

JUNIATA VALLEY

JUNIOR-SENIOR HIGH SCHOOL

STUDENT HANDBOOK
2015-2016

NAME _____

GRADE _____ LOCKER NUMBER _____

MISSION STATEMENT

Juniata Valley School District prepares our students for life by deepening intellectual understanding and fostering self-worth and respect for others consistent with the needs of our environment and the expectations of our ever-changing society.

ALMA MATER

Hail! Hail! to thee, our Juniata Valley!
School that we love and always will revere
Sing now these praises to our Alma Mater.
In Memory, thy name we hold dear.

Hail green and white, our voices shout thy
glory.
Our echoes rising o'er every hill and dale.
With joyful pride, we raise aloft our emblem.
Singing thy praises, hail, J.V. hail!

Ethel Farrar
Lester Garman

THE STINGER 2012-2013

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Juniata Valley is an equal access school.

This handbook has been prepared as a guide for you who attend Juniata Valley High School. Please read it thoroughly with the understanding that rules and regulations are necessary to make useful decisions so that you may be an informed and understanding citizen of our school.

We urge you to participate actively in the organizations and activities of Juniata Valley and to become an integral part of the total school program. We hope this handbook will be helpful and useful in setting forth the guidelines of Juniata Valley Junior-Senior High School.

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GRADUATION REQUIREMENTS

Graduation from Juniata Valley High School will be based on the achievement in the four years represented by grades nine, ten, eleven, and twelve. Graduation requirements follow the State Mandated requirements including a graduation project and additional requirements established by the Juniata Valley School District.

1. 4.0 credits of English
2. 4.5 credits of Social Studies to include the following:
 - a. 9th Grade Early U.S History (1.0 credits)
 - b. 10th Grade Pennsylvania History (.5 credits) and World Studies (1.0 Credits)
 - c. 11th Grade American History (1.0 credits)
 - d. 12th Grade Economics (.5 credits) and U.S. Government (.5 Credits)
 - e. Students completing programs at the HCCTC will choose between taking World Studies and American History. They will also choose between taking Economics and U.S. Government
3. 4.0 Credits of Mathematics to include Algebra I (or Algebra IA and IB) and Geometry
 - a. Students who complete programs at the HCCTC will earn 1.0 Mathematics credit.
4. 2.0 credits of Fine Arts and Humanities
 - a. Students who complete programs at the HCCTC will only be required to take 1 year of Fine Arts and Humanities (.5 or 1 credit)
5. 4.0 credits of Science to include Biology (1.0 credits) and Ecology (1.0 credits)

- a. Students who complete programs at the HCCTC will earn 2.0 elective credits in science.
- 6. 1.25 of Physical Education
 - a. 9th Grade – (.5 credits)
 - b. 10th Grade – (.25 credits)
 - c. 11th Grade – (.5 credits)
 - d. Students who complete programs at the HCCTC will be allowed to complete up to .5 credits of Contract PE if needed.
- 7. 1.0 credit of Health
 - a. 9th Grade – (.5 credits)
 - b. 11th Grade – (.5 credits)
- 8. .25 credits of Driver's Education
 - a. 10th Grade – (.25 credits)
- 9. 1.0 credit of Business, Technology, and Computer Software to include Personal Finance (.5 credits) and Microsoft Office Suite (.5 credits)
- 10. 4.0 credits of Electives (Once a requirement has been met in a discipline, elective credits will be issued for additional courses.)
 - a. Students who complete programs at the HCCTC will earn 3.0 elective credits.

*Any three-credit college course would count as one high school course in the appropriate area above.

The minimum number of credits needed for promotion to tenth grade is six (6), to eleventh grade is twelve (12), and to twelfth grade is eighteen (18). A subject must be fully completed to earn credit. Partial credit will not be given. Six credits must be taken during the senior year.

In addition to courses offered at Juniata Valley High School, students may enroll in courses at the Huntingdon County Career and Technology Center, the ~~Tuscarora Blended Learning~~ **New Day** Charter School, or

the South Central Regional Consortium of Distance Learning as well as any approved dual enrollment courses. Credits earned in all settings in grades 9-12 will be applied toward graduation. Students completing studies under Individual Learning Plans (IEP's) and/or Gifted Individual Education Plan (GIEP) must achieve the goals of their IEP and/or GIEP to graduate including those of the required transition plan.

PSSA Intervention Plan
Eleventh Grade Students

All seniors will be expected to perform at the proficient or advanced level on the PSSA. The district recognizes the responsibility to ensure that all of its students achieve advanced or proficient status on the PSSA. For those students not scoring advanced or proficient status, the following remediation plan must be completed in order to graduate from the Juniata Valley School District:

1. The student must enroll and successfully complete either a reading and/or math remediation course, entitled Graduation English or Graduation Math, during the fall of their senior year.
2. Should the student not perform at the advanced or proficient level on the senior re-test, the student shall remain in the Graduation English/Math course and successfully complete a 4Sight local assessment project during the spring semester, which will be included in their senior portfolio. The course and subsequent project shall be directly associated with the content area that the student did not perform advanced or proficient. If the student fails to complete all course work, and does not attain a score of advanced or proficient on the 4sight exam, the student shall not be permitted to graduate. If the student completes all course work and successfully attains a score at the advanced or proficient level, the student shall have earned graduation status.

3. Students who have been identified by the district as possessing certain special needs may be subject to an alternative graduation course and project. Both components will be determined by the student's IEP team during an annual review meeting.

PSSA Intervention Plan Eighth Grade Students

All eighth grade students, beginning with the eighth grade class of 2006-2007, who fail to perform at the advanced or proficient level on the PSSA in the 8th grade will be required to do the following:

1. The student will be enrolled in an additional math and/or reading course during their 9th, 10th and 11th grade years for that area where advanced/proficient was not scored.
2. If the student performs at the advanced or proficient level on the state assessment in 11th grade, the student would not be required to take the additional course(s) their senior year.
3. If the student does not perform at the advanced or proficient range in grade 11, that student would go through the process outlined above for 11th grade students.

GRADING SYSTEM

Citizenship Grade

A citizenship grade will be recorded every marking period. Every student will begin each marking period with 100 points. Students must maintain a minimum of 93 points for honors and merit. Teachers will use the following guidelines when deducting points:

- 1st confrontation – one point deducted.
- 2nd and subsequent confrontations – three points deducted.

If a student is given detention or suspension by the office, the teacher will not deduct any citizenship points for that particular offense.

The principal will use the following guidelines:

Assigned to detention – five points.

In school suspension – ten points.

Out of school suspension – “F” for the marking period.

Credit

A one credit course is one which meets five times per week for the entire year. Courses which meet five times per week for half the year will receive one half credit. Those that meet three times per week earn .6 credit, and those that meet two times per week earn .40 credit. Quarter courses will be awarded .25 credit. No classes will be awarded less than .25 credit.

Grading

The following grading system will be applied to all courses except those indicated by Pass/Fail. Final grades for all classes will be determined by using the final percentage grade for each marking period and then adding these and dividing by either two or four, depending on whether it is a semester or full year course.

