

POTTSVILLE AREA  
HIGH SCHOOL



2023 - 2024

STUDENT  
HANDBOOK

POTTSVILLE AREA HIGH SCHOOL

The purpose of this handbook is to provide students and parents with an overview of the Pottsville Area High School. Certain disciplinary procedures are mentioned. However, a much more detailed disciplinary code has been adopted by Pottsville Area. It is each student's responsibility to become familiar with the disciplinary code and to abide by it.

Pottsville Area High School has a long and proud history. The first high school was opened in 1853 and the present high school was occupied in 1933. Throughout the years, students have been presented with numerous scholastic and extracurricular opportunities. Today, the opportunities for achieving excellence in our school are greater than ever. All students are encouraged to take advantage of our widely diversified programs. We urge all of our students and graduates to always stand and sing proudly the words of our beautiful Alma Mater.

Dear Alma Mater, faithful friend  
All that we owe to thee  
We shall remember to the end  
Gladly and gratefully  
Through all the years that we have dwelt  
Under thy guiding care  
Ever thy gentle strength we have felt  
Over us everywhere

**Pottsville Area High School Administration**

Mrs. Tiffany Hummel	Principal
Mr. Jeromy Guistwite	Assistant Principal
Mrs. Eleanor L. Aschman	Supervisor of Special Education

**School Website**

[www.pottsville.k12.pa.us](http://www.pottsville.k12.pa.us)

## **2023-2024 SCHOOL CALENDAR**

Teacher In-Service	August 23 & 24
School Begins	August 28
Labor Day (No School)	September 1 and 4
Back-to-School Night	August 21
Teacher In-Service	October 9
Report Cards Distributed	November 8
Parent Conferences (12 - 8 p.m.)	November 6
Thanksgiving Recess (No School)	November 23 – 27
Winter Prom	December 2
Winter Recess (No School)	December 25 – January 2
90th Day of School	January 15
Teacher In-Service	January 19
Report Cards Distributed	January 25
Presidents' Day (No School)	February 19
Report Cards Distributed	March 27
Easter Recess (Tentative)	March 28- April 5
Senior Prom	May 4
Baccalaureate (Tentative)	June 2
Honor Graduate Ceremony (Tentative)	May 30
Last Day of School (Tentative)	June 5
Commencement (Tentative)	June 5

### PROMOTION AND RETENTION

High school promotion and retention as they relate to earning a diploma differ in format from promotion and retention in the lower grades because diplomas are based on the accumulation of credits earned for the successful completion of required and elective courses. A detailed explanation of this policy can be found in the *Student Course Selection Book*.

### GRADUATION REQUIREMENTS

In grades 9 through 12, every student shall complete at least 21 units of credit. All students must successfully complete:

4 English credits	3 Social Studies credits
3 Science credits	3 Mathematics credits
2 Arts or Humanities credits*	1 Health course
1 Physical Education course	

\* *Examples of Humanities are Art, Foreign Languages, or Music. Students may also take 1 credit of a Vocational-Technical program.* Students will also select additional courses from those approved for credit toward graduation by the school district including approved vocational education courses.

### GRADE REPORTING

Report cards will be issued at nine-week intervals, four times per year.

Letter grades are used to report pupil progress as follows:

A+ 97 – 100	A 93 – 96	A- 90 – 92
B+ 87 – 89	B 83 – 86	B- 80 – 82
C+ 77 – 79	C 73 – 76	C- 70 – 72
D+ 67 – 69	D 63 – 66	D- 60 – 62
F 0 – 59		

Honor roll for scholastic achievement is defined as follows:

To receive **Distinguished Honors**, a student must obtain a grade point average of 95% or above with no grade lower than an A- (90%). To receive **First Honors**, a student must obtain a grade point average of 90% or above with no grade lower than a B- (80%). To receive **Honors**, a student must obtain a grade point average of 85% or above with no grade lower than a C- (70%). Average will not be rounded for Honor Roll purposes.

Subjects which have been failed should be made up in summer school. Attempts to make up failed courses during the school year normally place students in jeopardy of not graduating due to the difficulty of an increased course load.

