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## GHS BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:48-7:53</td>
</tr>
<tr>
<td>Block 1</td>
<td>7:57-9:17</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:21-10:41</td>
</tr>
<tr>
<td>Tutorial</td>
<td>10:45-11:13</td>
</tr>
<tr>
<td>Block 3</td>
<td>11:17-11:47</td>
</tr>
<tr>
<td></td>
<td><strong>1st Lunch</strong> 11:17-11:55</td>
</tr>
<tr>
<td></td>
<td><strong>2nd Lunch</strong> 11:59-12:29</td>
</tr>
<tr>
<td></td>
<td>11:51-1:11</td>
</tr>
<tr>
<td></td>
<td>12:33-1:11</td>
</tr>
<tr>
<td>Block 4</td>
<td>1:15-2:35</td>
</tr>
</tbody>
</table>
| Detention    | 2:40-3:20    | (In GHS Office)

## GHS BELL SCHEDULE - Keystone Exam Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:48-7:53</td>
</tr>
<tr>
<td>Block 1</td>
<td>7:57-9:49</td>
</tr>
<tr>
<td>(Study Hall)</td>
<td>9:17-9:49</td>
</tr>
<tr>
<td>Block 2</td>
<td>9:53-11:13</td>
</tr>
<tr>
<td>Block 3</td>
<td>11:17-11:47</td>
</tr>
<tr>
<td></td>
<td><strong>1st Lunch</strong> 11:17-11:55</td>
</tr>
<tr>
<td></td>
<td><strong>2nd Lunch</strong> 11:59-12:29</td>
</tr>
<tr>
<td></td>
<td>11:51-1:11</td>
</tr>
<tr>
<td></td>
<td>12:33-1:11</td>
</tr>
<tr>
<td>Block 4</td>
<td>1:15-2:35</td>
</tr>
<tr>
<td>Detention</td>
<td>2:40-3:20</td>
</tr>
</tbody>
</table>
# GHS BELL SCHEDULE—Early Dismissal

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>7:48-7:53</td>
</tr>
<tr>
<td>Block 1</td>
<td>7:57-8:47</td>
</tr>
<tr>
<td>Block 2</td>
<td>8:51-9:41</td>
</tr>
<tr>
<td>Block 4</td>
<td>9:45-10:35</td>
</tr>
<tr>
<td>Detention</td>
<td>12:40-1:20 (In GHS Office)</td>
</tr>
</tbody>
</table>

# GHS BELL SCHEDULE-2 HOUR DELAY

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>9:48-9:53</td>
</tr>
<tr>
<td>Block 1</td>
<td>9:57-10:55</td>
</tr>
<tr>
<td>Block 2</td>
<td>10:59-11:57</td>
</tr>
<tr>
<td>Block 3</td>
<td><strong>12:01-12:31</strong> (1st Lunch) 12:01-12:39 (2nd Lunch) <strong>12:43-1:13</strong> 12:35-1:33 1:17-1:33</td>
</tr>
<tr>
<td>Block 4</td>
<td>1:37-2:35</td>
</tr>
<tr>
<td>Detention</td>
<td>2:40-3:20 (In GHS Office)</td>
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### 2018-2019 School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 23</td>
<td>Teacher In-Service</td>
</tr>
<tr>
<td><strong>August 23</strong></td>
<td><strong>Meet the Teacher Night (5:00pm-8:30pm)</strong></td>
</tr>
<tr>
<td>August 29</td>
<td>Students’ First Day</td>
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<tr>
<td>September 3</td>
<td>No School – Labor Day</td>
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<tr>
<td>September 21</td>
<td>Homecoming</td>
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<tr>
<td>October 8</td>
<td>No School--Teacher In-Service</td>
</tr>
<tr>
<td>October 31</td>
<td>End of 1st Quarter</td>
</tr>
<tr>
<td>November 19</td>
<td>Parent Teachers Conferences (District Wide) (5:00pm-8:30pm)</td>
</tr>
<tr>
<td>November 20-21</td>
<td>No School--Act 80/ Teacher In-Service Day</td>
</tr>
<tr>
<td>November 22-26</td>
<td>No School; Thanksgiving</td>
</tr>
<tr>
<td>December 21</td>
<td>Early Dismissal @ 12:35</td>
</tr>
<tr>
<td>December 24-31</td>
<td>No School – Christmas Break</td>
</tr>
<tr>
<td>January 1-2</td>
<td>No School</td>
</tr>
<tr>
<td>January 7-18</td>
<td>Winter Keystone Exams</td>
</tr>
<tr>
<td>January 18</td>
<td>End of 2nd Quarter</td>
</tr>
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<td>January 21</td>
<td>No School-- Teacher In-Service</td>
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<tr>
<td>February 18</td>
<td>No School</td>
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<tr>
<td>March 15</td>
<td>No School</td>
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<tr>
<td>March 18</td>
<td>No School- Act 80/ Teacher In-Service Day</td>
</tr>
<tr>
<td>March 27</td>
<td>End of 3rd Quarter</td>
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<td>April 18-22</td>
<td>No School- Spring Break</td>
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<td>May 13-24</td>
<td>Spring Keystone Exams</td>
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<td>May 27</td>
<td>No School- Memorial Day</td>
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<td>June 2</td>
<td>Baccalaureate @GHS Auditorium @ 7:00pm</td>
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<td>June 4</td>
<td>Graduation @ Warner Theater @ 7:00pm</td>
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<td>June 6</td>
<td>Teacher In-Service</td>
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General Rules and Regulations

Schools, like all public institutions, must have certain rules and regulations that enable them to operate in a clear and orderly manner that reflects their function. In our case, certain guidelines are needed to provide a fair educational program for all students.

All GHS students are expected to know and follow “The Deal:"

- Be on time.
- Be on task.
- Be a good citizen.

These 3 basic rules shall be understood to generally explain expectations in all areas of the school including classrooms and common areas such as the gym, cafeteria, auditorium, pool, hallways, restrooms, and the bus (including bus stops). Teachers and staff will define specifically and teach students how to demonstrate “on time” and “on task” behaviors in their respective classrooms, as well as in each of the common areas.

GENERAL STUDENT RESPONSIBILITIES:

1. Attend school and scheduled classes on a consistent basis.
2. Abide by all established district policies and regulations.
3. Be on time for all classes.
4. Put forth a conscientious effort in all schoolwork.
5. Help maintain an educationally sound learning environment.
6. Abide by established state and local laws.
7. Treat individual members in our school with respect.

These basic guidelines, if followed, should provide a solid framework for a successful school experience.

ATTENDANCE PROCEDURES  Board Policy #204

The Attendance Secretary in the school office handles attendance issues and paperwork. All students are expected to attend school and all their scheduled classes each day. Students
should be in the building each morning by the time the entry bell rings. When you are late for school, you must sign in at the office. YOU SHOULD NOT GO TO CLASS WITHOUT A PASS.

SCHOOL ABSENCES  Board Policy #204

Excused absences will be granted in accordance with Pennsylvania State Code regulations. Reasons for such include illness, observance of religious holidays, pre-approved educational trips, and other urgent reasons such as death in the family or weather emergency.

Unexcused absences will be recorded for any of the following reasons: Babysitting, missing the bus, hunting or fishing when it is not part of a pre-approved educational trip, work that is not part of an approved work study program, shopping, and recreational activities or hobbies that are not directly school sponsored.

In the event of a student absence, parents are requested to call the school before 8:00AM to report the student off for the day. Parents are asked to please call in absences. The number for GHS is 774-5607-extension 6406. Voice mail service is available from 3:30pm to 7:00am the following morning. In addition to this, it is the responsibility of the parent or guardian to submit a written excuse for the absence within three days of the student’s return to school. The school does not issue reminders of missing excuses so parents and students must insure that excuses are turned in within the three-day period. A doctor’s note covering all the days of absence is encouraged, especially for a lengthy absence.

If a student accumulates three unexcused absences, a first offense will be issued declaring the absences unlawful. A written notice from the principal will be sent to the parents at this time. A conference may also be requested. For each additional day of unlawful (unexcused) absence, or portion thereof, a CITATION for violation of the Compulsory Attendance Law will be filed against the parent(s) or student’s ages 13 and older. At this point the case is referred to the local District Justice’s office.

If a student is absent for more than 10 days in a school year for reasons of health or due to illness, a written physician’s excuse
will be required before any further excuses will be honored and declared legal.

Again, simply calling the office and informing us of the absence does not eliminate the need for a written excuse within three days of the student’s return to school.

Students are not permitted to attend any school functions, including dances and sporting events, on the day of absence. If the school function takes place on the weekend, students MUST be in attendance on the last school day before the school function. Example: Fall Ball is on Saturday, the students MUST be in attendance on the Friday (last school day) before the dance. (Unless there is a medical excuse, college visit, religious purposes or funeral. All absences must be pre-approved by the school office)

Extra-Curricular/Sports Attendance Policy

Students who participate in any extra-curricular activities, such as: athletics, cheerleading, band, musicals or chorus must be in attendance for at least half a school day in order to participate in an activity/event that evening. This means that a student must either be in attendance till 11:00am, or arrive to school by 11:00am. A student would have to be in school for at least half a day on a Friday, or they cannot participate in any extra-curricular event on Saturday or Sunday unless they had a medical excuse, college visit, religious purposes or funeral. All absences must be pre-approved by the school office.

The head coach or advisor will be notified prior to an event that a student(s) will be unable to participate in that evening’s event because he or she was not in school for at least half the day.