Grade	Normal	Dual Enrollment	Honors
A	4	4.33	4.165
A-	3.67	4	3.835
B+	3.33	3.67	3.5
B	3	3.33	3.165
B-	2.67	3	2.835
C+	2.33	2.67	2.5
C	2	2.33	2.165
C-	1.67	2	1.835
D	1.33	1.67	1.5
D-	1	1	1
F	0	0	0

P – Pass
F – Fail
W – Withdraw without penalty
X – Withdraw FAIL
I – Incomplete (Not applied to final grade)

Students who must make a schedule change **after the first day** of class must have permission *in writing* from both a parent and the teacher. The schedule change must be made by the last school day in September in order to withdraw without penalty. Students who make changes after this date are subject to the following:

1. First **quarter** withdrawal: "X"
(i.e. Withdraw Fail) for .25 credit;
2. Second **quarter** withdrawal: "X"
(i.e. Withdraw Fail) for .50 credit;
3. Second **semester** withdrawal: "X"
(i.e. Withdraw Fail) for entire course.

Note: If a course is only a semester course, a student must withdraw (without penalty) within the first month of the course. The above policy applies as in items #1 and #2.

*All changes are subject to administrative review.

Make-Up Work

When students are absent from school for excused reasons, they are permitted to make up work to receive a grade. It is the responsibility of the student to see subject teachers to determine necessary make-up work. The following guidelines should be used:

1. A student has one day after returning to school from a one days' absence to make up any missed work including test.
2. A student has two days after returning to school from a two-day absence to make up any missed work including tests.
3. Work missed because of an absence of three to five days is to be made up within one weeks' time of returning to school.
4. Work missed because of an absence of

six to ten days is to be made up within two weeks.

5. Special arrangements are to be made between pupil and teacher for longer periods of absence.

Long-term projects or assignments may have explicit, non-negotiable deadlines. It is expected that the student will submit the completed work on or before the established date. Vacations, short-term illness, or early excuses are not sufficient cause for modifying the deadline.

Marking Periods

	<u>Begins</u>	<u>Ends</u>
1 st Marking Period	Aug 29 26	Oct 31 29
2 nd Marking Period	Nov 01 Oct 30	Jan 17 19
3 rd Marking Period	Jan 18 20	Mar 21 31
4 th Marking Period	Mar 22 Apr 1	June 1 3

Report Cards

Reports of students' grades will be mailed to parents/guardians at the end of each quarterly marking period (every nine weeks). Report cards will be withheld if students owe fees such as library fines or cafeteria fees. Report cards will be mailed or given to parents directly upon satisfaction of the obligation.

Scholastic Honors

High Honors – Students earning As in all subjects and maintaining a citizenship grade of 93 or higher.

Honors – Students earning As and Bs in all subjects and maintaining a citizenship grade of 93 or higher.

Merit – Students earning a 3.0 or higher grade point average with no failing grades (Fs) and maintaining a citizenship grade of 93 or higher.

Graduation Honors – Seniors graduating must get Advanced or Proficient on Math, Reading and Writing PSSA tests and have at least a 3.4 cumulative GPA.

ATTENDANCE

Tardy	-	8:05 – 9:00 AM
Half Day	-	9:01 – 12:00 PM
Full Day	-	In after 12:00 PM
Early Release	-	Leaving after 2:00 PM

Regular and punctual attendance at every session of school is expected of all pupils. Upon re-entering school after an absence, the student will present to the office a written excuse signed by the parent or guardian as required by the Pennsylvania School Code. This excuse must state the date or dates and the reason for the absence. Students will receive their attendance card along with a class admission slip. This attendance card is to be returned to the first period teacher and the admission slip will be kept by the student to present to each classroom teacher as he/she moves from class to class.

Students who forget their excuses must report to the office for an admission slip. Failure to present an excuse before the end of three days will result in the absence being considered unexcused.

Students must be in attendance for at least two full periods to get credit for a half day of attendance.

Students who are absent **may not** participate in or attend any after school activity.

Students who leave school during the day due to illness **may not** participate in or attend after school activities.

School To Work: When a school to work student is absent from school, they are marked absent a full day. If the student goes to work, it is their responsibility to notify the school office-which will change to a ½ day absent from school.

According to the Pennsylvania School Code, an absence must be excused for the following reasons:

1. Personal illness.
2. Quarantine.
3. Death in the immediate family.
4. Impassable roads.
5. Exceptionally urgent reasons which affect the child and ordinarily do not include work at home.

Any absence not meeting one of these criteria will be considered unexcused. All students should be aware that in the event that an absence is unexcused, the work missed during that absence may not be made up. However, students suspended from school will be permitted to make-up any work that is missed.

Once a student of compulsory school age (16 or under), reaches ten (10) days of absence during the school year, he/she may be issued a medical letter. This notification requires that for any absence during the remainder of the school year to be excused, the student must furnish a note from a doctor. The note must indicate that the student was seen by the doctor, and that he/she was too ill to attend school on the day(s) in question. Prior to the issuance of the medical letter, the parents will be issued a warning letter after five (5) days of absence reminding them of the number of days missed and the potential consequences of continued absences. After the issuance of the medical letter, any absences not accompanied by a doctor's note will be counted as unexcused.

After a student has three days of unexcused (or unlawful) absences, the parents will be notified

via certified mail that the three day limit has been reached. Every unexcused absence thereafter will be cited to the local magistrate's office. The magistrate has the authority to fine the parent or student up to \$300 per incident, and the student can have his/her driver's license suspended for up to six months. In addition to being cited, a referral will be made to Huntingdon County Children's Service.

Students, age seventeen (17) and older, are required to make-up all unexcused absences over five (5) days. The make-up days will be scheduled from 4:00 PM to 8:00 PM on school days. Seniors who fail to make-up the days prior to graduation will not be permitted to participate in graduation ceremonies or receive their diploma until the days are made up. Underclassmen will not receive credit for their course work until the days are made up.

Any student aged seventeen and older who is absent from school for an excessive number of days will have his/her absences reviewed by a committee consisting of the Superintendent, Building Principal, and Classroom Teachers. If the committee determines that the absences are not due to health reasons, the student will receive no credit for all courses being taken.

The minutes absent during Tardies and Early Releases will be calculated. Once the minutes reach 200 minutes absent, a student will be charged with a half-day absence.

Early Dismissal

Excuses to leave school for doctor and dental appointments will be permitted when a student presents an excuse from a parent/guardian, or the parent/guardian arrives at the high school office to transport the student. Excuses for early dismissal must be presented to the office before school on the day the

absence is to take place. When the student returns to school, a note from the doctor/dentist must be given to the office. Students must be signed out and signed in at the office by the person picking them up and dropping them off.

No student shall leave the school without permission previously given to the office, or verbal permission given to the High School Office by a parent or guardian. Failure to abide will result in an unexcused absence and possible disciplinary action.