### ATTENDANCE PROCEDURE

Regular attendance is the most significant criteria for academic success. The school cannot effectively teach pupils who are not present. These local procedures and state laws regarding attendance are in effect:

**Absence** – Legal reasons for absence are personal illness, quarantine, death in the immediate family, or a family trip approved three days in advance by the Superintendent of Schools. Approved absence forms are available in the office or can be printed from the district website.

On the first day following an absence, students are to present a written excuse signed by a parent or guardian. It will be the student's and parent's responsibility to see that this written note is received by the school. **If a written excuse has not been obtained by the school within three days of an absence, the absence will be considered unexcused.** A doctor's note is required after five consecutive absences. Students must present an absentee permit to all teachers whose classes were missed. An excused permit entitles students to complete missed work. Students are responsible for making arrangements with teachers for missed assignments or tests. **An unexcused permit does not entitle students to complete missed work.** After the third day of unexcused absence, students 16 years of age or under are referred for further action which could result in a fine being levied. Excessive unexcused absences by students starting at the age of above 18 could result in the student's dismissal from school. **A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year.** All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. Absence excuses are to be presented between 7:30 a.m. and 7:35 a.m. on the day following the absence. Students should report to the following rooms for note submission:

Seniors – Auditorium entrance  
Sophomores – Library

Juniors – 1<sup>st</sup> Floor near elevator  
Freshmen – 3<sup>rd</sup> floor near elevator

**Homebound Instruction** – A student may be eligible for homebound instruction if a physician deems it necessary that a student remain out of school for at least six weeks or more due to a physical or mental impairment. Documentation supporting this must be presented to the PAHS principal as well as the Attendance Office. The decision to accept the documentation is at the discretion of the PAHS principal.

**Homework** – A student who has been absent for three consecutive days may request homework through the guidance office. Students absent for a single day are responsible for their work and for asking teachers what needs to be completed. Students who are absent due to an approved educational field trip are required to obtain work from their teachers prior to leaving on the trip. All worked missed during this time should be turned in upon return to school.

**Tardiness (School)** – Students entering homeroom after 7:39 a.m. are tardy and should report directly to the Main Office. **Tardiness must be accompanied by a written note for a valid reason.** If no note is presented, the tardiness will be marked unexcused. Tardiness may also be considered unexcused if the reason for the tardiness is deemed illegitimate by the building principal. Tardiness cutoffs are as follows:

Between 7:39 a.m. and 9:59 a.m. – tardy

Between 10:00 a.m. and 11:30 a.m. – ½ day absence

After 11:30 a.m. – 1 day absence

Repeated tardiness will result in disciplinary action. **Any student who is not in school by 8:00 a.m. may not participate in after-school or evening activities for that day.**

***Repeated tardiness may also result in being denied student parking privileges, and not being permitted to attend school activities such as concerts, field trips, Winter Prom, Senior Prom, Commencement activities, PRIDE Carnival, etc.***

**Tardiness (Class)** – Four minutes are permitted for students to pass from one class to another. Students not in class when the late bell rings should be marked as ‘tardy’ in Skyward. Repeated tardiness will result in disciplinary action.

**Truancy** – Truancy is absence from school for any reason deemed unacceptable by the school authorities. Possible consequences for repeated truancy include a School Attendance Improvement Conference with school administration, referral to Schuylkill County Children & Youth and filing of truancy citations with the local magistrate.

**Withdrawing From School** – Any student wishing to withdraw from school to work or to transfer must follow these steps:

1. Meet with his/her guidance counselor.
2. Contact the Attendance Office in the Academic Center.
3. Present the Academic Center Form to the high school office.
4. Secure a second form in the high school office.
5. Obtain signatures from teachers designated on the High School Form.
6. Return books and meet financial obligations.
7. Return completed form to the Academic Center for final checkout.

### **STUDENT REPOSIBILITIES**

This section on student responsibilities is taken from the Pennsylvania Regulations on Student Rights and Responsibilities adopted by the State Board of Education in 1974 (revised 1983).

