school administrators, teachers or School Board members. Parents are encouraged to sign up for the Plum Connect notification system. Information on signing up for [Plum Connect](#) is located on the District Website home page on the bottom right corner.

Parking Passes

Seasonal passes can be purchased for a fee of \$25.00. Students will also have the opportunity at the beginning of the year to purchase year long passes for \$75.00 on a first come first serve basis. Only 150 year-long passes will be made available; all other passes will be purchased on a seasonal basis. Emergency passes can be purchased for \$2.00/day. The following guidelines are in place for the safety, responsibility, and efficiency of student parking.

1. Parking pass seasons:
 - a. Fall season runs from the first day of school and ends November 30th.
 - b. Winter season starts December 1st and ends February 28th.
 - c. Spring season starts March 1st and ends the last day of school.

2. Emergency passes are to be used on an intermittent basis for appointments that occur during the school day. These passes are not intended to be used in place of a seasonal pass. The overuse of emergency parking passes will be brought to the attention of a principal.
3. If a student who is issued a pass is tardy 7 times, their pass may be revoked for the remainder of that season. Students will only be eligible to reapply for a new parking pass the next season at the discretion of the principal. Students who surpass 15 tardies for the year will lose their parking privileges for the remainder of the year. In addition, students who have accumulated 10 or more unexcused absences will also lose their parking privileges for the remainder of the year.
4. Students who are required to drive for medical reasons, or that may need a handicapped parking space must secure a pass from the attendance secretary. A handicapped parking pass will be issued. These students will use the school lot and park in the space assigned by the attendance secretary.
5. A security guard will check passes in the student lots each morning. Only students with valid parking passes are permitted to enter the lots. Students who do not have a valid parking pass will be subject to disciplinary action.
6. ***Students who park on school property without permission will be subject to progressive disciplinary action, can have emergency parking fees attached to their diploma, or in extreme circumstances, could have their vehicle towed at the owner's expense.***
7. Students must park in a parking space within the student parking lots. Students who park in the grass or along the curb are subject to disciplinary action.
8. **ALL TRAFFIC LAWS WILL BE STRICTLY ENFORCED.** Students who do not obey the traffic laws will be reported by security to the principal. Disciplinary action will be taken as well as the student's parent being notified.
9. Normal student flow of traffic entering and exiting school property is via the school entrance that is closest to the cafeteria side of the building. This is necessary so as not to impede the flow of the school bus traffic.
10. If a student's parking privileges are revoked, there will be no refund for the amount paid for the pass.
11. Vehicle Searches – Because vehicles in school parking areas are on school property (please refer to page 31, "Definition of Terms", "School Property"), they are subject to the same nature of searches as those applying to a person. Search of a student's vehicle shall be permitted only when there is a reasonable belief that said student has in his or her vehicle items either in violation of federal, state, or local laws or in violation of school board policy. A search shall be conducted by a designated school official in the presence of another member of the school staff. Any illegal materials discovered as a result of a search may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.
12. The number of parking passes issued for each season is limited by the parking spaces available on the high school campus. Due to the limited number of spaces, no student can be guaranteed a pass. Students are encouraged to submit their applications in a timely manner according to the application procedures determined by administration. Students will be given the opportunity to apply for passes according to seniority.

School Bus Behavior

Students are expected to familiarize themselves with the "General Rules" for bus riders. Acceptable behavior is to be practiced at the bus stop and on the bus. Misconduct will not be tolerated and can result in the loss of transportation privileges and/or suspension. In the event that the bus is late, students are expected to wait at least one-half hour beyond the normal arrival time. Students should use sound judgment in remaining past the required time. If the weather permits, students should wait for the bus. A student may be assigned a specific bus seat by the bus driver and will be required to occupy that seat. **NOTE:** In certain situations, students will ride different buses home than the one that they rode to school. The discharge point may not be exactly the same as the boarding point. However, it will be in the same neighborhood. Special coordination will be made with the students involved to minimize their inconvenience.

School Bus Safety Guidelines

The safety of our students is a serious concern. School personnel, parents and students must be a part of this safety consciousness. Students must follow certain guidelines to ensure their safety as well as the safety of their fellow students. For this reason, a set of rules and regulations for bus riding has been established.