Educational Trips

A student will be permitted to take one excused educational trip per school year provided the parents/guardians comply with the following guidelines:

1. When an educational trip requiring a student to be absent from school is planned, a request in writing should be completed and sent to the principal no later than one week prior to the trip.
2. The request should include an itinerary of the trip and the educational value to the student.
3. The student should contact each of his/her teachers in advance of the trip and request assignments for the length of the absence.
4. Neglecting to gain prior approval and/or the student's failure to get assignments will result in the recording of unexcused absences for the days absent.
5. Upon the student's return to school, a log of the trip must be presented to the high school office **within three (3) days** detailing the daily events and their educational value to the student. The trip will not be excused unless this documentation is turned in.
6. Absences of six or more days must have prior approval from the Superintendent.

SCREENING AND EVALUATION

The district, as prescribed by section 1402 of the School Code, routinely conducts screening of a child's hearing, visual, speech, and language acuity. Each of these procedures is done on a pre-determined basis or on a referral basis. New students are screened annually. Classroom teachers on an ongoing basis assess gross and fine motor skills, academic skills, and social-emotional skills. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have legitimate "need to know" information about the child.

Information from records is released to other persons or agencies only with appropriate authorization that involves written-signed permission by parents. Parents with concerns regarding their child may contact building principals at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

If evaluations are completed, parents are invited to participate in a meeting to discuss the results. After the meeting, an Evaluation Report (ER) will be compiled and include specific recommendations for the types of intervention necessary to deal with the child's specified needs. If it is deemed necessary an Individual Education Program (IEP) will be developed for specialized services for the student. Each service or program has specific criteria for eligibility as developed by the State and Federal Governments (Individual with Disabilities Education Act).

The Juniata Valley School District IEP Team must consist of the following: the Director of Special Education or building principal, special education teacher, and the regular education teacher(s). Others that may be in attendance could include the district's psychologist/coordinator, and other administrative and teaching staff when appropriate.

Parents are an integral part of the IEP Team and need to be physically present at the IEP meeting. The

district will make every effort to insure parent participation. The district will notify the parents in writing, make documented phone calls, and make home visits, if necessary.

Information about Early Intervention, parental rights, mediation, Due Process Procedures, specific Special Education services and programs offered by this district, and the district's Educational Records Policy are available upon request from the building principal in a child's school.

A parent may request that the district initiate a screening or evaluation of their child's specified need at any time by contacting the building principal. Further information about these procedures may be obtained by calling the Juniata Valley High School Office at 669-4401.

PSYCHOLOGICAL TESTING

Psychological testing is made available through the District School Psychologist. This service is provided to see how we can better help your child educationally through the use of psychological testing administered by a specialist in testing, the school psychologist. Recommendation for the testing process is usually initiated through a Child Study Team Process. Parent consultation is requested and written permission required before psychological testing can be done.

A committee may consist of the following: classroom teacher, special area teachers, guidance counselor, psychologist, elementary administrator, and parent make up the child's team to assure the proper placement of the child in the appropriate academic setting.

THE CHILD STUDY TEAM

The Child Study Team (CST) process is composed of assessment and intervention procedures that are used to assure the students receive an effective instructional program, as well as other school services, that will meet their learning needs. The hub of the CST process is the

Intervention Team, which meets on a regular basis to assist classroom teachers in planning and implementing strategies that are designed to produce success for our students. Parents are a crucial part of this team. Students can be referred to the CST process by his/her teacher, counselor, or parent.

SPECIAL EDUCATION

The Juniata Valley School District is committed to inform all stakeholders regarding the amendments to the Individuals with Disabilities Education Improvement Act (IDEA) that were signed into law by the President, December 3, 2004.

The Special Education Program is designed to meet the needs of students identified as eligible and exceptional.

The district operates Special Education Programs for students who are eligible for special attention (academics, speech, vision, hearing, physical, and emotional) and help in their educational programs. The program is taught by specialists in their field and reinforced in the classroom.

The child receives specially designed instruction through supports such as: Learning Support, Emotional Support, Speech Support, Autistic Support, Vision Support, Deaf and Hard of Hearing Support, and Life-Skills Support. To receive Special Education, the student must meet the eligibility requirements.

ENGLISH LANGUAGE LEARNERS

The district provides ELL services to those students identified in need of such services. All families will complete a Home Language Survey upon enrolling in the school district. As a result of the survey, students whose first language is a language other than English will be assessed in English proficiency in reading, writing, listening and speaking. A program will then be developed to meet the student's individual needs, dependent upon test results.

Illness at School

Students must have a signed pass from their teacher to go to the nurse's office. If a student needs to be sent home, parents will be notified first. If parents cannot be reached, alternates designated by the parents will be called.

Medical Services

The school nurse can be reached at either:
JVHS 669-4401 ext. 4516 JVES 669-4422 ext. 1516

Emergency Cards

Emergency cards must be turned in by the end of the first week of school. The card must be completed on the front and back side. If they are not turned in by the end of the first week of school, the student will receive a detention every day that the emergency card is not turned in after that. Emergency cards are necessary for the health and safety of your child. We must be able to contact you or an alternate in the event of a serious illness or injury. Parents must designate two alternates to assume responsibility of the student in the event that a parent cannot be reached. Please include work and cell numbers.

WELLNESS POLICY

In compliance with the Student Wellness Policy adopted by the Juniata Valley School District on May 2, 2006, the Juniata Valley High School is committed to providing a school environment that promotes wellness, proper nutrition, nutrition education, and regular physical activity as part of the educational experience. Further details may be found in the Wellness Policy mentioned above.

MEDICATION POLICY

If it is necessary for your child to receive medication during school hours, the procedures listed below must be followed:

1. A medication permission form must be signed and completed by the physician and the parent for all prescription and non-prescription medications.
2. The medication must be delivered to the school nurse by the parent or other adult designated by the parents.
3. The medication must be in a container labeled by the pharmacy, doctor, or manufacturer.
4. Students may carry and self-administer inhalers for asthma if a medication/asthma inhaler permission form is completed by the physician and parent.

SCHOOL DELAYS AND CLOSINGS

When weather conditions or other emergencies necessitate the delay or closing of school, the decision will be made as early as possible, and always before 7:00 AM. Students should listen to one of the local radio or television stations for weather-related information.

USE OF PRIVATE AUTOMOBILES

School bus transportation is provided for all students in our district. However, students may be required to drive because of extra-curricular activities or employment- these students must register the vehicle and purchase a parking pass from the office. In addition, the student who elects to drive must follow these guidelines:

1. Written permission signed by parent/guardian to the high school office.
2. Approval by the principal.
3. Arrive to school on time and be in the first period class by 8:05 AM.
4. Park in student parking area only.
5. Students may not visit the vehicle without Permission from the office during school hours.