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students, faculty, staff, and administration share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of other students, teachers, administrators, and all others who are involved in the educational process.
3. Students should express their ideas/opinions in a respectful manner. It is the responsibility of each student to conform to the following:

- Students should be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that until a rule is waived, altered, or repealed, in writing, it is in full effect.
- Students should volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Students should dress and groom to meet fair standards of safety and health, and not to cause disruption to the educational process.
- Students should assist the school staff in operating a safe school for all students.
- Students should comply with state and local laws.

- Students should exercise proper care when using public facilities and equipment.
- Students should attend school daily and be on time for all classes and other school functions.

### ACTIVITIES

Pottsville Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, IX, and Section 504.

For information regarding civil rights and grievance procedures or information regarding services, activities, and facilities that are accessible to handicapped persons, contact Joseph Rich, 1501 West Laurel Boulevard, Pottsville, PA 17901. The telephone number is (570) 621-2900.

**Student Council** – The Student Council is our representative student government. In accordance with the 1976 Student Council decision, all school-wide elections will be decided by the majority vote method. Officers elected in the spring for the following year must have an overall C average the year of the nomination. Homeroom representatives elected the first month of school must have an overall C average the previous year.

**Class Officers** – The sophomore, junior, and senior classes will elect officers during the first month of the school year. Freshman class officers will be elected at the beginning of the second semester. All candidates must have an overall C average the previous year or, in the case of freshmen, the previous semester. Upon election, successful candidates will serve a one-year term.

**Interscholastic Athletics** – All athletic activities are under supervision of the high school principal or his/her designee. The current interscholastic athletics include: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track & Field, Girls Volleyball, and Wrestling

**Athletic Eligibility** – To be eligible for interscholastic competition, a Pottsville Area High School student must meet the following criteria:

1. On a weekly basis, a student must be passing 4 major subjects and must not be failing 3 or more subjects.
2. At the end of each grading period, the student must be passing 4 major subjects and must not be failing 2 or more subjects.
3. The student must not have been absent more than 20 days the preceding semester.
4. Students attending a charter or cyber-charter school and participating in Pottsville Area High School athletics must meet the same eligibility requirements, as well as maintain a reasonable schoolwork completion schedule, as determined by the high school principal.

**Clubs** – Our school includes many clubs and organizations. Standards for membership differ with individual groups. Clubs currently active are AID, Aletheia Club, Aevium Club, Diversity Club, Drama Club, Ecology Club, Foreign Language Club, Key Club, National Honor Society, SADD, Sketch Club, Student Council, TKD, Yearbook (“Hi-S-Potts”), and Newspaper (“Tide Lines”).

### **LANGUAGE INSTRUCTION EDUCATION PROGRAM**

The mission of the Language Instruction Education Program (LIEP) in the Pottsville Area School District is to provide support and intensive instruction in the English language and American culture to Non and Limited English Proficient (NEP and LEP) students. This will enable those students to be successful in the mainstream classroom, the secondary environment, and the community at large.

An ESL team will review student background information and test results. An instructional plan will be developed that is appropriate to the student’s language proficiency level and congruent to the district curriculum. The student will be placed into the LIEP program in lieu of a language arts program. The student will be placed in the regular education classroom for all other subject areas and activities. District support services will be provided as needed.

### **GUIDANCE**

**Location** – The Guidance Office is on the first floor next to the Main Office. The Guidance Resource Center is available for student use.

**Appointments** - Students who wish to make an appointment to see a counselor should do so by speaking with the secretary in the Guidance Office. Each student is encouraged to schedule at least one conference per year with his/her counselor.

**Scholastic Record** – The Student Rights and Privacy Policy of the school district is on file in the Attendance Office of the Academic Center. Parents and students are reminded of the right to review their educational record.

**Scheduling** – The scheduling procedure for the next school year will begin with the distribution of course selection booklets and in-class explanations. Students will submit their course requests online in late January/early February. Students will then review their course requests and make changes in May. Counselors will work on student schedules during summer break. Final schedules will be mailed home in August. Students will be contacted for a conference regarding their course requests in the case of a conflict.