VACATIONS/TRIPS Board Policy #204

As mentioned earlier, a pre-approved educational trip can be classified as an excused absence. If your family intends to take such a trip, please send a written request to the principal at least three days in advance of your departure. Once approved by the principal, it is the STUDENT’S responsibility to get the
Permission for an Educational Trip form signed by his/her teachers from the office and return once it is all signed.

MAKE-UP WORK DURING ABSENCES

If a student misses school for an excused absence, it is his or her responsibility to contact each teacher immediately upon returning to school. Students will have the same number of days to turn in missed work as the number of days they were out for the excused absence. Assignments that were due or assigned in class on a date that becomes recorded as “Unexcused/illegal absences” may be assigned a “ZERO” in the gradebook.

EARLY DISMISSAL REQUESTS

When it is necessary for a student to be excused early for an approved reason such as a dental or medical appointment, the student MUST bring a written excuse signed by the parent or guardian to the office before homeroom. The student will be given an early dismissal slip to give to their teacher at the excused dismissal time. Students should sign out at the office and sign back in if they return to school that day. Parents should avoid calling the school for early dismissals, due to fact we do not have any way of knowing who the identity of the caller is. Students are NOT permitted to leave school without an approved dismissal pass.

VACCINATION REQUIREMENTS

School health services
The health status of a child directly affects the child’s education performance. Therefore, when a child is registered for kindergarten, the school nurse begins compiling a confidential health history. This record is maintained throughout the child’s school career. Parents are urged to share with the school nurse any additions or changes to the health history. Emergency cards are sent home at the beginning of each school year. It is very important that these be completed in full and returned to school as soon as possible. There is a space on the emergency card to indicate any health problems the school
should be aware of as well as numbers to be called if your child should become ill or injured at school. **An additional emergency contact person other than the parent/guardian must be listed.**

**Health screenings**
The State of Pennsylvania requires that screenings be done on a yearly basis by the school nurse. These include:
- Height/Weight/ Body Mass Index screening – for all students yearly
- Vision screenings- for all students yearly
- Hearing screenings- for the following grades: Kindergarten, 1, 2, 3, 7 and 11
- Scoliosis screenings- for grades 6 and 7

**Physical examinations**
Pennsylvania State law requires children attending school to receive a physical examination at their original entry (Kindergarten), 6th grade and 11th grade. It is strongly recommended that examinations be done by your family physician. A family physician can best evaluate your child’s health and assist you in obtaining necessary treatments or corrections. When your child is due for a physical examination you will receive notification with an attached form for your physician to complete. Children not examined by a family physician may be examined by the school physician with written parent consent. Parent consent is included on the back of the emergency card.

**Dental examinations**
Pennsylvania State law requires children attending school to receive a dental examination in grades K, 3 and 7. It is recommended that these examinations be done by your family dentist since he/she can best evaluate your child’s health and assist you in obtaining necessary treatments and corrections. Children not examined by a family dentist may be examined by the school dentist with written parent consent. Parent consent is included on the back of the emergency card.

**Immunizations**
Immunization changes for Pennsylvania Schools are as follows:
Students in Kindergarten will be required to have:
- 4 doses of Dtap (with the last dose having been given on or after the 4\(^\text{th}\) birthday),
b. 4 doses of Polio (with the last dose having been given on or after the 4th birthday).
c. 3 doses of Hepatitis B (last dose must be given after age 6 months)
d. 2 doses of MMR (with the first dose having been given on or after the 1st birthday),
e. 2 doses of Varicella (with the first dose having been given on or after the 1st birthday).

Students in 7th grade will require a dose of Tdap and Meningococcal Conjugate (MCV).
Students in 12th grade will require an additional dose of Meningococcal Conjugate (MCV). If the first dose was given after age 16, an additional dose is not needed.

All students will be required to have 4 doses of Polio, with the last dose being given on or after the 4th birthday. Per the Department of Health, 3 doses of Polio is acceptable if the 3rd dose was given on or after the 4th birthday and there is a minimum of 6 months between dose #2 and #3 (as per the Summary of Recommendations for Child/Teen Immunization schedule).

The Pennsylvania Department of Health requires that all students have the required medically-appropriate vaccines on the first day of school. Parents are advised to not wait until the deadline to receive these vaccinations.

If a student requires one or more doses of a vaccine and will not be compliant by the first day of school, the parent will present a Pennsylvania Department of Health- Medical Certificate for the physician to complete and sign. This will inform the school district when the needed immunizations will be given (date of the next scheduled immunization). If the immunization is not given on the indicated date, a new Medical Certificate will need to be completed and signed by the physician or the student will be excluded from attending school.

**Use of medication**
The Girard School Board and District shall not be responsible for the diagnosis and treatment of student illnesses and injuries. School Nurses are not permitted, under state law, to diagnose and/or prescribe medications or treatments. The Girard School District recognizes that the administration of medications to
students while in school may be necessary under certain circumstances. Accordingly, the administration of medication to a student during school hours in accordance with the direction of a physician, will be permitted only under the following circumstances:

A. Failure to take such medication would jeopardize the health of the student.

B. The student would not be able to attend school if the medication were not administered during school hours.

Some children, particularly those with chronic disabilities and/or illnesses, may require prescribed medication to be able to function in the school setting. Appropriate school personnel may be asked to administer medication which will allow the student to maintain an optimal state of health, remain in school, and participate more fully in his or her educational program. Every effort should be made to administer medications outside of the school setting. However, this is not always realistic or desirable. The School Nurse may determine, based on her professional judgment, whether a prescribed medication should be administered at school. The nurse has the right to refuse to give any medication that she/he feels does not meet criteria established by the policy. When in school medical treatments are ordered for students, including administration of medications, the School Nurse will communicate with the prescriber, when necessary, to confirm and clarify treatment orders and to ensure safe care. Such communications will be limited to discussion of the treatment orders and their implementation in the school setting or to a health or safety emergency.

**Administration of Medications**

Before any prescribed medication may be administered to any student during school hours the following procedures must be followed.

1. An official District Medication Permission Form must be completed by the child’s physician and signed by the parent/guardian.

2. The medication must be brought to school by the parent/guardian. For student safety, no medication may be transported to or from school by the student. All medication must be delivered to the school by an adult and picked up by an adult.

3. The medication must be a properly labeled prescription bottle.
4. For a student that is requesting to carry and self-administer either a fast-acting asthma inhaler or EPIPEN, the parent is responsible for ensuring the child has a supply of the prescribed medication on their person. Girard School District, its Board, employees and agents are not responsible for ensuring the medication is taken, and they may not be held liable for the failure of the child to self-medicate as prescribed by the physician. The Medication Permission Form must be completed by the child’s physician and signed by the parent/guardian. The School Nurse will meet with the student to determine if the student is able to self-administer the medication and will review all policies and procedures with student about the responsibility of carrying the medication.

5. Failure of the parent/guardian to follow guidelines and requirements will result in the student not receiving prescribed medication at school.

**Administration of Over-the-Counter Medication**

Standing orders for Over-the-Counter medications will be approved yearly by the School Physician. Standing order Medications will be administered by School District Personnel as directed by Policy and Procedures. Ibuprofen and Tylenol will be administered under these standing order guidelines with written parent permission. Parent consent is included on the back of the Emergency Card. All Over-the-Counter medications are given at the discretion of the School Nurse.

If your child has received 14 doses of Tylenol and/or Ibuprofen, you will be requested to have your child evaluated for a possible medical illness/condition. If the school is to continue to give your child either Tylenol or Ibuprofen, you will be requested to have the physician fill out a Medication Permission Form. Failure of the parent/guardian to follow guidelines and requirements will result in the student not receiving over-the-counter medications at school. Students are not permitted to carry any over-the-counter medications with them at school.

If an Over-the-Counter medication is requested to be given at school and is not covered under the Standing Orders, the parent will be requested to supply the medication, bring the medication in to school and give to the School Nurse and have the physician complete the Medication Permission Form.

**Emergency Medications**
Parents who have a student(s) who require Emergency Medications (EPIPEN, Asthma inhaler, Diastat, Glucagon) during school hours are requested to contact the School Nurse to discuss your child’s medical needs. A Medication Permission Form completed by the child’s physician and signed by the parents will be required. The School Nurse will put into place an Emergency Plan for your child. Providing additional medical information will help the School Nurse to make the Emergency Plan specific for your child’s needs. The School Nurse in coordination with the Parent will determine if a student is responsible enough to carry an Asthma Inhaler or EPIPEN with them throughout the school day, once all paper work is completed.

Each Girard School stocks an EPIPEN (Emergency Epinephrine) for emergency use due to a life threatening anaphylactic reaction to a known or unknown allergy. If your student should experience a life threatening anaphylactic reaction, 911 will be called and the Emergency dosage of Epinephrine will be administered to your child. The parent will then be notified immediately. “The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request his exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”

Authority
Once the completed Medication Permission Form and the medication is received in a properly labeled prescription bottle, the medication will be administered in the building’s Health Office. In the absence of a School Nurse or Substitute Nurse, designated school personnel may administer oral, inhalation, and topical medications. Emergency Epinephrine (EPIPEN) may be given by any school personnel in an anaphylactic emergency.

ASSEMBLIES

Assemblies will be held periodically for educational, entertainment, cultural, and business purposes. The auditorium will generally be used for such large groups, and students will be assigned seating areas based on homerooms. Courtesy, respect, hospitality, and attentive behavior are expected at all assemblies as we represent our school to the presenters. Students may be
held and/or removed from an assembly for any disruptive or inappropriate behavior. Disciplinary consequences will be attached.