6. Friends are permitted to ride with a student driver only if permission is given by the parents of the driver and passenger.
7. Any student driving in a reckless or unsafe manner on school property will have his/her parking privileges revoked.
8. Vehicles parked on school property without a valid parking sticker will be removed at the owner's expense.
9. All violations are subject to school discipline code.
10. Due to the limited number of parking spaces, seniors and juniors will be given driving and parking privilege priority.
11. Parking on school property is a privilege and not a right.
12. A school parking sticker must be purchased and a registration form on file in the office.
13. Any student driver who leaves school without permission will have their driving privileges suspended.

1st Offense - Warning.

2nd Offense - Administrative detention.

3rd Offense - 30-day driving suspension.

4th Offense - 90-day driving suspension/vehicle towed.

BUS SAFETY

Bus ridership is a privilege which may be denied to any student who demonstrates improper conduct. Maintaining good order on the bus is the responsibility of the driver. The bus driver may write a referral on any student who fails to follow bus rules, and the referral will be handled by the Building Principal. The following steps will be followed when a discipline referral is made to the office:

FIRST OFFENSE: The principal and student will discuss the incident and a suspension warning is given. The parents will be notified.

SECOND OFFENSE: The student will be suspended off the bus for one (1) to three (3) days and the parents notified.

THIRD OFFENSE: The student is suspended off the bus for three (3) to five (5) days and the parents notified.

FOURTH OFFENSE: The student is suspended off the bus for five (5) to ten (10) days and a parent conference is required before the student is permitted to resume riding.

FIFTH OFFENSE: The student is indefinitely suspended off the bus. A conference is held with the Principal, bus driver, student, and parents. If a satisfactory solution is agreed upon, the student may be returned to the bus at the completion of his/her suspension time; if not, the suspension may continue for the duration of the school year.

A major offense which involves the safety of other students on the bus will be dealt with on an individual basis and may carry a more severe penalty than what is outlined above.

While the law permits the school district to furnish transportation, it does not relieve parents from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

USE OF BUILDING

Students will observe the following rules when remaining after regular school hours:

1. Students are not permitted to be in the school building before or after school hours unless supervised by authorized personnel.
2. Students involved in an extra-curricular activity are responsible to the supervisor of that activity. Any student not involved in a supervised activity who wishes to remain on school grounds must have permission of the Principal or other staff member.
3. Any student who remains after school as a

spectator of an extra-curricular activity may do so only if that student remains in the spectator section for that activity, i.e., in the bleachers for a basketball game.

4. Students violating these rules will be subject to the discipline code.

DISCIPLINE

It is not the intent of this handbook to make the Juniata Valley High School discipline policy an exhaustive list of violations, but to give examples of the kinds of behavior expected. The administration reserves the right to use its discretion in all discipline cases.

Rights and Responsibilities: Student Responsibilities

Student responsibilities include:

1. Regular school attendance.
2. Conscientious effort in classroom work, including making necessary arrangements for making up work when absent from school.
3. Knowledge of and conformance to school rules and regulations.
4. Share with administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students.
5. Respect for the rights of all who are involved in the educational process.
6. Expression of ideas and opinions in a respectful manner so as not to offend or slander others.
7. Dress and groom oneself so to meet common standards of decency, safety, and health.
8. Be aware that materials and books are the property of the School District and are loaned to the students for their use. Students are expected to pay for materials and books that are damaged, lost, or stolen.

9. Exercise proper care when using school equipment and facilities.
10. Be aware that when attending an activity at another school, you are subject to the rules and regulations of that school and Juniata Valley High School.
11. Be aware that teachers have the right to discipline students and to assign students to detention.

Character Qualities – It is the belief of the Juniata Valley School District that the following character qualities are vital to the success and well being of every student within the district, and we will strive to make them a part of every student’s educational program.

1. **Honesty** with synonym sincerity: Not lying, cheating, stealing; being truthful, sincere, or genuine. (You can know what is honest but not have the courage to do the right thing.) Examples: Saying you are sick when you are not is not being honest, in fact, it is lying. Taking something that is not yours, is not being honest.
2. **Responsibility** with defining terms of punctuality and orderliness: Being answerable for one’s behavior; being accountable or liable for what we say or do; feeling the need to protect another person because you care for them. Examples: Taking care of a pet. Cleaning your room. Doing chores and jobs on time and well.
3. **Respect**: To show consideration for someone; to treat others with dignity; to show regard for the worth of someone or something. There are many kinds of respect such as respect for life, people, animals, authority, property, the flag, and the government. You should respect yourself and others.
4. **Courtesy**: Polite behavior; observing the manners acceptable by a group. Common courtesy has its basis in respect for other people. Verbal examples include thank you, excuse me, pardon me, I’m sorry, hello, good morning (afternoon, evening), nice to see you, etc. Behavioral examples include opening or holding doors, returning a shopping cart, pencil, compliment, etc.

5. **Trustworthiness** with defining components of loyalty and dependability: Maintaining a course of action, belief, or purpose. Steadfast in allegiance to a country, government, organization, ideal, custom, religion, or person. Examples: Doing your best when you are on a team so you don't let others down. Following the rules in your family without being reminded because you care for them.

6. **Kindness** with defining components of compassion and cheerfulness: Feeling and responding covertly or overtly to the suffering of others; sympathetic to physical or emotional pain of others. Examples: Responding to others who have lost a pet, their lunch money, hurt themselves, experienced a personal success, are pleased with a paper, test result, or project they completed.

7. **Fairness**: Acting or behaving in a manner where people are treated the same; not showing favoritism to someone when it hurts others or is at their expense. Treating other people the way you would like to be treated. (You do not have to like someone to be fair to them.) Examples: Taking turns in a game, playing by the rules, not taking a lot of popcorn when there is not enough for everyone, etc.

8. **Creativity** with a defining term of resourcefulness: Seeks win-win resolutions to conflict. Considers moral consequences of his or her actions and develops a plan that achieves personal goals without disrespect or unfairness to others. Examples: Uses division to determine how many pieces of pizza each person can have so that it is distributed fairly. Finds an important role for everyone in a group activity. Seeks peaceful solutions to personal and social conflicts.

9. **Appreciativeness**: Indicates with words and actions satisfaction with others' efforts to support him or her or others. Avoids embarrassing, humiliating, or demeaning another person although speaking in opposition to his or her view.

10. **Humility**: Recognizes the contribution of others to his or her accomplishments. Contributes diligently to a common cause without expectations of personal gain.

Administrative Responsibilities

The administrative responsibilities are to:

1. Guarantee student rights and privileges to those who demonstrate their willingness to accept accompanying responsibilities.
2. Ensure consistent and equitable application of the school's discipline policy. Extenuating circumstances might arise regarding the interpretation of the applications of the school's discipline policy. When it is found to be in the best interest of an individual or the total school community, administrative discretion may be utilized. The administration has the right to search and seize under the notation of "reasonable suspicion."
3. Provide for a safe and pleasant learning atmosphere.

School Jurisdiction

All rights, responsibilities, and regulations apply to all students:

1. On school grounds before, during, and immediately after school hours.
2. On school grounds as either a spectator or participant in a school event.
3. Off school grounds at any school activity, function, or event as a participant or spectator.
4. During the time going to and from school, and on field trips.