Students are assigned to one of the following school counselors:

- Mrs. Conville (Director of Guidance)
- Mrs. Stasulli
- Mr. Gradwell



## REGULATIONS AND PROCEDURES

**Student Valuables** – During physical education classes, students are reminded and urged to turn in all valuables to the physical education instructor before leaving the locker room for the gym floor area. The school cannot be responsible for damage to or the loss of articles not entrusted to the physical education instructor and left unattended in the dressing areas of the locker rooms.

**Lunch Periods** – All students are required to eat in the cafeteria (unless a lab is scheduled during a lunch period). Students are permitted to be in designated areas in the courtyard, weather permitting, at the discretion of the cafeteria monitors. Each student is responsible for returning trays, dishes, and silverware to the kitchen. Also, students must place all refuse in the containers provided.

**Injuries** – Any injury occurring on school premises should be reported to the Main Office and to the school nurse. Treatment of injured persons should be handled by the family physician. The school district is not liable for injuries occurring on school property.

**Lockers** – Each student is assigned an individual locker and is responsible for the security of that locker. Lockers should not be left in the “set” position with all but the last number of the combination activated. This is the primary reason for theft from lockers. Students should not share lockers or give their combination to another student. If a student chooses to share a locker and a theft occurs, it is not the responsibility of the school. **Lockers are the property of the school district and may be searched by school authorities if containment of illegal materials is suspected.** Lockers may be decorated on the inside. Strict restrictions will apply to outside decorations. Decorations cannot be placed on the painted wall above the lockers.

**Vehicles** – Students driving to school must register their license plate number with the dean of students. Parking for students is available in the middle school lot, though the first 4 rows on the left (closest to the canopy) are reserved for middle school faculty. Student parking spaces at Martz Hall are denoted with yellow lines. Students failing to observe this regulation may lose their driving privileges. More details regarding parking privileges will be made available at class meetings.

**School Finances** – The finances of all student activities are handled through one bank account. This account is the Pottsville Area High School Activities Fund and includes classes, music organizations, and clubs. Each activity and organization has an advisor, sponsor/director, and treasurer. Money from the activity is deposited with the school treasurer who issues a receipt in duplicate. All expenditures are made by check only, upon written order by the sponsor, director, or advisor, and are subject to the approval of the principal.

**Textbooks** – Textbooks are issued to students for the duration of the course. Anyone who has lost a textbook will not be issued a duplicate until the assessment for the original has been paid. Books are expected to be returned in approximately the same condition in which they were issued. Books left in lockers at the end of the school year will be considered lost. It is the student’s responsibility to return each text personally to the appropriate teacher. Students will be assessed a fine for returned books that do not meet established criteria.

**Nurse's Clinic** – The Clinic is located on the first floor in room 118. Treatment given by the school nurse will be first-aid in nature. The school nurse will not act as a family doctor. No student is permitted to leave school due to illness unless he/she obtains a clinic permit signed by the nurse and signs out in the Main Office. Students with excessive absences who leave school with permission of the nurse must present a doctor's note when returning to school. In order to ensure safety, students must check in with the nurse prior to contacting parents.

**Medication Permission** – Your health is a matter of great importance to all school personnel. In the event that an emergency arises, it is important for us to have information concerning your health so that you may be cared for properly. It is vital that all students and parents are aware of the school policy concerning medication administration during school hours:

- No prescription medication is to be administered in school except by the direct order of a physician. The written physician's order must be sent to the school stating the following:
  - Student's name
  - Name of medication
  - Dosage to be administered
  - Time of administration
- All medication must be in the original bottle with the medication name and dosage.
- Medication to be administered 3 times daily should be given at home. Only medication that must be given 4 or more times daily or must be taken with food will be administered during school hours.
- Parents must complete the Medication Permission form in the Nurse's Office.
- Students with their physician's permission to carry an inhaler must report to the nurse each time the inhaler is used.

**iPads** – Students attending the Pottsville Area High School will be assigned an individual iPad, case, and charger for their educational use. Students are responsible for this equipment. Students are required to follow the PASD Acceptable Use policy when using these devices.