VISITORS  
Board Policy #907

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To insure order in the schools, it is necessary to establish guidelines governing school visits. For the safety and security of our children, all three school buildings are locked at the start of the school day. All exterior doors remain locked until school is dismissed. Therefore, to gain access to any of our buildings during the school day, you will need to utilize the “call” system at any main entrance. The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this district. Procedures for entering GSD buildings are as follows:

1. Push the button once to ring the office.
2. Once the office responds, please state your name and state your purpose.
3. Upon entrance into the building, we require you to sign in at the office. Driver’s License will be asked to scan. You will be asked to wear a visitor’s badge if you will be in any part of the building other than the office.

Note:

1. Staff members shall be expected to require that a visitor has a pass
2. No visitor may confer with a student in school without the approval of the principal.
3. Should an emergency require that a student be called to the school office to meet a visitor, the principal shall be present during the meeting.

CLASSROOM VISITATIONS:

The Superintendent or building principal has the authority to determine the appropriateness of entry of any person to a
classroom within the district, in accordance with the following procedures and all required clearances will be necessary:

1. Prior notice shall be given by the visitor to the building principal. If the visitation would be thought to be disruptive to the educational program, the request may be denied.
2. If approved, the visitor is there as a silent observer and guest of the school. Unless invited to join in the classroom activities by the teacher, visitors should not interfere in any way with the students and their learning process in the educational program.
3. Should the visitor prove to be a disruption to the learning process, he/she may be asked to leave the classroom.

CAFETERIA VISITATIONS:

Parents of students in grades 9th -12th are not permitted to eat lunch with their students. Please follow the visitation procedures outlined from Board Policy #907 previously noted to ensure the safety of our children when gaining admittance to the building.

MORNING ARRIVAL:

Although we encourage and welcome parents to come to our schools, it is for the students’ safety that we request that you leave them at the main door or main hallway when bringing them to school. If you have reasons or purposes for going to any other areas of the building, you are required to sign in at the office to obtain a visitor’s pass.

Student visitors from other schools are no longer permitted in our school. As well as former graduates that want to visit teachers, all visitors that will be in the building are required to have their clearances. If you arrange with a teacher a time that they are available (plan time) that they can meet you in the office area this is acceptable. No visitors will be allowed to roam the halls during the school day.

ELECTRONIC DEVICES  Board Policy #237
By state law, “a school district shall not permit any pupil to carry a pocket pager or electronic communication device, including cell phones, in school.” (PA 215 of 1988)

All electronic devices must be turned off and in student lockers once you go to your locker in the morning before homeroom. You must have them turned off until the end of the school day. Students are permitted use of cell phones during their lunch time ONLY during the school day.

The Board:
- Prohibits possession of laser pointers and attachments and telephone paging devices/beepers
- Prohibits use of personal communication devices by students
- Prohibits use of cellular phones
- Prohibits possession and use by students of any device that provides for wireless, unfiltered connection to the Internet

Violations of this policy by a student shall result in disciplinary action of 1 day of ISS and may result in confiscation of the electronic device. Electronic devices and cell phones can be held by the school until the parent comes to pick it up depending on the severity of the issue. Otherwise the student can pick up the device at the end of the school day in the office.

Telephone Pagers/Beepers

With prior administrative approval, the telephone paging device/beeper prohibition shall not apply in the following cases:

1. A student who is a member of a volunteer fire company, ambulance or rescue squad.
2. A student who has a need for such a device due to a medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.
CARE OF SCHOOL PROPERTY  Board Policy #224

The Board believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student in the district’s schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student’s use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law. Parents and guardians shall be held accountable for the actions of their child.

The Board may report to appropriate juvenile authorities any student whose damage of school property is serious or chronic in nature. In no case shall referral to juvenile authorities be made without prior notification to the student’s parent.

The Superintendent or designee shall develop procedures to implement this policy which includes rules for safekeeping and accounting of textbooks, supplies and equipment and an established schedule of fines for lost or damaged textbooks, supplies and equipment.

The Superintendent shall submit a report on incidences of vandalism to the Board on each occurrence. Vandalism reports shall include the number and kind of incident, cost to the district, and related information the Superintendent deems necessary.

HATS

Wearing of hats, bandanas, and/or other head coverings is generally not permitted without the expressed permission of the principal. This includes hoods on “hoodies” and jackets.

Any hat, bandana, or other head covering worn to school by students will be removed prior to entering the building. Upon dismissal, they are not to be worn until the student exits the building.
CAP & GOWNS (GRADUATING SENIORS)

The cost of the cap and gowns for the graduating seniors is $34.00, which is subject to a slight change depending upon the company we work with (Jostens’). The seniors will have several meetings with their class advisor to discuss graduation requirements, around the 2nd Quarter there will be a meeting with a representative from Jostens’ to discuss cap and gowns as well as graduation announcement options. During the meeting all seniors will have their measurements taken for a cap and gown. One will be ordered for them at the time. The students will not receive the cap and gown for their own possession until the payment has been made to their class advisor.

CLASS DUES

Each year the student is required to pay a class due, these dues help to defray the cost/expenses for Junior Class PROM as well as homecoming costs/expenses and to help towards their Senior Class trip.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th grade</td>
<td>$15.00</td>
</tr>
<tr>
<td>10th grade</td>
<td>$15.00</td>
</tr>
<tr>
<td>11th grade</td>
<td>$20.00</td>
</tr>
<tr>
<td>12th grade</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Totaling----$60.00 (all 4 years)

The students are given opportunities to sell items to help so that a monetary due is not the only option for them. Example: Junior year they will sell the “Enjoy “Coupon Book. Students will be notified by the respectable advisor(s) for the grade level when the fundraising will begin and the requirements or they can just pay the class due if they do not want to sell any items.

STUDENT FUNDRAISING  Board Policy #229

For purposes of this policy, student fundraising shall include solicitation and collection of money by students for any purpose and shall include collection of money in exchange for tickets, papers, advertising or any other goods or services.

The Board prohibits the collection of money by a student for personal benefit in school buildings, on school property or at any school-sponsored activity.
Collection of money by approved school organizations may be permitted by the building principal.

Collections by students on behalf of school organizations outside the schools may be permitted only by the Board.

**Selling items in school is not permitted without the expressed permission of the Principal.**

**HALL PASSES**

Any time a student moves through the building, other than class changing times, a hall pass must be utilized. Remember that the school is responsible for all students during the school day. In order to visit any of the areas listed below, a student MUST have the appropriate hall pass:

1. Main Office/Guidance Office
2. Library/Printer
3. Nurse’s Office
4. Restroom/Locker

If you are called to the office over announcements, you will receive a signed slip from the office stating the time you were dismissed back to class.

Classroom teachers will keep a running record of all student hall pass usage. Date, time and destination will be recorded in the classroom. Teachers, at their discretion, may deny a request for a pass if a student has had numerous passes during that same day and/or time. Documented medical reasons are excluded from this review.

Students found in the hallway without a pass will receive disciplinary consequence.

**CLASS SKIPPING**

Any student caught skipping class will be subject to the following consequences:

a. The student shall receive a grade of “0” (zero) for each class skipped, or portion thereof.

b. The student shall be assigned two (2) detentions for each class skipped, or portion thereof.

**TELEPHONE CALLS**
Parents if there is an emergency or message that you need to get to your student please contact the school office and they will get the message to the student. Please do not try to contact the student on their cell phone, if they are caught using their cell phone they will receive an ISS for cell phone use (other than during designated lunch times).

CONTROLLED SUBSTANCES / PARAPHERNALIA
Board Policy #227

The Board prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Students involved in extracurricular activities will be removed from participation for the current season as indicated in Code of Conduct upon first incident.

The Girard School District has adopted a comprehensive drug and alcohol policy for students. Specific procedures and consequences are outlined in that document. Clearly, the thrust of the policy is the message that underage drug and/or alcohol use is both harmful and illegal. All Girard School District property has been declared a “Drug Free Zone.”

SMOKING POLICY

The discipline policy for Girard School District clearly lists the “possession, sale, or use of tobacco” a major rule violation, which may result in suspension or expulsion. This policy is in effect on any school property or at any school function. There is no distinction made between types of tobacco products in the policy. All Girard School district buildings are declared “Smoke Free Facilities.” Students in possession of tobacco products including e-cigarettes will be cited for violation of Pennsylvania law according to Act 145 of 1996.

Eligibility/Disciplinary Action for Sports
All students who participate in any extra-curricular events (athletics, cheerleading, band, musical or chorus) also must be academically eligible each week of their season or performance. Students are required to earn at least a “C” (70%) in 3 of their 4 courses to be ruled eligible. The student would be ruled ineligible until the course they received a “D” (60-69%) or “F” (59% and below) in would be raised to a “C” (70%). A student may practice during the week they are ineligible, but it is at the coaches’ discretion. If a student is found to be ineligible for a second week, they will be restricted from practice and traveling with team. Grades must be submitted to the main office by 12:00pm on Friday of each week. If a student is ruled ineligible, they would not be eligible from Sunday through the following Saturday (7 days). If a coach uses an ineligible player, the school district will notify the P.I.A.A. and will forfeit said game; the school district would return any trophies won at band or cheerleading competitions, etc. All coaches shall provide their athletes

A student’s main priority is academics, not extra-curricular events, so representing the Girard School District is a privilege, not a right, it must be earned.

Suspension or dismissal from a team will result if a player fails to adhere to the school and/or team rules that the coach may have developed. Students, who do not uphold the behavioral expectations of the school, resulting in ISS or OSS, may not be permitted to represent Girard School District on our school teams.