Detention – It is important to note, detention may be assigned by teachers, Dean of Students or Principal. Early session prior to the start of the regular school day from 7:00 – 8:00 AM is considered administrative detention. The after school, 2:55 – 3:25 session is considered teacher detention. Students who miss either detention without prior excuse will be assigned in school suspension for each day missed. To be excused from detention, the teacher or administrator must excuse the absence prior to the detention, not after.

1. Regulations for School Detention

A. Students assigned to detention will be made aware of such assignment at the time of any rule infraction. A written notice will be sent home to the parents informing them of the date(s) of the detention. In cases where the school is unable to contact the parent, it is the responsibility of the student to notify the parent of the date of the detention. When a student is assigned to detention, it is the student's responsibility to arrange transportation on the day of detention.

B. Administrative detention will be from 7:00 to 8:00 AM on the day(s) assigned. Students will report to the school by 7:00 AM. Anyone arriving late will not be admitted and will be counted as absent.

C. Teacher detention will be from 2:55 – 3:25 PM on the day(s) assigned. Students will report to the teacher's room by 2:55 PM.

D. Students in detention must bring schoolwork with them to the detention room and must work on those materials during the detention time. Materials such as magazines and comic books are not permitted. Sleeping and talking are not permitted.

E. Failure to comply with any of the above regulations may result in removal from the detention room and the time being doubled.

Classroom Behavior

The following list of classroom offenses are considered to be LEVEL ONE. They include but are NOT limited to those which a teacher should issue a detention:

1. Classroom disruption.
2. Tardy to class without a pass.
3. Insubordination.
4. Abuse of hall pass privileges.
5. Inappropriate or vulgar language.
6. Disrespectful behavior toward others.
7. Sleeping.
8. Misuse of or tampering with school property/equipment.
9. Cheating/plagiarism.
10. Lying to or misleading school personnel.
11. Any other infraction specific to the classroom teacher's syllabus.

Level one offenses will be enforced in the following procedural order:

1. Warning.
2. Phone call home.
3. Detention with teacher (2:55 – 3:25 PM).
4. Second detention with teacher (2:55 – 3:25 PM).
5. Administrative detention (7:00 – 8:00 AM).

JV Detention Plan for Classroom Behavior

Step 1: Teacher detention assigned for offenses 1 and 2 – notification sent home.

Step 2: Administrative detention assigned for offense 3 – notification sent home.

Step 3: In-school suspension for offenses 4, 5 and 6 – notification sent home.

Step 4: Out of school suspension for offenses 7, 8 and 9 – notification sent home.

Step 5: Administrative review to determine alternative education placement or school board expulsion review for offense 10.

In School Suspension – Behavior Modification Lab (BML)

– Students who are assigned to in school suspension report to the BML room instead of their first period class and spend the day or days there where they are expected to complete their assignments from each teacher.

1. Regulations for In School Suspension
 - A. Students will be assigned to this by the administration for violation of school rules and continued behavioral problems.
 - B. Students assigned to in school suspension will be given a list of character qualities and must sign a statement promising to pursue the development of those relating to the offense in question.
 - C. Work assignments will be provided by the regular classroom teachers. It is the student's responsibility to complete all assignments for each day.

Failure to do so will result in reassignment to the BML Lab.

D. A very restricted non-socializing environment will be maintained with one-to-one help with schoolwork as needed.

E. Use of the lavatory will be by permission only. Lavatory facilities are located in the area.

F. In school suspension also carries the restriction that the student is excluded from all extra-curricular activities including athletic practices and events, social functions, and academic representation of the school, both as a participant and a spectator. These restrictions end the morning of the day following the last day of suspension.

G. If a student fails to attend school for any reason, the suspension will be made up upon the student's return to school. Time spent at the nurse's office will also be made-up.

H. Failure to abide by any of the above regulations may result in additional suspension time being assigned.

Temporary Suspension – One to three days of out of school suspension. Due process requirements for temporary suspensions are as follows:

1. The student is informed orally of the reason(s) for the suspension and is given a chance to respond.

2. If there are contradicting facts, the administration will recheck the facts before imposing a suspension.

3. The parents or guardians and the Superintendent of the District are notified immediately, verbally if possible, and in writing.

4. For each day of suspension, the student will be required to make-up the time after school hours from 4:00 to 8:00 PM under the direction of a faculty member. Any student who does not show up for the scheduled time will be given one unexcused absence for each day missed.

Full Suspension – Four to ten days of out of school suspension. Due process requirement for full suspensions are as follows:

1. 1, 2, and 3. Same as above.
4. The parents or guardians have the right to request an informal hearing and to question any witnesses present at the hearing.
5. If a hearing is requested, the District will make every attempt to schedule it within five days of the request and the suspension will be postponed until the hearing is held.
6. The student has a right to speak and to produce witnesses on his/her own behalf at the hearing.
7. At the conclusion of the hearing, the Building Principal will make the final determination as to any disciplinary actions to be taken.
8. For each day of suspension, the student will be required to make-up the time after school hours from 4:00 to 8:00 PM under the direction of a faculty member. Any student who does not show up for the scheduled time will be given one unexcused absence for each day missed.
9. Students may be suspended from extra-curricular activities for a period of up to 60 days as determined by the administration.

All assignments to in school and out of school suspension will be made by the Principal. In all instances of suspension, the student has the responsibility to make-up exams and work missed and must be permitted the opportunity to complete the assignments under guidelines set forth by the administration.

Expulsion – More than ten days of out of school suspension which may include permanent removal from the school rolls. Students should be aware that the School Board may expel any student who consistently violates school rules and regulations or commits acts which endanger the health and safety of other students and staff members. Expulsion can only be done by the

School Board upon the recommendation of the Superintendent.

Chronic Offenders

1. Any student who accumulates three days of administrative detention will be assigned to one day of in school suspension on the next detention offense.

2. Any student who accumulates three days of in school suspension will be suspended out of school on the next in school suspension offense.

3. Any student who receives a full suspension (four to ten days) will be placed on behavioral probation for a definite period of time to be determined by the Principal. During the period of probation the student may be placed in Alternative Education. They may also lose the privilege of participating in extra-curricular activities and school functions. Parents will be notified of the behavioral probation, including the length of the period, the terms of the probation, and the possibility of further suspension or possible expulsion if violations of school rules continue. During the period of probation, the student's progress will be monitored by the Building Principal.

Drug/Alcohol Policy

I. Philosophy: The Juniata Valley School District's responsibility is to safeguard the health and safety of all students; therefore, the use, possession, sale, or distribution of any drug, alcohol, misbranded substances, or drug paraphernalia on school property, on school buses, or at any school sponsored activity is prohibited. Since the abuse of controlled substances constitutes a health hazard, the administration of the School District will:

A. Provide for controlled substance education in both the elementary and secondary schools. Instruction will be suitable to the age of the student.