1. Students are to be at their designated stop five minutes prior to the assigned pick-up time.
2. Students are to remain at the designated stop until the bus arrives. Students should wait at least ten feet from the edge of the highway at the designated stop. Boarding will take place in single file with no pushing, once the bus comes to a full stop.
3. When students must cross the roadway before getting on the bus, these students must wait until the bus stops and the red lights are activated. The students must also look at the bus driver, and check both lanes of traffic before crossing the roadway, during loading and unloading.
4. Assigned seats may be done at the beginning of the school year. Seating arrangements can be adjusted when discipline problems arise.
5. All students must remain in their seats during the bus ride. No student is permitted to hang out the window or to throw anything out of the windows.
6. No student is permitted to open the emergency door, roof hatch, or window escape except upon the direction of the driver or in an emergency in which the driver is incapacitated.
7. Every student who rides a bus must get on and off at the bus stop assigned. Any student who wishes to ride a bus other than his/her regular bus must have a written request signed by a parent and the building principal. The same request is required if the student needs to get off at a stop that is not his regular bus stop. The bus driver has the right to refuse such a request if the request results in an overload situation.
8. Smoking is not permitted on the school bus or at school bus stops. Screwdrivers and other hand tools, weapons, guns, knives, water guns, bats and balls, hockey sticks, skateboards, matches or lighters, and other items that can be a hazard or conceived as a weapon are not permitted on the bus.
9. No vulgarity of any kind shall be used on the bus or at the designated bus stop.
10. No eating or drinking is permitted on the bus.
11. Intentional carrying of snow or ice into the bus and snowballing of buses is not permitted.
12. Any unwarranted conduct not specifically covered in the preceding regulations, but which is determined by the bus driver, the principal, or the director of transportation to be detrimental to the safe operation of the bus, is not permitted.

Disciplinary action will be issued to students who violate the Bus Safety Guidelines. It is emphasized that riding a school bus is a privilege. Serious types of misbehavior such as vandalism and the disregard for the safety of the bus driver and the other students may result in immediate and indefinite suspension regardless of the number of times the student has been suspended.

Transportation – Video/Audio Recording Notice

[Board Policy 810.2](#)

Video and audio recording equipment may be installed on school buses to monitor school transportation. Buses will be videotaped with audio and recorded at random during the school year. Buses may be equipped with video monitor boxes, in which video-recording devices with audio may be installed. Students will not be notified when a recording device has been installed on their bus. The Transportation Supervisor, a principal or a representative of Plum Borough School District may review tapes on a routine basis, and evidence of student misconduct will be documented. Students found to be in violation of bus conduct rules shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for District approved student transportation. Additionally, please be advised that the District has numerous videotaping cameras located throughout our premises for safety and security purposes and representatives of Plum Borough School District may review tapes on a routine basis. Parents, students, and their representatives are not permitted to review recordings and all records are the property of the District.

NON-DISCRIMINATION POLICY

[Board Policy 103](#)

The Plum Borough School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and/or handicap in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, grievance procedures, or for information regarding services, activities, and facilities that are accessible and usable by handicapped persons, contact the Section 504 Coordinator at 412-795-0100.

2017-2018 BELL SCHEDULE

9th grade lunch			10th grade lunch		
		Min.			Min.
Period 1	7:28 - 8:14	46	Period 1	7:28 - 8:14	46
Period 2	8:18 - 9:01	43	Period 2	8:18 - 9:01	43
Period 3	9:06 - 9:49	43	Period 3	9:06 - 9:49	43
Pd. 4 (Lunch)	9:49-10:19	30	Period 4/5	9:53- 10:36	43
Period 5/6	10:23 - 11:06	43	Pd. 6 (Lunch)	10:36 - 11:06	30

Period 7/8	11:10 - 11:53	43	Period 7/8	11:10 - 11:53	43
Period 9/10	11:57 - 12:40	43	Period 9/10	11:57 - 12:40	43
Period 11	12:45 - 1:28	43	Period 11	12:45 - 1:28	43
Period 12	1:32 - 2:15	43	Period 12	1:32 - 2:15	43
11th or 12th grade lunch		Min.	11th or 12th grade lunch		Min.
Period 1	7:28 - 8:14	46	Period 1	7:28 - 8:14	46
Period 2	8:18 - 9:01	43	Period 2	8:18 - 9:01	43
Period 3	9:06 - 9:49	43	Period 3	9:06 - 9:49	43
Period 4/5	9:53- 10:36	43	Period 4/5	9:53- 10:36	43
Period 6/7	10:40-11:23	43	Period 6/7	10:40-11:23	43
Pd. 8 (Lunch)	11:23 - 11:53	30	Period 8/9	11:27 -12:10	43
Period 9/10	11:57 - 12:40	43	Pd. 10 (Lunch)	12:10 - 12:40	30
Period 11	12:45 - 1:28	43	Period 11	12:45 - 1:28	43
Period 12	1:32 - 2:15	43	Period 12	1:32 - 2:15	43