**INTERSCHOLASTIC ATHLETICS Board Policy #123**

1. Physical exam by doctor. These are scheduled at school prior to the start of each school year. If the student does not get a physical by the district physician, he/she must get one by a personal physician and a signed physical packet must be returned to school.
2. Parent permission.
3. Comply with eligibility requirements.

**Athletic Code of Conduct of Girard School District:**
The below listed rules are enforced by the administration of the Girard School District. Student and Parent/Guardian will sign the Code of Conduct before the first meeting/practice. All students, on or off school property, must adhere to:

- Girard School District Tobacco Use Policy
- Girard School District Controlled Substance/Paraphernalia Policy
- No possession or use of alcohol products

Violations will result in:

1st Offense is 2 weeks off the team, no practices, games or participation of any kind.
2nd Offense, you are removed from the team for the remainder of the present season.

Inappropriate actions or behaviors that would put your character in question, or represent your team or the Girard School District in a negative manner will not be tolerated. At administrative discretion, any and all student behavior, whether school related or not, can affect a student’s ability to participate in school-sponsored activities. Students could be subject to suspension or removal from a team for the following season, depending when the violation took place. Students violating these rules are subject to additional punishment as per the school policy. All students are subject to their individual coach’s, performing arts director’s, or academic advisor’s rules as explained at the opening of the season.

**STUDENT DRESS & GROOMING**

Students are encouraged to take pride in their physical appearance. When students come to school inappropriately dressed, the faculty and the administration will take steps to correct the situation. It is expected that students will comply with the following dress and grooming provisions.

The Board has the authority to impose limitations on students’ dress at school.

To establish the best possible climate in the classroom for learning, which avoids distractions and provides a clear focus and direction for the students, the following dress code has been established:
1. All clothing must be neat, so to present the best possible appearance.
2. Dress or grooming which is disruptive to the educational process is prohibited.
3. Shoes must be worn at all times. Pants should be worn at the appropriate waistline and undergarments will not be exposed. No torn, ripped or (distressed) ragged pants.
4. **Decency, as interpreted by the administration and staff, is to be maintained at all time.**
5. Halter-tops, mesh shirts, tops with slits, tank tops, crop tops, spaghetti straps, sleeveless T-shirts, open back or exposed back and other types of suggestive clothing will not be permitted.
6. Shorts, dresses, skirts and other apparel must be worn mid-thigh or longer. To determine this, a student's shorts or skirt should reach the start of their fingers when their arms are relaxed at their sides.
7. In Industrial Arts, labs, and food areas, health and safety regulations will determine the dress code.
8. Any item with vulgar or profane imprinting, sexual connotations, or messages/symbols which support alcohol, tobacco, or other drug use is not permitted.
9. The wearing of chains is also strictly prohibited in all cases.
10. Gym clothes are permitted only in physical education classes. (For more info about gym uniforms, please see that section under General Information.)
11. Students, whose clothing is deemed to be inappropriate, will be provided appropriate clothing to wear. If a student refuses to change their clothing, the student will either be sent home or their parent/guardian will be contacted to bring in some appropriate clothing. If behavior continues further disciplinary action will be given.
12. No pajama tops or bottoms may be worn in school in place of regular clothing.
13. Outer coats are not permitted to be worn inside the building. They must be kept inside student lockers.
14. Shorts may be worn from April through October.
15. If a student’s skin is exposed and visible at his/her waistline, they will be sent to the office to change.

SAFETY/HALLWAY CONDUCT

Due to the nature of the building (stairways, metal hall lockers, glass entrance, etc.), it is extremely important for everyone to be safety conscious when moving throughout the school. Running and horseplay will not be tolerated. To ensure safety in the halls, everyone should keep hallways open by walking to the right at all times. While maintaining safety for everyone, “fooling around in the hall” is not acceptable behavior. Eating or drinking in the hallways is not permitted.

WEAPONS  Board Policy #218.1

Students are not allowed to bring to school any object that could be considered disruptive, illegal, dangerous, or harmful to her/him or others. This includes any type of pocket or pen knives, as well as laser pens/pointers. Possession of these objects will result in disciplinary action. Occasionally certain items are used as topics for demonstration speeches, or as exhibits in class projects or activities. In these cases, advance permission must be obtained from your teacher and the office. All such objects MUST be left in the office until they are used in class.

The School District shall expel for a period of not less than one (1) year any student who violates this weapons policy.

SNOWBALLING

Throwing of snowballs on school grounds or buses is expressly prohibited and will be dealt with in a disciplinary manner.

ELEVATOR USE

Our school has been equipped with an elevator. The elevator, which is key operated, is for restricted use only by handicapped students, or others with special needs. If you feel you need to use the elevators, please contact the principal or
nurse. Students found using the elevator without authorization will be dealt with in a disciplinary way. A replacement fee will be charged for any lost elevator key.

SKATEBOARDS/ROLLERBLADES/SCOOTERS
Board Policy #223

Skateboards are not permitted to be in the building at any time, and they will be confiscated if they are brought into the building. Skateboard and Rollerblade use on school district property, day or night, seven days a week, is strictly prohibited due to the potential dangers to users.

The Board prohibits the use of mini-bikes, unlicensed motorcycles, snowmobiles, dune buggies, scooters, roller blades, four-wheelers, or skateboards at any time on school property.

The Board shall not be responsible for bicycles or motor vehicles that are lost, stolen or damaged.

OFFICE CONDUCT

When students are called to the office to see the principal, nurse or counselor, they should wait quietly and cooperatively. There should be NO talking or disruptive behavior in the office during this time. Our school office should reflect a professional atmosphere, so proper student behavior is expected at all times.

GENERAL CONDUCT

It is expected that students will exercise normal acceptable behavior at all times during the school day and during evening and weekend activities. Care must be taken by everyone to ensure that there is respect and consideration for others, respect for school rules and authority, and care in use of school equipment and property. The teachers and the office will deal with situations promptly and severely if necessary. Students are expected to be on time to class, beginning with a third tardy time a discipline with be assigned. No student has the right to interfere with the teacher's right to teach and fellow students' right to learn.
Cafeteria Conduct

Unacceptable student behavior during lunch may result in an assigned seat during lunch periods, or removal from the cafeteria. Repeated offenses will result in detention. Any student caught stealing from the cafeteria line or attempting to steal from the cafeteria line will be subject to prosecution for theft by the Girard Police.

GENERAL INFORMATION

Library Services

The Girard High School Library is an excellent educational facility that can provide many resources and services. It is well stocked with reference materials for your classwork, as well as other materials for your reading pleasure. Students will be given time in the library from their Reading class for book circulation purposes. When using the Library, please keep the following rules in mind:

1. Our circulation system is computerized. Students are not to tamper with the bar code materials used in this process.
2. Books may be checked out for a two (2) week period. If you are not finished with a book, it may be renewed for two (2) more weeks. There are no monetary fines on late books, although all outstanding books must be returned at the conclusion of each marking period. Students are expected to immediately return any outstanding materials upon receipt of a late notice. Overdue books are considered a minor rule violation in the district’s discipline policy.
3. Reference materials may be signed out for overnight use only. Overnight loans are signed out at the end of the day and returned the next morning before first block begins.
4. Students will be responsible for lost or damaged library materials that they signed out.
5. Students are not permitted to tamper with the settings of the computer workstations in the library.
6. Magazines will not circulate.

CLASS TRIPS AND SOCIAL EVENTS Board Policy #231

Students are allowed to remain at the school only if they are participating in a school-sponsored activity, which is supervised by a Girard School District employee. Students should not loiter at school after dismissal, as this is unsupervised time. Students continuing to do this will be disciplined. Repeated offenders will be cited for defiant trespassing. Students cannot, under any circumstances, be at school unsupervised waiting for evening practices or events. Arrangements must be made for transportation after school so students can vacate the school by 3:00PM, unless they are under the direct supervision of a coach or other staff member.

Class trips and social events that take place outside of school facilities require approval by the Board.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies and rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

Class Trip Guidelines

Often times our students participate in class trips. These generally fall into two categories: educational trips which directly correlate to the curriculum or unit of study, or recreational/“fun” trips. All students in a particular class are expected to participate in education trips as part of their coursework.

Students may be excluded from the fun trips for excessive disciplinary infractions. As such, students with 3 or more ISS suspension infractions will not be able to attend, or participate in, recreational class trips. Major OSS infractions may result in loss of recreational “fun” trip by administration discretion. This policy begins the first day of school. Additionally, any students assigned
to ISS or OSS on the day of the class trip will not be able to attend the trip. **Students not participating in such trips are expected to be in attendance at school on trip days**, with classwork to complete. **Students with class debts will be excluded from recreational/fun trips.**

Students who paid and then lost trip privileges due to discipline reasons **will not** receive a refund.

**EXTRA CURRICULAR ACTIVITIES  Board Policy #122**

Extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

Extracurricular activities shall include intramural sports, band, choirs, orchestra, cheerleading and clubs.

**NATIONAL HONOR SOCIETY**

The National Honor Society is an organization created to recognize outstanding students nationwide. The purpose of N.H.S. is to develop character, promote leadership, create an enthusiasm for scholarship and to stimulate a desire to render service. Membership is a privilege, not a right and begins with academic eligibility.

National Bylaws state students do not apply for membership. At the conclusion of the third quarter grading period, sophomores and juniors will be notified by mail of their academic eligibility. Sophomores will have taken seven of twelve courses and juniors must have enrolled in eleven of twenty courses by the spring of their respective years. Students in the graduation classes of 2018 and 2019 will have attained a cumulative GPA of 3.50. The graduation class of 2020 will have attained a cumulative GPA of 3.76 to be eligible for membership, reflective of a new grading scale in their freshman year.