**Lost and Found** – Lost and found items should be reported to or given to the Dean's Office. Students should not bring expensive personal belongings or sizable amounts of money to school. Valuable items should not be left in unsecured lockers or gym dressing areas.

**Change of Address** – A student must notify the Main Office immediately when there is a change in the student's address, email address, or telephone number.

**Visitors** – All visitors are to report to the Main Office upon entering the building to request visiting privileges. Student visitors from other schools must receive approval prior to the day of the visit.

**Emergency Drills** – On occasion, the school will conduct emergency drills so students can familiarize themselves with safety procedures during emergency events. Instructions for fire drills are posted in each room. During an emergency drill, follow the instructions of the teacher in charge. Move quietly, orderly, and quickly without running. Do not block any of the building entrances.

**Work Study** – The Work Study Program is a privilege not offered to all students. To qualify for this program, a student must meet the following initial requirements:

- The student is in 11<sup>th</sup> or 12<sup>th</sup> grade.
- The student scored “Proficient” or “Advanced” on at least two of the three Keystone Exams.
- The student maintains passing grades in all subjects.
- The student maintains a satisfactory disciplinary record.
- The student provides proof of employment and hours worked.

Any student scheduling Work Study must meet with Mr. Yost to complete the necessary paperwork.

**Library** – The library is located on the second floor and houses an extensive collection of print resources. Classes will often visit the library to conduct research.

**Financial Obligations** – Students with outstanding financial obligations for any reason (library book, lost or damaged textbook, cafeteria fines, iPad, fundraising, etc.) will not be issued any grade reports or diplomas until the obligations are met.

**Tobacco/Vaporizers** – A pupil **using or possessing** tobacco/vaporizers in a school building, a school bus, or on property owned by, leased by, or under the control of the Pottsville Area School District, **commits a summary offense**. Violations will be forwarded to the District Magistrate. Consequences include a fine plus court costs in addition to school suspension. Confiscated tobacco/vaporizing products will not be returned.

**Cell Phones** – Cell phone use is not permitted during school hours except in the cafeteria during a student’s lunch period. **If a student is found using their cell phone, it will be confiscated.** A parent or guardian must come in to pick up the phone. Repeated violations will result in disciplinary actions.

**Field Trips** – Eligibility for field trips will be based on student attendance, conduct, and academic performance. Tardiness, absences, disciplinary infractions, and/or poor grades, as determined by the building principal, will affect a student’s ability to go on field trips.

**Students who are required to make a payment for any field trip and subsequently become ineligible for the trip due to grades, discipline, attendance, etc., are responsible to find their own replacement for the trip if reimbursement is expected.**

**Transportation** – Students are reminded that Pottsville Area School District policies are in full effect while students are on district-provided transportation to and from school, field trips, and extracurricular events. The Pottsville Area School District is authorized to use audio and video recording devices on all district-provided transportation.

### **ACADEMIC HONESTY POLICY**

The Pottsville Area School District mandates academic honesty and integrity. Honest behavior is the responsibility of all members of the learning community. Violation of this policy includes, but is not limited to:

- Misrepresenting one's knowledge through acts of cheating.
- Plagiarism, or the act of wrongfully using or taking credit for the work or ideas of others without giving due credit.
- Obtaining sensitive information about assessments in advance.
- Choosing to be absent or late on the due date of a paper, project, quiz, or exam.
- Using or consulting unauthorized material or devices on papers, quizzes, or exams.
- Using previously completed, or portions of previously completed, projects or papers for more than one course without teacher permission.

**Violation of this policy will result in a decrease in the assignment/course grade as stated in the teacher's classroom policy. Also, a violation of the academic honesty policy may result in the student's disqualification from scholastic-based achievements or organizations, such as the National Honor Society.**

#### **ACCEPTABLE USE OF COMMUNICATIONS AND INFORMATION (CIS) SYSTEMS POLICY #815**

The Pottsville Area School District's Acceptable Use of Communications and Information (CIS) System Policy #815 ("Acceptable Use Policy") includes important requirements pertaining to the use of the Internet, computers, networks, electronic systems, software, information, and technology. The Acceptable Use Policy requirements are in effect any time *School District resources* are accessed, whether on school district property or elsewhere, including without limitation, when used directly from home, or indirectly through another Internet Service Provider, and if relevant, when the student uses his/her own technology, networks, systems, servers, media, computers, and/or devices.