- B. Cooperate with any law enforcement agency in the investigation of controlled substance use and/or sale.
- C. Seek the cooperation of students in controlling the use of controlled substances by students.
- D. Pursue any method or resource necessary to curtail drug problems.
- E. Maintain an identification, referral, and tracking system for at-risk children. The system is called the Student Assistance Program (S.A.P.).

II. Definitions

- A. Drugs – All prescription drugs, patent drugs, and controlled substances or volatile chemicals.
- B. Prescription Drugs – Those medicines Prescribed by a physician.
- C. Patent Drugs – Those drugs sold over the counter without a prescription.
- D. Controlled Substances – Those substances identified in the schedules contained in the “The Controlled Substance, Drug, Device, and Cosmetic Act” of the Commonwealth of Pennsylvania.
- E. Alcohol – Beverages sold under state License containing alcohol.
- F. Misbranded Substances – Those substances offered for sale or sold under the name of a drug or in such a manner as to give rise to reasonable probability that the purchaser will be led to believe he/she is purchasing a drug. This includes “look alike” substances.
- G. Volatile Chemical – Those substances and/or inhalants containing dangerous or toxic properties. This includes, but is not limited to, gasoline, kerosene, butane, freon, “rush”, glue, and correction fluid.
- H. Drug or Substance Paraphernalia – This includes any utensil or item which, in the school’s judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to, roach clips, injection needles, pipes, bowls, rolling paper, “bongs”, and marijuana seeds.

I. Expulsion – A suspension from school for a period exceeding ten school days and may include permanent deletion from the school rolls.

J. User – One who possesses or partakes of drugs, alcohol, misbranded substances, volatile chemicals, or drug paraphernalia.

K. Pusher – One who possesses for sale, sells, or distributes drugs, alcohol, misbranded substances, volatile chemicals, or drug paraphernalia.

L. Student Assistance Program – A multi-disciplinary team comprised of school personnel (teachers, specialists, administrators, nurses, counselors) and members of designated community agencies. The SAP Team has been trained to understand and identify the problems of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students through procedures outlined in this policy. The SAP Team will have the ability to define and carry through a process of referral and tracking students identified to be a-risk.

M. SAP AD Hoc – A specialist with expertise in the areas such as chemical dependency, mental health issues, and school based assessment.

N. Use – The ingestion, injection, or inhalation of any drug or alcoholic beverage, and/or a condition or state of being of a student indicating to school authorities that such a student is under the influence of a drug (as defined) or alcoholic beverage, when either the ingestion, injection, or inhalation or condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

O. Possession – As defined exclusively from “use”, will mean the presence of a drug or alcoholic beverage on the person of a student, in any amount, in or on any item under the control of the student or owned by the student, when such presence of the drug or alcoholic beverage is observed, discovered, or has occurred in any setting in which students are responsible to school authority and/or supervision.

P. Distribution – As defined exclusively from both “use” or “possession”, will mean the sale, transfer, trade, exchange, or aid therein, in any manner of any drug or alcoholic beverage from one person to another person, whether or not a student, when such distribution takes place in a setting in which said persons are responsible to school authority and/or supervision.

Q. Cooperative Behavior – The willingness of a student and/or parent or guardian to work with staff and school personnel in complying with requests and recommendations of the members of the SAP Team and/or this policy and/or administrative guidelines.

R. Uncooperative Behavior – Resistance or refusal, either verbal, physical, or passive, on the part of the student and/or parent or guardian to comply with the requests or recommendations of the members of the SAP Team, and/or this policy, and/or administrative guidelines.

S. School Sponsored Activity – A meeting, gathering, class, or activity that is initiated, supervised, or coordinated by a school district employee, whether or not said school sponsored activity occurs on school property.

III. Enforcement Procedures:

A. Emergency Situation – When there is evidence that a student is functioning under the influence of a controlled substance, the following procedure is in order:

1. The school nurse will be informed and involved at all times.
2. School authorities will seek immediate medical attention.
3. Parents will be notified.
4. The AD Hoc representative from drug and alcohol will be involved as needed.
5. Punishment will follow under the user/possessor procedure.
6. At the discretion of the administration, preliminary screening for alcohol abuse will be used.

B. User/Possessor (first offense) – Each step to be followed as outlined:

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her locker, desk, car, and other possessions may be searched.
5. Three day temporary suspension is issued.
6. Referral of the matter to Superintendent's office for informational purposes.
7. Full suspension of the student for a ten day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged). In any case, a parent conference must be held with the school administration before the student is readmitted to school.
8. Referral to the SAP Team.
9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.
10. The administration reserves the right to use its discretion in all first offense cases.

C. User/Possessor (second offense and subsequent offenses) – Each step to be followed as outlined:

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her locker, desk, car, and other possessions may be searched.
5. Three day temporary suspension is issued.
6. Referral of the matter to Superintendent's office.
7. Full suspension of the student for

a ten day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged).

8. Referral to the SAP Team.

9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.

10. The matter will be referred to the Juniata Valley Board of Education for a hearing which may lead to expulsion.

11. The administration reserves the right to use its discretion in all second and subsequent offense cases.

D. Pusher

1. State Police will be notified.

2. Parents will be notified.

3. School nurse is informed and involved.

4. The student, his/her locker, desk, car, and other possessions may be searched.

5. Three day temporary suspension is issued.

6. Referral of the matter to Superintendent's office.

7. Full suspension of the student for a ten day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged).

8. Referral to the SAP Team.

9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.

10. The matter will be referred to the Juniata Valley Board of Education for a hearing which may lead to expulsion.

11. The administration reserves the right to use its discretion in all "pusher" cases.

E. **Illegal Drugs or Alcohol by Non Students:**
A person who is not a student of the Juniata Valley School District who is suspected of, or known to be selling or providing drugs or alcohol to students, will be treated as follows:

1. School personnel will inform the principal immediately.
2. The principal will inform the local law enforcement officials.
3. If evidence is found, the school will press charges.

F. **Self-Help:** When a student is seeking help, confidentiality must be honored. Students seeking self-help will not be subject to the discipline procedure as long as the recommendations of the SAP Team are followed. The administration will use discretion in all self-help cases.

G. **Prescribed Medications (Medical and/or Parental):** It is recognized that prescribed medications may need to be administered to students in school. This policy is not designed to infringe upon these circumstances. However, the school will develop procedures for housing these medications in a safe place and will administer the medication in a confidential manner.

Smoking and Tobacco

Smoking or the possession of tobacco in any form is prohibited before, during, or after school in the building, on the grounds, at all extra-curricular activities, on the bus, and on field trips. The penalties for violation are as follows:

1. First Offense – Two (2) days of in school suspension and parent notification.
2. Second Offense – Five (5) days of out of school suspension. A parent conference is required prior to readmission to class. The student will be referred to the local magistrate.
3. Third Offense – Ten (10) days of out of school suspension. The parents are notified and informed of the possibility of expulsion on the next

offense. The student will be referred to the local magistrate.

4. Fourth Offense – The student is suspended out of school for ten (10) days and is referred to the Superintendent and brought before the School Board for possible expulsion. The student will be referred to the local magistrate.