Membership is not automatically granted. Leadership, character and service are equally considered after students have submitted an information form and decided whether or not to pursue membership. A faculty council comprised of five rotating
members plus the NHS advisor (non-voting), makes the final determination of membership. Students and parents will be notified by mail of the decision.

--Additional information is provided on the school website under the National Honor

SCHOOL ACTIVITIES/FUNCTIONS

All school sponsored activities and functions held in the name of Girard School District must have the prior approval of the principal. Several student organizations sponsor dances and other evening activities throughout the year. These events are solely for Girard School students only. Students from other schools will not be permitted to attend regular dances. Sponsors and chaperones are responsible for students at these events, and this can best be provided when only our students are in attendance. All school rules are in effect at school sponsored activities.

RULES FOR GIRARD HIGH SCHOOL DANCES

1. A minimum of two chaperones must be present.
2. Police officers must be present.
3. The doors close one hour after the start of the dance. Students leaving the dance after that time will not be readmitted.
4. Chaperones are responsible for the conduct of students and controlling restroom activities.
5. Police will only be utilized to help with problems upon request.
6. Police will patrol the parking area and the outside areas of the school.
7. School ID’s may be required for admittance.
8. No middle school students may attend a regular dance, Fall Ball, or Prom.
9. Students may request to bring a guest to Fall Ball and Prom only. These guests must complete a GHS Dance Guest Form, and administration reserves the right to deny any guest request based on individual circumstances.
No individual over the age of 20 will be permitted to attend a school dance. All guests must sign in and show proof of age. (This includes the Prom). A guest form must be completed and turned in prior to the event of the specific dance(s). Prom is for Juniors and Seniors and their guests. All guests must be under 21 years of age, with proper form of ID and in 9th grade or higher.

**LOCKERS**

It shall be the policy of the Board that all lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object that is prohibited by law. Board policy or district rules, or constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to randomly inspect and/or search a student’s locker at any time, based on reasonable suspicion for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the schools. These searches will be done without prior warning with the utilization of a certified police dog, metal detection wands, or any other device deemed useful in protecting the health and welfare of the school population.

The Board authorizes the administration to conduct random searches of lockers at any time.

Each Girard School District student will be assigned a locker for the school year. This assignment will be listed on your schedule. Lockers are **NOT** to be shared with others. If it becomes necessary for your locker assignment to be changed, report to the office. There shall be **NO** switching or sharing of lockers **WITHOUT AUTHORIZATION FROM THE OFFICE**.
Tampering with the lock mechanism causes damage, which in turn may require a new lock to have to be purchased. Students may be fined and will receive a disciplinary infraction. All lockers must remain locked when a student is not at their locker for safety regulations.

While lockers are intended for the storage of books, coats, etc., you should not store valuables in it. If you must bring valuables to school, sign them into the office at the beginning of the day. **DO NOT KEEP THEM IN YOUR LOCKER.** The school is **NOT** responsible for lost or stolen items.

**EMERGENCY EVACUATION OF SCHOOLS/FIRE DRILLS/TORNADO DRILLS Board Policy #805**

The district’s system of emergency preparedness shall ensure that:
1. Health and safety of students and staff are safeguarded.
2. Time necessary for instructional purposes is not unduly diverted.
3. Minimum disruption occurs to the educational program.
4. Students are taught to respond appropriately to emergency situations.

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness as promulgated by the Superintendent or designee.

Teachers in each class will give you procedures and directions to follow in case of these drills or an actual emergency. You should know the exit plans well, as they vary from room to room. Evacuation plans will be posted in each room. Students are requested to be **quiet** and **well behaved** during such drills. When the signal is given, students are to return quietly and orderly to the room they left. Silence **must** be maintained throughout an evacuation.

In case of tornado drills or warnings, students will be given directions via the public address system. In most cases, students will assume a safe position in the classroom under their desks, or along interior hallways with their heads being protected by a textbook.
OPENING EXERCISES/FLAG DISPLAYS  
Board Policy #807

Each student shall be required to salute the flag and recite the Pledge of Allegiance or the National Anthem during opening exercises. A student may refuse to recite the Pledge of Allegiance or salute the flag based on religious conviction or personal belief.

A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises.

Opening exercises may include a period of silent prayer or meditation.

The building principal shall provide written notice to the parents/guardian of a student who refuses to salute the flag or recite the Pledge of Allegiance.

STUDENT RECORDS   Board Policy #216

If there is any change in your family status, please report such changes to the office. This generally involves address and phone number changes, but may involve other items like name changes and changes in custodial rights. Also if parents are going out of town on a trip or other business, we kindly ask that they notify us in writing who we should notify in case of student illness or emergency.

It is imperative that the school be provided with copies of custodial arrangements so we can properly carry out the requirements of those legal documents. Upon request, copies of educational documents consisting of report cards, deficiency reports and standardized test results will be sent to non-custodial parents.

In accordance with federal law parents may, upon request, review and copy all school records for their child. A copy charge may be assessed by the district for duplicating such records. A parent may also appeal, in writing; any school record that they feel is inaccurate.
REPORT CARDS

Report cards will be issued to the students at the end of the first, second, and third marking periods. Report cards are mailed home at the end of the school year. It usually takes about one week after the end of the quarter to process the grades and distribute report cards. It is the students’ responsibility to make sure the parents receive their report card. The grades on the report card are actual indicators of the student’s personal progress.

MOVING  Board Policy #208

If your family is planning to move out of the Girard School District, a parent or guardian should notify the office in advance of the planned withdrawal. The student must have a withdrawal form signed by each teacher and returned to the office to complete the office withdrawal process. In accordance with PA Act 26 of 1995, the Girard School District is obligated to send a certified copy of a student’s disciplinary record to the new school.

SCHOOL PICTURES

School pictures are taken of each student every school year. This usually takes place in the first month of school. Picture packages are available from the photographer for those parents who wish to purchase them. Pictures must be paid for at the time they are taken. The school office will not lend money for picture packages. A retake session will be scheduled for those students who were absent on the original picture day, as well as for those who are not satisfied with the original pictures.

LUNCH PROGRAM

If you were on free or reduced lunches last year, you will start this school year under the same status. You have approximately two weeks to get a new application and return it to the school office.
for approval. Any changes in family income during the school year must be reported on an updated application.

**CAFETERIA PRICES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lunch</td>
<td>$2.40/day</td>
</tr>
<tr>
<td>Milk</td>
<td>$.60</td>
</tr>
<tr>
<td>Ice Cream</td>
<td>.25 to .80</td>
</tr>
<tr>
<td>Breakfast</td>
<td>1.00/day</td>
</tr>
</tbody>
</table>

$12.00 weekly

**CONTACTING A TEACHER**

Parents can call the school office at 774-5607 for GHS between the hours of 7:00am and 3:30pm. We can inform you when a particular teacher has a planning period and would be available for a phone conference. All staff members have their own voice mailbox in our phone system. Usually your call will be transferred to this service, and you can leave a detailed message for the staff member or if you know the teacher's phone extension you may dial it direct. They, in turn, will return your call. You may call during evening hours, and leave a voice mail message for a teacher on the answering service, and it will be forwarded onto the appropriate teacher in the morning. You can also contact the teacher via email. All the email addresses are available on our school website [www.girardsd.org](http://www.girardsd.org) under the staff director list.

The Girard School District has its own web page at [www.girardsd.org](http://www.girardsd.org); here students and parents will have access to all daily announcements. Calendars for sporting events, cafeteria menus and other school functions will be available to be viewed as well. The district utilizes **Infinite Campus** so students and parents can access specific information about the students' classes and grades. Teachers are able to upload assignments and homework, give notice of upcoming tests or other classroom events, as well as access to grades and general classroom news. A username and password will be assigned to each student within the Girard School District. Please contact the office secretaries for parents' activation codes to set up your account.
WORKING PAPERS

Any student seeking working papers for employment purposes must contact the Girard High School office. Proof of age, including a birth certificate, is necessary at the time of application. Once 18 years of age, a working permit is not required.

FEES AND FINES

Fees may be charged for materials if you are doing a special project in certain classes. Breakage fees for the replacement of any school district property may also be charged.

It is important to note that the Girard School District policy mandates that all debts owed to the school such as fees, library fines, activity fees, lost or damaged books, cafeteria debts etc. must be paid. The school office will attempt to notify students of debts. Unpaid fees may prohibit a student from participating in class sponsored recreational trips that are paid through student fundraisers.

STUDENT DRIVERS/BICYCLES RIDERS
Board Policy #223

Student Drivers: Any students driving a car to school must fill out an application at the High School office and park in the Lake Street Parking lot only. All student drivers must exit onto Lake Street and not use Yellowjacket Drive before/after or during school. Violators will be turned over to the Girard Boro Police Department.

Bicycle Riders: When riding bikes to and from school always be safety conscious and observe traffic rules. Do not park bikes at the entrances or around the building. Bike racks are provided near each building. Always lock your bike when at school. Bikes cannot be left lying around outside of the building.

WALKERS
When walking to and from school, use the sidewalks. If sidewalks are not provided, walk on the berm of the left side of the road, facing oncoming traffic. Do not walk on the paved part of the road. Cross Rice Avenue at the marked crosswalks.