The Acceptable Use Policy is available to all parents and students in an electronic format on the school district's website at [www.pottsville.k12.pa.us](http://www.pottsville.k12.pa.us) and in paper format as part of the Pottsville Area School District's Policy Manual located in the Superintendent of School's office as well as in the main office of the student's school building. **The Acceptable Use Policy is fully incorporated into this Student Handbook as if it were stated here in its entirety.**

Someone from the School District will have reviewed the Acceptable Use Policy with the student, and the student will have been given the opportunity to obtain information from that School District individual and from his/her parent(s) about anything that the student does not understand. If the student has any further questions during the school year, it is the student's responsibility to ask his/her Principal and/or parents(s).

The student must sign an Acknowledgement and Consent Form stating that he/she received, read, understands, and will comply with the Acceptable Use Policy. If the student violates the Acceptable Use Policy, he/she will be subject to the consequences provided in the Acceptable Use Policy and the Pottsville Area School District Discipline Policy. Additionally, the School District may report matters to the appropriate legal authorities, including the Internet Service Provider, website, and local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in all investigations.

If for any reason a student does not receive a copy of the Acceptable Use Policy and the Acknowledgement and Consent Form, and/or any of the policies referred to in the Acceptable Use Policy, it is the student's and/or his/her parent(s) responsibility to obtain an electronic copy from the School District website or a paper copy from the main office of the student's building.

### WEAPONS

The Board of Education recognizes the importance of a safe school environment. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

**Weapon** - A weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, firework, incendiary device, any replica of a weapon, or any other tool, instrument or implement capable of inflicting serious bodily harm.

**Possession** - A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property or on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school. A student who, on school grounds during a school session or anywhere at a school sponsored activity or field trip, is in possession of or uses a weapon shall be subject to the discipline pursuant to the provisions and procedures outlined in the Pottsville School District's Weapon Policy.

**The Pottsville Area School District Weapon Policy is fully incorporated into this Student Handbook as if it were stated here in its entirety.**

### DRUG AND ALCOHOL POLICY

Drug/mood altering substance/alcohol shall include any alcohol or malt beverage, and drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, or medication for which a prescription is required under the law and/or any substance which is intended to alter mood. Examples include, but are not limited to, beer, wine, liquor, marijuana, cocaine, crack, hashish, methamphetamine, chemical solvent, glue, look-alike substances and any capsule or pill not registered with the nurse, annotated within the student's health record, and given in accordance with the school district policy for the administration of medication to students in school.

**Distribution** - The act of distribution is defined as selling, passing, sharing, or giving alcohol, a drug, or a mood-altering substance determined to be illegal or as defined by this policy from one person to another or to aid therein.

**Possession** - The act of possession is defined as having or holding without any attempt to distribute any alcohol, drug, or mood-altering substance determined to be illegal or as defined by this policy.

A student who, on school grounds during a school session or anywhere at a school sponsored activity or field trip, is under the influence of, is in possession of, or is involved in the distribution of any alcohol, drug, or mood-altering substance or any substance purported to be a restricted substance or over-the-counter drug shall be subject to the discipline pursuant to the provisions and procedures outlined in the Pottsville School District's Drug and Alcohol Policy. **The Pottsville Area School District Drug and Alcohol Policy is fully incorporated into this Student Handbook as if it were stated here in its entirety.**