Threats or Assaults on School Employees, Students, or Visitors

A student may not intentionally do bodily injury or threaten a person, or be involved in intimidation, harassment, or extortion, or knowingly possess, handle or transmit any object that can reasonably be considered a weapon. Any acts of violence directed toward a teacher, administrator, staff member, student, or visitor to the school will result in an immediate suspension from school and the possibility of prosecution.

Harassment Policy

Harassment is defined as deliberate unsolicited and/or unwelcome verbal comments, gestures, or physical contact. Any individual who harasses another student, teacher, or visitor will be subject to appropriate disciplinary action. Recent court decisions demonstrate that the Juniata Valley School District cannot tolerate or condone the existence of a hostile or offensive school environment in which harassment and intimidation are present. The Juniata Valley School District is committed to ensuring that the school environment is free of harassment and other unlawful discriminatory practices. Employees, students, and visitors are encouraged to report any instances of harassment to any staff member, the Building Principal, or the Superintendent. The complaints will be examined promptly and impartially and, if found to be valid, proper disciplinary action will be taken.

Bullying Policy

The Board prohibits all forms of unlawful harassment and/or bullying of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Bullying shall consist of, but shall not be limited to:

1. Hitting, kicking, shoving, spitting, taunting, name calling, degrading comments, threatening, obscene gestures, getting someone to assault another person, spreading rumors, social isolation, and cyber-bullying.
2. Including exposure repeatedly and over time to such negative action(s) on the part of one or more individuals.
3. Including an imbalance of power in which an individual has difficulty defending himself/herself.

The principal will alert parents to contact law enforcement officials for bullying or cyber-bullying that occurs off school grounds and outside of the school day. If the bullying creates a substantial and material disruption to the educational process or school environment, the principal may suspend students for bullying outside of school. However, this would require a substantial disruption to the school.

Hazing

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. This includes activities that endanger the physical or mental health of a student even if the student willingly participates. No administrator, coach, sponsor, volunteer or district employee shall permit, condone, or tolerate any form of hazing. Violations are to be reported to an authority figure not involved.
(Policy 247)

Tardiness to School

Students are expected to promptly enter the building after exiting the bus each morning and be present in their first period class by the 8:05 AM bell. Students who are late to school will report to the office for a late pass where a record is kept for each student. The penalty for excessive tardiness is as follows:

1. After the third (3rd), sixth (6th), and ninth (9th) the student is assigned detention.
2. After nine tardies, the student will serve one detention and driving privileges will be suspended for five days for each tardy accumulated.

Tardiness to Class

1. After the third (3rd), sixth (6th), and ninth (9th) tardy, the student is referred to the office and assigned a detention.
2. After nine tardies, the student will serve one detention for each tardy accumulated.

Dress Code

In order to create an atmosphere of learning, cleanliness, and safety, the following are guidelines for proper dress:

1. Cleanliness and personal hygiene must be stressed at all times.
2. Sandal, shoes, or some form of footwear must be worn at all times.
3. Students are permitted to wear shorts or skirts of a conservative length. Short skirts and mini skirts are unacceptable.
4. Clothing with reference to drugs, alcohol, tobacco products, sex, vulgar or inappropriate topics, or any other type of inappropriate dress, are not permitted to be worn in school.
5. Students must wear clothing of conservative neckline; two-piece outfits must cover

midriff. Students are permitted to wear sleeveless, short sleeve, or long sleeve tops. Tank tops and spaghetti straps are not permitted. No spandex clothing may be worn in school. Dress must meet previous guidelines.

6. All undergarments must be covered by outerwear.

7. Hats, visors, bandanas, or sunglasses may not be worn in school.

8. No coats may be worn without prior permission.

9. Pocket chains or other material hanging from clothing is not permitted.

10. School officials may impose limitations on dress or articles that cause the disruption of the educational process or constitute a health or safety hazard.

Violation of this policy may result in any of the following:

1st Offense - Student may change attire, parents are notified.

2nd Offense - Detention.

3rd Offense - One day In School Suspension.

Leaving Assigned Area

Students are not permitted to go to another classroom without a pass from the teacher in charge of the room to which they are going. This includes areas such as the computer room, shops, home economics room, band and chorus rooms, and the gymnasium and locker rooms. In order to better control movement in the halls, each student will be given a handbook pass or a weekly pass which allows ten (10) trips to the restroom, two (2) trips to the nurse, and two (2) trips to the office. When a student leaves a classroom for one of the aforementioned destinations, the date will be marked on the pass.

Cutting Class/Skipping School

Any student found to be cutting class and or skipping school will be assigned two days of in-school suspension. Continued offenses will result in a more severe consequence, including possible alternative school placement.

Destruction/Removal of School Property

A student may not cause or attempt to cause damage or steal or attempt to steal school or private property during a school activity on or off the school grounds. A student caught vandalizing, stealing, or being involved with firecrackers, smoke bombs, or small fires which could contribute to panic, will be suspended regardless of the cost of repair or replacement. The student must make restitution for damages and may be subject to prosecution.

Pagers/Beepers/Cell Phones/Electronic Devices

In accordance with the Pennsylvania School Code and the policy of the Juniata Valley School District, no students may carry laser pointers and attachments, CD players, I Pods, pagers/beepers or cell phone on school property. The only exception to the possession of a pager/beeper or cell phone is a student who is a member of a volunteer fire company, ambulance or rescue squad, or a student who has a need due to the medical condition of an immediate member of the family who has had prior administrative approval. Any student in violation of this policy will be subject to the school discipline policy, including confiscation of the electronic device.

1st offense – electronic devices will be confiscated and sent to the office; they will be returned to student at the end of the day.

2nd offense – electronic devices will be confiscated and must be picked up by a parent or guardian.

Failure to immediately surrender an electronic device to a faculty member or the Principal will result in an immediate day of In School Suspension.

Honor Policy

The School District regards dishonest practices such as cheating as very serious offenses. Those individuals involved in cheating at school must be dealt with in a consistent, appropriate manner. The following steps will be taken when a student is involved in cheating at the high school:

First Offense:

1. 0% grade for the particular graded assignment in question.
2. Referral to the main office.
3. Parent/guardian is notified by the teacher.

Subsequent Offense(s):

1. 0% grade for the particular graded assignment in question.
2. Referral to the main office.
3. Student is assigned to detention.
4. Conference is held with parent/guardian, student, teacher, counselor, and administrator.

Public Display of Affection

Students should conduct themselves in a manner that reflects a positive image upon themselves and their school. The showing of affection between students resulting in any physical contact is not acceptable behavior during school hours. Detention may be assigned to violators.

Foods and Drinks

Students are not permitted to have foods or drinks in the hallways and/or classrooms.