GYM CLASS PARTICIPATION /GYM UNIFORMS

All students are required to take Physical Education classes. If a student has an injury or disability that will prohibit him/her from participating in gym for an extended period of time, a physician’s note must be presented to the teacher. In all cases, the students are required to report to their assigned gym classes, and may be required to dress with the group. All GHS students are required to wear a plain white t-shirt. Students can wear any pair of athletic shorts as long as they are red, and they do not have zippers, buttons, or buckles. They can be cotton, mesh, nylon or polyester. Athletic type socks and sneakers must be worn as well. **NO body piercings, jewelry, including pierced earrings may be worn in gym classes due to safety concerns.** There can be no exceptions to this safety policy. If a student refuses to remove jewelry, a grade of “0” will be assigned for the day. Students and parents should keep this policy in mind when scheduling piercing appointments. Absolutely **NO** body piercing jewelry is permitted to be worn in gym class.

SUBSTITUTE TEACHERS

A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate, as you would, and should be to your teacher. Discipline infractions are doubled for incidents that occur while a substitute teacher is in the room.

BOOK BAGS / PURSES

Students can use bookbags/purses to bring school materials to and from school. These bags, backpacks, or purses must be left in the student’s locker during the school day. Students **CANNOT** use or carry these bags to class during the school day.
Any type of bag that is large enough to hold a standard textbook, falls under this designation and is subject to search and seizure.

THREATS

When administration is made aware of any threats, the principal and assistant principal will work with the School Resource Officer to determine credibility of the threat. In conjunction with local law enforcement (Girard Boro Police and/or Lake City Police), a threat assessment process which may include home visitation, will be followed to assess the extent of danger posed to the community, and whether the Terroristic Threat protocol is to be followed.

Board Policy #218.2

The Girard School District will not tolerate any student making a terroristic threat or any false reports of terroristic threats. A terroristic threat is any threat to commit violence with the intent to terrorize another person, cause evacuation of a building, to close school or to cause serious public inconvenience with reckless disregard of the risk. While students may think it is funny, or just a joke, to say you are going to harm somebody, IT IS NOT. Any such comments will be interpreted by school officials as serious threats and could result in an expulsion hearing and possible arrest. Any student who falsely gives a report of such threats is subject to the same punishment. If students ever hear anyone making threats against another person, you should report it to a teacher or the school office immediately.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, or made a false report of a terroristic threat or act, the following guidelines shall be applied.

1. The building principal shall immediately suspend the student.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent may report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.

SCHOOL PSYCHOLOGIST SERVICES

Girard School District has its own “in-house” school psychologist, Mrs. Rachel Converse. The psychologist mainly deals with special education referrals and cases although our own program may be expanded to meet other student needs. In all cases, parent contact and permission will first be obtained. If you feel your child’s case should be reviewed by the school psychologist, please notify the guidance counselor.

INTERNET USE   Board Policy #815

We currently have on-line service available in the Girard School District Libraries/SRC Computer Resource Lab, and all classrooms. A separate Parent Permission Letter and Rules sheet is provided in our Orientation packet, with additional copies available in the office. Signed User Agreement and Parent Permission Forms must be on file annually in the office before a student would be allowed access to the INTERNET. Any student without a signed parental permission form caught using the Internet will be disciplined. Students utilizing the district’s computer network are not allowed to access various email or Instant Messenger programs. Access is a privilege - not a right.

GHS COURSE REQUIREMENTS

Students are required to schedule 8 credits each year. Only one course in English and one course in Social Studies may be scheduled during a school year. Students failing these courses will be rescheduled to repeat them. (Example: Students failing English 10 or Social Studies 10 must repeat courses before scheduling English 11 or Social Studies 11.) Seniors and vocational students will be the only exception to this policy. Seniors may schedule 11th and 12th grade courses only. Seniors may not schedule more than 2 English or 2 Social Studies courses during the year.
All students who fail the requirements have the option of making up failures during an approved summer school program. All required courses and necessary electives must be passed. The following are the minimum requirement for graduation.

**Planned Instructional Requirements for Graduation**
(28 credits required for students beginning with the Class of 2006. Grade specific courses to be phased in, with full requirements in place for the Class of 2008 on.)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0</td>
</tr>
<tr>
<td>(grades 9,10,11,12)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.0</td>
</tr>
<tr>
<td>(Alg. I, Geometry, plus 2 additional credit)</td>
<td></td>
</tr>
<tr>
<td>Science, Environment &amp; Ecology</td>
<td>4.0</td>
</tr>
<tr>
<td>(Biology, Chemistry, a Physics course, plus 1 additional credit)</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.0</td>
</tr>
<tr>
<td>(US History I, World History, Am. Govt., Economics)</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>1.0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1.5</td>
</tr>
<tr>
<td>(0.50 required in 9th &amp; 11th grade; and .50 in HPE electives or 10th Grade)</td>
<td></td>
</tr>
<tr>
<td>Digital Literacy</td>
<td>1.0 *</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>2.0 *</td>
</tr>
<tr>
<td>Electives</td>
<td>6.5 *</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>28.0</strong></td>
</tr>
</tbody>
</table>

*--This is beginning with the Class of 2015

**CRITERIA FOR PROMOTION & RETENTION**

Promotion to the next grade is contingent upon the successful accumulation of credits within each grade level. These requirements are printed earlier in this section of the handbook. If a child does not meet the specified credit requirements for the grade level, he/she will not be promoted to the next grade.

The guidance office mails notices to parents at the start of the fourth quarter if the child is in danger of not being promoted. Often times a strong fourth quarter grade is all that is needed to earn a passing year and course grade, and thus earn the credit. If a child does not earn enough credits for promotion, the parents will
receive a certified letter from the school outlining the failure. All final report cards will be stamped “PROMOTED” or “RETAINED” so parents clearly understand their child’s year end status.

If a child is retained, the needed credit(s) can be made up in summer school. If the Girard School District does not offer a middle school summer program, we do accept passing work from other summer school programs. It is the parent’s responsibility to find an appropriate summer school program and enroll the child in the class. If no summer school courses are being offered in the general area in a particular subject area, arrangements may be made to accept private tutoring by a Pennsylvania certified teacher as summer school credits. Please contact the guidance counselor for further information.

**CLASS RANK   Board Policy #214**

**Purpose**
The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for secondary school graduates to inform students, parents and others of their relative academic placement among their peers under relatively similar circumstances.

**Authority**
The Board authorizes a system of class ranking, by grade point average, for students in grades 9 through 12.

All students shall be ranked together

Class rank shall be computed by the final grade in all subjects for which credit is awarded. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

A student’s grade point average and rank in class shall be entered on his/her record and shall be subject to the Board’s policy on release of student records.
Rank in class shall be entered on Students’ record and on all transcripts where they will be available for review by authorized persons.

Delegation of Responsibility
The Superintendent shall develop procedures for the computation of grade point averages and the assignment of rank in class to implement this policy which shall include a statement of the methods for such computation and assignment to be made available for those to whom a student’s grade point average or rank in class is released.

**GRADING POLICY**

The Girard School District grading policy is a percentage format. The numerical percentage grade for each class will be printed on the student report card, instead of letter grades. This gives parents a better indicator of the child’s performance within the range of grades. The percentage conversions are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>55-59%</td>
</tr>
</tbody>
</table>

A grade of 60 or above is considered passing.

The percentage of the four quarter grades will be averaged together to determine a final course grade at the end of the year. A year to date grade is printed on each report card to indicate the child’s potential for passing the course.

A student who refuses to complete his/her coursework will receive a grade of (I) incomplete for that course and will NOT be permitted to take that course during summer school. The student will have to schedule the course for the following semester or school year.

In addition, an “I” may be used to indicate incomplete work. Any incomplete work must be made up within ten (10) school days after the issuance of report cards; however, in cases of prolonged absence, a student may be given special permission to use a longer period of time in which to complete the work.
An Incomplete not made up within the 10 days will result in a quarter grade of Incomplete ("I"). If any quarter grade remains incomplete, the final course grade will be an incomplete and no credit awarded for the course. In some select cases, a medical grade may be issued upon receipt of proper medical verification by a physician.

All four quarter grades will carry equal weight in the determination of the course grade. If a teacher opts to administer a midterm or final exam for a particular course, those scores will be averaged in with all the other marks for the grading period and be reflected in the quarter grade. Some non-credit courses may be graded on a (S) - Satisfactory and (N) - Not Satisfactory basis.

WEIGHTED GRADES  Board Policy #214.1

Purpose
The weighted grade concept is designed to encourage and reward students for attempting a more rigorous academic curriculum.

Guidelines
Grades are weighted in designated courses by multiplying the quarter grade by an assigned multiplier.

Below are designated courses under the weighted grade policy and their related multipliers.

Listed below is the three (3) tier system for Academic, Honors, and College level courses:

All academic and non-leveled courses would continue to have a GPA weight of 1.0 and no multiplier.

\[
\begin{align*}
A &= 4.0 \\
B &= 3.0 \\
C &= 2.0 \\
D &= 1.0 \\
F &= 0.0
\end{align*}
\]

All honors level courses would have a GPA multiplier of 1.1.
All Advanced Placement (AP), Regional Choice, Dual Enrollment, and other college level courses would have a GPA multiplier of 1.2.

The impact of weighted grades for advanced course offerings should serve to offer additional scholastic rewards to those students taking these classes. The use of weighted grades could help raise the grade point average and the class rank of college bound students in qualifying for scholarships and financial rewards.

Effective with the graduating class of 2019, the Laude Latin model will be used to recognize students’ academic excellence at the conclusion of the high school career. Students will work to compete against the criteria for academic honors, not each other. (There will be no additional recognition such as Valedictorian, Salutatorian, beyond the Laude model noted below.)

A student’s final cumulative GPA (weighted) will be used to determine the level of honor on a student's high school transcript, diploma, and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

1. **Summa Cum Laude: 'With Highest Distinction'** - Cumulative GPA average of 4.2 and above.