### **DRUG TESTING POLICY**

At the Board Meeting held on August 15, 2018, the Pottsville Area School District approved Policy # 227.1. This policy requires all students in grades 7-12 who are involved in extra-curricular activities (“interscholastic athletes, clubs, and other activities in which a student participates on a voluntary basis”) to participate in random drug testing. Elective activities also include prom, driving/parking on campus during the school day and numerous other activities. The names of students participating in random drug testing are placed into periodic drawings. Students whose names are randomly drawn will be required to provide a sample for drug analysis screening on the day of the drawing. Students will be escorted from their classroom by an administrator to go to the Nurse’s Office to be tested. If you are interested in playing Pottsville Area School District sports, participating in any of the listed Pottsville Area School District activities or participating in extra-curricular activities in the Pottsville Area School District, you will need to complete and return the consent authorization form, which can be found on the district website. These forms need to be returned to the Middle School or High School Office. Failure to submit the consent authorization form means the student cannot participate in any of the above-mentioned activities.

### **HAZING**

*Hazing is defined as any action that recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.*

In this context, “organization” is defined as any organization, team, club, society or group operating under the sanction of or recognized as an organization by the district.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

Any student that has been subjected to hazing, or has witnessed another student subjected to hazing, is encouraged to immediately report the incident to the building principal.

Other information regarding hazing, including examples, complaint procedures, delegation of responsibilities and consequences, can be found under the Our District tab on the PASD school website ([www.pottsville.k12.pa.us](http://www.pottsville.k12.pa.us)). Click on the “District Policies” link and select the 200-Pupils link on the left. The policy regarding hazing is #247.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

**Purpose:** Section 1547 of the PA School Code requires school districts to implement a comprehensive tobacco, alcohol, and other drugs program, including instruction in the classroom. This plan also includes assisting each school district in establishing and maintaining a program to provide appropriate counseling and support services for students experiencing problems with drugs, alcohol, and dangerous substances. The Commonwealth’s SAP Program is designed to assist school personnel in identifying issues which pose a barrier to student learning and school success. The mission of SAP is to provide leadership for developing a safe & drug free environment and mental health wellness in schools and communities across the Commonwealth.

It is a systematic process using effective and accountable measures to mobilize school resources to remove the barriers to learning.

**Team Members:** Team members will be denoted by a SAP team member sign posted on the door to their classroom or office. The members school year include:

Mrs. Tiffany Hummel, Principal	(621-2960)
Ms. Eleanor L. Aschman, Special Ed Supervisor	(624-4784)
Mr. Raymond Yost, Dean of Students	(621-2963)
Mrs. Mary Beth Conville, Director of Guidance	(621-2965)
Mrs. Cindy Stasulli, School Counselor	(621-2966)
Mr. John Gradwell, School Counselor	
Mrs. Angela Holobetz, School Nurse	(621-2973)
Mrs. Jessica Coyle, School Social Worker	
Mrs. Amy Babcock, Faculty Member	
Mrs. Abby Forney, Faculty Member	
Mrs. Jillian Strohecker, Faculty Member	
Mrs. Kayla Watt, Faculty Member	
Mr. Nick Eckley, Juvenile Probation Officer	
Mr. Christopher Kovaleski, Faculty Member	

#### **REASONS FOR REFERRAL**

Academic decline; Disciplinary problems; Frequent visits to the Nurse and/or Guidance Office; Decreased attention span; Expressions of anger, sadness; Excessive talking in class, laughing inappropriately, poor anger management, disrespect; A student expressing concern/fear about a fellow student's use of mood-altering substances; An odor of marijuana, alcohol, or inhalants on a student/belongings; Overheard (first hand) conversations about: drugs/alcohol, parties where drugs/alcohol was present, and/or feeling very sad or depressed; Significant weight loss or gain; Frequent trips to the restroom; Distinct behavior change, both for what appears to be the better (cheerful) OR worse (depressed); Change in friends; Drug-related, satanic-related, or death-related language or drawings; Glassy eyes, red eyes, agitation, loss of interest in academic and extracurricular activities, frequent cold-like symptoms, rash around the nose/mouth, and/or chemical smell.