Discipline for Seniors

Any member of the senior class whose behavior becomes extremely disruptive or otherwise unsatisfactory may be excluded from senior activities such as the Junior-Senior Prom, the senior class trip, and graduation ceremonies. The School Board will be informed, in advance where possible, of any senior who is excluded from graduation. Any senior who has been placed on out of school suspension for five (5) or more days during the senior year will not be permitted to take part in the senior class trip. Any member of the senior class who is sent home from the senior class trip for disciplinary reasons will not be permitted to take part in graduation, and will be subject to the code of discipline.

FIELD TRIPS

All field trips and class trips are considered an extension of the school day. Therefore, students are governed by the rules of the school and chaperones will enforce the discipline code. Prior to the date of the trip, the names of participating students and their discipline record will be reviewed by the building principal. Any student with an unsatisfactory discipline review will not be permitted to participate in the trip. Attendance is mandatory for any student not participating in a field trip.

FLAG SALUTE

It is the responsibility of every citizen to show proper respect for his/her country and its flag. The following guidelines will be observed:

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
2. Students who choose to refrain from such participation will respect the rights and interest of classmates who do wish to participate.
3. Any student who objects to reciting the Pledge of Allegiance must have a letter on file with the Principal that is signed by the student's parents/guardians stating the reasons for the objection.

FREEDOM OF EXPRESSION

Students have the right to express themselves in a polite manner unless such expression directly interferes with the educational process, threatens harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual's rights.

SCHOOL NEWSPAPERS AND PUBLICATIONS

Students have the responsibility to avoid inaccuracies in publications, to refrain from indecent or suggestive comments, and to observe the rules of responsible journalism. Within these bounds, students have rights and are free as editors of their newspapers to report the news and to editorialize. The Principal and Administration reserve the right to publish or not publish any article.

RULES GOVERNING INTERSCHOLASTIC ACTIVITIES

Students who participate in extra-curricular activities assume additional responsibilities. The student is a Juniata Valley High School Ambassador. Students should conduct themselves in a proper manner at all times and avoid situations that will bring embarrassment to Juniata Valley High School. General guidelines for participation include:

1. Students must meet the following academic requirements as set forth by the school:
 - A. All students participating in any activity will be required to maintain a passing grade in a minimum of four full credit subjects.
 - B. A regular check on grades is made each week. The teacher will indicate if the student earned a failing grade in the subject during the previous week, or if a student has a cumulative failing grade. If the student fails to pass four full credit courses, he/she becomes ineligible for the next week (Sunday through Saturday). In addition, the student must have passed four full credit subjects for a marking period. If not, he/she becomes ineligible for the first twenty school

days of the next marking period. The final grades for the year will determine the eligibility for the start of the new school term.

2. Students serving either in or out of school suspension are not permitted to practice or participate in extra-curricular events during the day(s) of their suspension.

3. Violations of the law and other acts which bring dishonor or embarrassment to the school will be dealt with by each individual coach/sponsor with input from the administration, athletic director, and others from school/community as needed.

4. Students must be in school before noon in order to participate in the day's activities.

5. Students who leave the school building during the day due to an illness are not allowed to practice or participate in extra-curricular events that day.

6. Additional rules and regulations will be developed by each individual coach and will be valid for each participant in that particular activity.

HALL LOCKERS

Students are assigned a hall locker each year. The locker is school property and is provided for student use only for those items relevant to school, such as books, paper, and jackets. School administration reserve the right to search a student's locker any time there is suspicion that it may contain items that are illegal or potentially harmful. Any such items found in the locker can then be confiscated by school authorities and used in disciplinary proceedings.

STUDENT INSURANCE

Accidents do happen and injuries occur; therefore, as a service to our students, the Juniata Valley School District makes available an accident insurance policy through an insurance carrier. Proof of family insurance is required for all students who participate in extra-curricular activities. Any time a student is injured at school, he/she should report to the nurse for treatment

and be certain that an accident report has been completed. If the student is injured at an extra-curricular event, the student must report to his/her coach/advisor.

PREGNANCY

The following policy was adopted by the Juniata Valley School Board regarding the attendance of pregnant students: A student shall not be excluded or excused from school for reason of pregnancy unless the attending physician certifies that school attendance during the pregnancy would be harmful to the student. A teen program is available through the counseling office to students (male or female) who find themselves facing teen pregnancy.

DANCES

Dances at Juniata Valley are intended to be social rather than money-making events. Therefore, the organization and administration of dances will be:

1. Students attending dances:
 - A. 7th / 8th grade dances – Grades 7, 8, and 9.
 - B. 9th – 12th grade dances – Grades 9 through 12.
 - C. Junior-Senior Prom – Grades 11 and 12 and 10th graders may attend if escorted by a J.V. junior or senior – No exceptions.

-All outsiders must be signed up in advance as to the name, address, age, school district, grade, and student who is accompanying (no one 21 or over will be permitted to attend).

- D. 9th grade Valentine dance – Grades 7 – 12.
- E. Homecoming dance – Grades 7 – 12.
- F. Other organization dances – if the organization is senior high, grades 9 – 12 will attend. If there is a conflict, then the majority group will dictate as to junior or senior high participation.

2. There will be at least three chaperones at

all dances, which may be two faculty members, parents and one fire police, or one faculty member and two fire police. At least one janitor will be on duty and the sponsoring group will provide students to aid in cleanup. The sponsoring group must assume the expense for janitorial and chaperone services whenever they are not normally scheduled.

3. All students are subject to the discipline policies of the school and must also observe the following rules:

- A. Observe all posted signs and instructions.
- B. Observe instructions of the personnel on duty.
- C. Once a student leaves the dance, re-admittance is prohibited with exception of an unusual circumstance approved by a chaperone.
- D. All guests must:
 - be an escort of a student at Juniata Valley, and
 - be signed up in advance of the dance.
- E. Loitering is prohibited in the parking lot and areas outside the school building.
- F. Students must enter dances during the first hour.

CLASS AND ORGANIZATION OFFICES

A student who fails to maintain a C average and an 84 citizenship grade may neither run for, nor hold an office in a class or organization. Officers will have a nine (9) week probationary period in which to meet conditions in this section. Failure to meet the conditions will mean dismissal from office.

TELEPHONE USE

The phones in the high school office will not be available for student use except in an emergency. Prior to using the telephone, the student must have a valid hall pass signed by his/her teacher.

BELL SCHEDULE 2011 - 2012

8:00 – 8:10 8:05)	Homeroom (Late Bell Rings at 8:05)
8:05	HCCTC Bus Departs
8:12 - 8:54	PD 1
8:25	HCCTC A.M. Classes Begin
8:57 – 9:39	PD 2
9:42 - 10:24	PD 3
10:27 - 11:09	PD 4
11:05	AM HCCTC Bus Departs for J.V.
11:12 – 11:54	PD 5
11:57 – 12:39	PD 6
12:42 - 1:24	PD 7
1:27 - 2:09	PD 8
2:12 - 2:54	PD 9
2:54	Dismissal For Bus Students
2:58	Dismissal For Students <u>Not</u> Riding The Bus

Hall Pass

Date	Out	In	Destination	Teacher

G=Guidance N=Nurse L=Locker
O=Office LR=Library Resource
R=Restroom

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