2. **Magna Cum Laude: 'With Great Distinction'** - Cumulative GPA average of 4.0 - 4.199.

DEFICIENCY SLIPS/ PROGRESS REPORTS
Board Policy #212

Parents requesting information about their child’s progress in academic classes should first contact the child’s individual teachers. Teachers have email and can be located on the district web site (www.girardsd.org). From the Girard High School home page, click the STAFF DIRECTORY link to locate the specific teacher you would like to contact. Our teachers also have phones in their classrooms to facilitate communication with parents. Parents should leave a voice-mail message for teachers, and they will return the call during non-instructional times of the school day.

DEFICIENCY SLIPS are no longer mailed home. These are made available via Infinite Campus, and a district ALL-CALL will notify parents at the midpoint of each quarter that deficiencies have been released. Parents are encouraged to check Infinite campus regularly to keep informed of their students' progress.

Students are reminded to first meet with their teachers if they are experiencing any academic problems in class. If the problems continue, the student should schedule an appointment with the counselor. It is best to seek help early in the quarter. Little can be done in the last week!

DISCIPLINE

In the Girard School District we must ensure that all students have the opportunity to learn. To help achieve this goal, certain rules, regulations, and policies are needed. At times, these directives are forgotten or broken, and this results in the need for disciplinary action. It is important to develop a better understanding of yourself, utilize your talents and abilities, and accept responsibilities for all of your actions. Students are expected to be aware of and to abide by all the school and District policies.
It is the intent of the Girard School District administration to handle all disciplinary matters in a fair and consistent manner. School discipline is most effective when there is clear communication between the school and home. It is our hope that should the need for serious disciplinary action occur, that this guideline can be followed. The Board's comprehensive discipline policy #218 is included at the back of this handbook for your reference. It is imperative that students and parents fully review this document, as it will be the operational guide for discipline in our school.

In accordance with PA Act 26, disciplinary records will be maintained on students in each building. Certified copies of this information will be forwarded on to the student's new school when transferring to another school. Copies of student's annual discipline records maybe attached to quarterly report cards.

**DETENTION**

The Girard School District has an after school detention program. Students with minor rule violations will be assigned detention at GHS. The student will receive notice of this detention at school. A detention aide will monitor the students in the GHS office during this time from 2:40-3:20pm. There is an optional AM detention available for students to serve rather than after school this take place in the GHS office from 7:10-7:45am (before homeroom). As well as lunch detention that can be served during the student’s regularly scheduled lunch in the ISS room. Students must sign in on the sheet with the Teacher/ISS aide. Must be served before the regularly scheduled detention date.

Failure to follow the regulations of detention could result in additional time or suspension. If a student is absent, the detention must be made up upon his/her return to school.

A classroom teacher may opt to keep a student after school for detention due to repeated offenses. If so, transportation home after detention is the student’s responsibility.

All disciplinary consequences will be looked at on a case by case basis. Disciplinary action may range from after-school
detention, in-school suspension, out-of-school suspension, to expulsion.

RULES FOR THE DETENTION AREA:

1. Students are to report to the GHS Office area immediately after dismissal from school. Detention Starts at 2:40-3:20pm
2. A student is required to complete all assigned work that is given to them while serving detention. Failure to do so will result in another after school detention.
3. The restroom should be visited before reporting to detention, as no restroom or hall passes will be issued.
4. No sleeping or putting your head down in detention.
6. Each student will sit in an assigned seat, feet on floor.
7. If a problem occurs in detention, additional disciplinary action will be taken.
8. No food or drink will be permitted during detention.
9. Repeat offenders will be assigned seat work to complete in lieu of homework.

SKIPPING DETENTION

Skipping or refusing a detention assignment could result in an in-school suspension of one to three days.

SUSPENSIONS  Board Policy #233

As a more serious form of disciplinary action, suspension may be assigned at the discretion of the school administrator. This would be used for more serious violations of school and District policies. Suspensions may be served in-school or out-of-school in the custody of the parent or guardian. Parents will be notified via mail of any pending suspension assignment.

Appropriate class work will be provided to students while they are in ISS. If completed and returned on time, students can earn full credit for this work. It is also the student's responsibility to complete all assigned work required of them to complete requirement of ISS. Failure to do so will result in another day of ISS. Any student serving ISS/OSS is NOT permitted to participate
in, or attend, any school district functions conducted on the day(s) of suspension.

With repeated offenses, the school principal may request a parental conference to discuss the problems. Likewise, the principal may request a parental conference before admitting a student back to school from an out-of-school suspension. Extra days of ISS will be assigned if the student fails to complete all the required assignments.

STUDENT DISCIPLINE

1. PURPOSE

The Girard School Board acknowledges that discipline is vital to learning. An effective instructional program requires an orderly, structured school environment. The appropriate behavior of students will establish a positive productive school environment. In order to maintain good discipline, teachers must be able to proceed with assurance that support will be forthcoming from the Principal, Superintendent, School Board and parents/guardian. When a student chooses not to be guided by these standards, that student, and their parent/guardian will be held responsible for their actions.

2. AUTHORITY

The Girard School board shall require each parent/guardian, student, and all personnel of this district to adhere to the rules, regulations and consequences established in the Girard School District Policy. These rules govern student conduct: in school, during the time spent traveling to and from school (walking or on district transportation, while attending school sponsored and school supervised activities, and while on the property of any school district personnel.

Minor discipline problems will be handled by the classroom teacher or administration punishable by one or more detentions. Parents will be notified after the 3rd detention. In an attempt to foster improved behavior, a student who goes two months between minor violations can repeat the previous step in the discipline policy without advancing to the next level. After four incidents of ISS/OSS the student and parents will have a
conference with the School Administrator and Superintendent. After the fifth incident of ISS/OSS the district will discuss formal expulsion procedures or provide an alternative educational placement if seemed necessary to best meet the student's educational needs.

Students that are enrolled in the Girard School District’s Alternative Education Program are **NOT PERMITTED** on school district property once their school day is completed. Students who have been formally expelled by the School Board are not permitted to attend or participate in any extra-curricular activities (sporting events, plays, musicals, open gyms, etc.) or enter any school district building. Students who are seen on school property can be arrested for defiant trespass.

**STUDENT DISCIPLINE**

**DISTRICT WIDE MINOR RULE VIOLATIONS**

(District Wide -- applies to Elk Valley Elementary, Rice Avenue Middle School and Girard High School)

The following list of minor infractions may include but is not limited to:

1. Inappropriate dress/behavior/objects
2. Disrupting class
3. Late to class
4. Wearing any head coverings/sunglasses
5. Running in halls
6. Throwing snowballs
7. Breaking class rules
8. Unprepared for class
9. Not following teacher/staff directives
10. Talking during inappropriate times
11. Inappropriate language (includes swearing)
12. Rude behavior
13. Misbehaving in assembly
14. Throwing objects
15. Lying
16. Disrespect
BUILDING SPECIFIC MINOR VIOLATIONS (GHS)

(Minor Violations that apply only to that building)
1. No gum in PE and Computer Lab
2. Skateboards/rollerblades/hacky sack
3. No food out of cafeteria area or sold during school hours except designated lunch periods.
4. Skipping class – 2 detentions for each
5. Loitering in halls before, during and after school
6. Horseplay
7. Overdue library books
8. Late to school
9. Not returning data sheet
10. Not returning emergency cards
11. Not signing in properly
12. Playing cards in school
13. Students not permitted in building before 7:20am without specific teacher permission
14. No cleats or spikes in building proper
15. Parking in unauthorized areas
16. Misuse of hall pass
17. No backpacks in hallways or classrooms

DISTRICT WIDE MAJOR RULE VIOLATIONS

(District wide--applies to Elk Valley Elementary, Rice Avenue Middle School, and Girard High School)

The following list of major infractions may include but is not limited to
1. Insubordination
2. Gross disrespect to faculty and staff
3. Destruction of school property and/or school personnel’s personal property or real property
4. Stealing
5. Fighting, assault, or physical abuse
6. Any violation of school weapons policy
   (See Weapons Policy)
7. Possession, sale, or use of tobacco, drugs
   (See Drug & Alcohol and Smoking Policy)
8. Buying, selling, passing or receiving test information and/or instructional materials.
9. Acts dangerous to others
10. Refusing or skipping detention
11. Vulgar or obscene language
12. Cheating
13. Sexual Harassment (See Sexual Harassment Policy)
14. False passes or excuses (forgery)
15. Failure to abide by ISS rules
16. Lewd behavior
17. Illegal use or destruction of computer technology and/or computer tampering.
18. Major class/area disruption
19. Striking school personnel
20. Cafeteria – Major disruption
21. Kicked out of detention
22. Altering grades
23. Skipping school
24. Skipping multiple classes
25. Vandalism of any student’s property on school ground
26. No laser pointers on school grounds
27. Bullying/harassment
28. Removed from the classroom or cafeteria

BUILDING SPECIFIC MAJOR VIOLATIONS (GHS)

The following list of major infractions may include but is not limited to:

1. Tray Riding = 1 day ISS
2. Reckless driving on school property = 1 day ISS
3. Guarding for smokers
4. No unauthorized use of private vehicle to any school function
5. Four (4) detentions per ISS (PM Vo-Tech students only)
6. Cell Phones during school = 1 day ISS (only allowed during lunch)
7. Cell Phone Use in locker room or restroom = 1-3 days ISS
8. Cell Phone Use to record violence and/or harassment = 1-3 days ISS/OSS

**DISCIPLINARY ACTION FOR MAJOR RULE VIOLATION**

(Major rule violation consequences) will be determined at the discretion of the building administrator.