#### **HOW THE PROCESS WORKS**

1. A referral is made by anyone. Referral forms are located in the Guidance Office and faculty lounges.
2. Behavior checklists are sent out to the student's teachers.
3. The SAP team reviews the checklists to determine if an intervention is warranted.
4. The SAP team contacts the parent(s)/guardian(s) to meet with them concerning their students' behavior.
5. If permission is granted from the parent(s)/guardian(s) to seek out of school resources in order to help their student, our Child and Family Support Services liaison conducts a mental health assessment.
6. The assessment findings are reviewed with the student, his/her family, and the SAP team.
7. A treatment plan is developed and followed.

#### **SCHOOL BOARD POLICIES**

The purpose of the Student Handbook is to provide students and parents with general information regarding certain policies and procedures of the Pottsville Area School District. PASD Board Policies can be found on the district website:

<https://go.boarddocs.com/pa/pAugustott/Board.nsf/Public?open&id=policies>

In the event that a listed policy is changed through board action during the school year, the most current official board policy will be in effect. In the instance where board policy does not cover a specific situation, a resolution will be decided by the superintendent/building principal. This resolution will remain in effect until amended or overturned by the superintendent/building principal or until a specific resolution is ratified by the PASD Board of Education.

**HOMELESS STUDENTS**--The McKinney-Vento Homeless Education Assistance Act governs students experiencing homelessness.

Please visit the district website for more information:

<https://www.pottsville.k12.pa.us/Page/785>

**STUDENT SERVICES**--Please visit the district website for more information on Special Education, Gifted Education, and Section 504 Services: <https://www.pottsville.k12.pa.us/Page/58>

**DAILY SCHEDULE**

7:15 – 7:30\* Early arrivals report to cafeteria

7:30 – 7:35\* Students enter the building

\*These times will be one hour later for 1-hour delay schedules and two hours later for 2-hour delay schedules.

**Regular Bell Schedule**

<i>Period</i>	<i>Time</i>
HR	7:35 – 7:54
1	7:58 – 8:38
2	8:42 – 9:22
3	9:26 – 10:06
4	10:10 – 10:50
5	10:54 – 11:34
6	11:38 – 12:18
7	12:22 – 1:02
8	1:06 – 1:46
9	1:50 – 2:30

**Special Assembly Bell Schedule**

<i>Period</i>	<i>Time</i>
HR/"A"	7:35 – 8:38
1	8:42 – 9:17
2	9:21 – 9:56
3	10:00 – 10:35
4	10:39 – 11:14
5	11:18 – 11:53
6	11:57 – 12:32
7	12:36 – 1:11
8	1:15 – 1:50
9	1:54 – 2:30

**A.M Assembly Bell Schedule**

<i>Period</i>	<i>Time</i>
HR/"A"	7:35 – 8:15
1	8:19 – 8:57
2	9:01 – 9:39
3	9:43 – 10:21
4	10:25 – 11:03
5	11:07 – 11:44
6	11:48 – 12:25
7	12:29 – 1:06
8	1:10 – 1:48
9	1:52 – 2:30

**1-Hour Delay Bell Schedule**

<i>Period</i>	<i>Time</i>
HR	8:35 – 8:54
1	8:58 – 9:31
2	9:35 – 10:08
3	10:12 – 10:45
4	10:49 – 11:22
5	11:26 – 12:00
6	12:04 – 12:38
7	12:42 – 1:16
8	1:20 – 1:53
9	1:57 – 2:30

**P.M Assembly Bell Schedule**

<i>Period</i>	<i>Time</i>
HR	7:35 – 7:50
1	7:54 – 8:30
2	8:34 – 9:10
3	9:14 – 9:50
4	9:54 – 10:30
5	10:34 – 11:10
6	11:14 – 11:50
7	11:54 – 12:30
8	12:34 – 1:10
9	1:14 – 1:50
"A"	1:54 – 2:30

**2-Hour Delay Bell Schedule**

<i>Period</i>	<i>Time</i>
HR	9:35 – 9:54
1	9:58 – 10:23
2	10:27 – 10:52
3	10:56 – 11:21
4	11:25 – 11:50
5	11:54 – 12:24
6	12:28 – 12:58
7	1:02 – 1:32
8	1:36 – 2:01
9	2:05 – 2:30