1. Insubordination = 3 days ISS
2. Gross disrespect to faculty & staff = 3 days ISS
3. Destruction of school property and/or school personnel’s personal property or real (land, house, buildings) property = Restitution/OSS
4. Stealing = 3 days OSS
5. Fighting, Assault, Physical Abuse = 3-10 days OSS
6. Possession of weapons or dangerous objects = Refer Weapons Pol.
7. Possession, sale & use of Alcohol, or substances purposed to be such = Alcohol & Smoking Pol.
8. Buying, selling, passing or receiving test information and/or instructional material = 1 day ISS
9. Acts dangerous to others = 3-10 days ISS
10. Refusing or skipping detention = 3 days ISS
11. Vulgar and obscene language = 1 day ISS
12. Cheating = 1 day ISS
13. Sexual Harassment = Refer to policy
14. False passes or excuses = 1 day ISS
15. Failure to comply with rules & regul. of ISS = 3 days ISS
16. Lewd behavior = 1 day ISS
17. Illegal use or destruction of computer tech. = 5 days OSS
18. Major class disruption = 1 day ISS
19. Striking school personnel = 3-10 days OSS
20. Cafeteria – Major disruption = 1-3 days ISS
21. Kicked out of detention = 1 day ISS
22. Altering Grades = 1 day ISS
23. Skipping school/multiple classes = refer to next section
24. Vandalism of any students property = Restitution and
on school grounds 3 days OSS
25. Laser Pointers 1 day ISS

BUILDING SPECIFIC DISCIPLINARY ACTION FOR MAJOR RULE VIOLATIONS

GHS

1. Kicked out of detention 1 day ISS
2. Skipping multiple classes 2 detentions for each class skipped
3. Skipping school 16 detentions or 2 day ISS

DISTRICT WIDE REASONABLE FORCE POLICY

Reasonable physical force may be used by teachers and school authorities in the following situations:
1. To quell a disturbance
2. To obtain possession of weapons or other dangerous objects
3. For the purpose of self-defense
4. For the protection of persons or property

CAFETERIA LUNCHROOM REGULATIONS

Remember, the cafeteria aides and school employees are in charge of supervising the operation of the cafeteria during lunch periods. Their purpose is to maintain order. While in the cafeteria, please follow these rules.

a. Do not push, crowd, or cut ahead in the serving lines.
b. Be courteous of others and use good table manners.
c. Do not damage silverware or dishes.
d. Eat your lunch at a table and stay in the cafeteria area unless excused by teacher on duty.
e. Shouting and loud talking are not permitted.
f. Do not take food from the cafeteria.
g. Clean your place at your seat, taking your tray, dishes and garbage to the dish washing area and
putting each in the proper place. Make sure your table and floor areas are clean.

h. No vulgar language is permitted in the school, including the cafeteria.
i. Throwing of food will result in a suspension from school.
j. Cell phone use is permitted ONLY during your designated lunch time.
k. Absolutely NO food can be delivered / ordered from an outside business during lunch times.

SCHOOL BUS REGULATIONS

Parents and students are reminded that students are permitted to ride only the bus to which they are assigned. The school district transportation policy regarding Girard School District students does not allow for bus transportation to babysitters’ homes. Any questions regarding bus transportation should be directed to your building Principal.

Student Bus Behavior Policy

In order to insure the safety and welfare of all students being transported on any school vehicle or vehicle contracted by the school, the following items will be considered as official policy for the Girard School District and its students.

1. Basic Code of Conduct
   a. Students are expected to conduct themselves in an orderly fashion and safe manner when waiting for, boarding, riding or unloading from a bus.

   b. Students shall be expected to follow the instructions given to them by the bus driver, a school administrator, faculty member, or other adults who may be assigned to a supervisory duty on a bus.

2. Previous to loading (on the road and at school)
   a. Be on time at the designated bus stop but not more than five minutes early; keep the bus on schedule.
b. Stay off the road at all times while waiting for the bus.

c. Wait until the bus comes to a complete stop and the red lights are flashing before attempting to board the bus.

d. Be alert for a danger signal from the driver if crossing the road.

e. Do not push or crowd when boarding.

f. Stay off private property unless given permission.

g. Refrain from participating in any physical activities or games.

3. While on the bus

   a. The school bus is an extension of the classroom; therefore, observe regular classroom conduct except for ordinary conversation. Loud talking, laughter and confusion divert the driver’s attention which may result in a serious accident.

   b. Take assigned seats and remain seated when bus is in motion. Three students may be assigned to a seat. Seating assignments may be changed only by the driver.

   c. Keep hands, heads, and arms inside the bus.

   d. Operate windows only with prior expressed permission of the driver. Emergency doors at the rear of the bus are to be operated only when it is necessary to vacate the bus during evacuation drills or extreme emergencies.

   e. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, windows, etc. must be paid for by the offender.

   f. Keep the aisle clear.
g. Possession of firearms, knives, firecrackers or other explosives or any other device that can impair the safety of the riders and/or the safe operation of the bus is strictly forbidden.

h. Do not throw anything out the bus window.

i. Throwing of objects, including snowballs, while under the jurisdiction of the school, including bus stop areas, is strictly forbidden.

j. Fighting, profane or obscene language, immoral conduct and/or insubordination to the authority of the bus driver are considered serious offenses and shall result in the immediate referral to the building principal for appropriate disciplinary action.

k. No pets are permitted on the bus.

l. Be absolutely quiet when approaching a railroad crossing.

m. No food or beverage is to be consumed while on school buses.

n. Students shall be responsible for the reasonable care of their assigned seating area while they are on the bus. We encourage students to routinely inspect their seating area upon being seated so that they may report damage or defects to the driver for repairs and to possibly avoid suspicion of their responsibility for the damage.

o. No radios, tape players, walkie-talkies, etc. are to be played on the bus.

p. When leaving the bus
   a. Cross the road at least 10 feet in front of the bus (but only after looking to be sure
that no traffic is approaching from either direction.) Be alert to a danger signal from the driver. **Please do not cross behind the bus.**

b. Help look after the safety and comfort of other children.

c. Do not push or shove when leaving the bus.

q. Evacuation Drills and Emergencies

r. Any school based materials/projects that may be dangerous to others will not be permitted on the bus. i.e. Glass, sharp objects, etc.

The purpose of school bus evacuation drills is to have each pupil riding on the bus know exactly what to do in an emergency.

All bus riders **MUST** cooperate fully with the bus driver and the assigned helpers during evacuation drills. Pupils must observe absolute silence during evacuation drills.

**Discipline Procedure**

It is understood that bus drivers will promote positive student bus behavior and attempt to correct student infractions of this policy with verbal instructions. Further student violations of the basic code of behavior will result in disciplinary action as follows:

**First Offense** – a reprimand will be given to the student by the Principal and a written report will be forwarded to the parent. A copy of the discipline report will also be forwarded to the Transportation office.

**Second Offense** – The Principal will meet with the bus driver, student and parent of the student and shall inform same that the student will lose bus riding privileges for 5 consecutive days.

**Third Offense** – The parent of the student shall be informed by the Principal that the student will lose bus riding privileges for 10 consecutive days.
**Fourth Offense** – This offense shall result in suspension of bus riding privileges for the remainder of the school year.

**Steps 1 through 4 can be overlooked at the discretion of the administration on a case by case basis.**

**Girard School District Policy Manual**

- All parents, guardians, and students of the Girard School District (GSD) should become familiar with all policies. To access the GSD policies go to www.girardsd.org and once you are on the GSD website click on the heading School Board and scroll down to Policy Manual.

If there are any questions regarding the GSD policies, please contact Amy McDonald at amy.mcdonald@girardsd.org

**STUDENT SERVICES:**

**Homeless**

The McKinney-Vento Homeless Assistance Act can help provide school stability for your child if you do not have a permanent home and are:
- Staying with friends or family because you lost housing
- Living in a shelter, including transitional programs
- Staying in motels because you cannot get your own home
- Living on the streets, in a car, van, tent or other nonpermanent structure
If you find yourself in this situation please contact Betsy Korb, Girard SD Homeless Liaison; or a school guidance counselor at (814) 774-5607

**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS, SERVICES FOR GIFTED STUDENTS & SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

**Notice to Parents**
According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the Girard School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, Girard School District publishes written information in the handbook and on the website. Children ages 3-21 can be eligible for special education programs and services.
If parents believe that the child may be eligible for special education, the parent should contact the Girard School District or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child’s score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child’s chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact information)

**Evaluation Process**
The Girard School District and the Intermediate Unit have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford Street, Edinboro, PA 16412 or call 1-800-677-5610, Ext. 8461.

**Consent**
School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the
parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parental consent is obtained, the School District or Intermediate Unit will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

**Program Development**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a Notice of Recommended Educational Placement/Prior Written Notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information**

The Girard School District and/or Intermediate Unit maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees
within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:
• PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

• PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the FERPA at the following URL:

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a preschool or school aged child, public or private, contact the school where your child attends. Additionally one may contact the name and number or e-mail listed below:

Christine Carucci
Director of Special Education
Northwest Tri-County Intermediate Unit #5
252 Waterford Street
Edinboro, PA 16417
1-814-734-5610
christine_carucci@iu5.org

Betsy R. Korb
Director of Special Education
Girard School District
2556 Maple Avenue
Lake City, PA 16423
1-814-774-5602 x 6209
betsy.korb@girardsd.org
The school district, intermediate unit and charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in Girard School District or Intermediate Unit program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.