

JOHNSONBURG AREA HIGH SCHOOL



Student and Parent Handbook 2025/2026

Johnsonburg, Pennsylvania

www.johnsonburgasd.net



JULY 2025							AUGUST 2025							SEPTEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
Independence Day Holiday							☐ -Inservice Day * -First Day for Students							☐ Vacation/School Closed ○ Open House HS 17, ES 18						
OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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26	27	28	29	30	31		23	24	25	26*	27	28	29	28	29	30	31			
							30													
☐ -Act 80 Day/*AM ONLY Act 80 Day/Inservice Day ○ Parent/Teacher Conf.							☐ Vacation/School Closed *Early Dismissal							☐ Vacation/School Closed *Early Dismissal						
JANUARY 2026							FEBRUARY 2026							MARCH 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17*	18	19	20	21
18	19	20*	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
☐ -Inservice/*AM ONLY Act 80 Day ☐ Vacation/School Closed							☐ Vacation/School Closed							☐ -Act 80 Day/*AM ONLY Act 80 Day						
APRIL 2026							MAY 2026							JUNE 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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							31													
☐ Vacation/School Closed							☐ -Act 80 Day *AM ONLY/Inservice Day ☐ Vacation/School Closed * Last Day for Students/Graduation - *Early Dismissal													

MARKING PERIODS END
 First October 22
 Second January 9
 Third March 19
 Fourth May 2026

PARENT/TEACHER CONFERENCE DAYS
 October 30, 31

OPEN HOUSE FOR PARENTS
 High School-September 17
 Elementary School-September 18

EARLY DISMISSALS
 November 26*
 December 23*
 May 29*-Last Day of School/Graduation

SCHOOL VACATION/CLOSED
 September 1 Labor Day
 November 27, 28 Thanksgiving Vacation
 December 1 School Closed
 December 24-31 Christmas Vacation
 January 1,2 New Year's Day/School Closed
 February 13 School Closed
 February 16 School Closed
 March 13 School Closed
 April 2,3 School Closed
 April 6 School Closed
 May 22 School Closed
 May 25 Memorial Day

TEACHER INSERVICE DAYS
 August 18, 19
 October 31
 January 19
 May 28

ACT 80 DAYS
 October 13
 October 14 *AM ONLY
 January 20 *AM ONLY
 March 16
 March 17 *AM ONLY
 May 4 *AM ONLY (Pre-K in session)

MAKE UP DAYS (as needed)
 February 13 Make-up Day-#1
 March 13 Make-up Day-#2
 April 2 Make-up Day-#3
 April 6 Make-up Day-#4

PSSA TESTING WINDOW 2025-26
Grades 3-8
 English Language Arts,
 April 20 - 24, 2026

Mathematics, Science & Make-ups,
 April 27 - May 1, 2026

KEYSTONE EXAMS TESTING WINDOW 2025-26
Winter:
 December 3 -17, 2025 Literature, Biology, Algebra I

Spring:
 May 11 – 22, 2026 Algebra I, Biology, Literature

GRADUATION
 May 29, 2026*



Dear Students and Parents:

Welcome to Johnsonburg Area High School. This handbook is intended to help you become familiar with our school and its policies, procedures, rules, regulations, activities, and services.

Five important guidelines need to be observed to have an effective school:

The health, safety, and welfare of all school students and school personnel is paramount.

The educational process must not be disrupted.

Everyone is responsible and accountable for their actions.

A positive attitude and a good work ethic are necessary for success.

Communication with the school is both expected and needed.

This handbook should be read and discussed by students and parents. It should also be kept readily available.

The handbook is not all encompassing. Specific questions may be addressed to the Johnsonburg Area High School Administration.

Thank you and have a successful school year!

Go Rams!

Sincerely,
Raymond Kelly
Principal

JOHNSONBURG AREA SCHOOL DISTRICT
District Office Telephone Number – (814) 965-2536
District FAX Number – (814) 965-5809

JOHNSONBURG AREA HIGH SCHOOL
High School Office Telephone Number – (814) 965-2556
High School FAX Number – (814) 965-2776

Karen Haberberger Superintendent
Raymond KellyHigh School Principal
Kara Vollmer.....Special Education Supervisor
Rachelle Kastner.....Guidance Counselor
Gina Schreiber.....Athletic Director
Colleen Oknefski High School Secretary
Laura Lynch High School Secretary

SCHOOL BOARD MEMBERS

Sarah Grunthaner President
Ryan Miller Vice-President

David Allegretto
Janice Carnovale
Corrine Christoff
Tracy Crowe
Courtney Dunworth
Andrew Leslie
Nicole Zimmerman

DISTRICT MISSION
EXPECT, ENCOURAGE, AND ENABLE

*Our mission is to
expect, encourage, and enable
students to excel at school
and to live as responsible,*

GENERAL INFORMATION

Public education prepares students for adult life by attending to their intellectual and development needs and challenging them to achieve at their highest level possible in order to become life-long self-directed learners.

Together with parents, families and community institutions, public education provides opportunities for students to:

- Acquire knowledge and skills.
- Develop integrity.
- Process information.
- Think critically.
- Work independently.
- Collaborate with others.
- Adapt to change.

Public schools provide instruction throughout the curriculum so that students may develop knowledge and skills in the following areas:

- Reading, Writing, Speaking, and Listening
- Mathematics
- Science and Technology
- Environment and Ecology
- Social Studies
- Arts and Humanities
- Career Education and Work
- Health, Safety and Physical Education
- Family and Consumer Science
- World Languages

BLUE/GOLD SCHEDULE

Johnsonburg Area High School utilizes a traditional schedule. All academic courses meet daily for 45 minutes. A 30-minute multi-purpose period is also scheduled for each day and is utilized for remediation, additional instruction, and study hall.

ATTENDANCE

School attendance is one of the most important responsibilities required of parents and students. Instructional and learning opportunities lost through absence from class may not be retrievable.

Please be aware that all absences and tardies appear on the permanent record card. Therefore, we ask that every effort be made to compile a good record of attendance and punctuality. This record may be very important when seeking college admission as well as employment in business and industry. This is reported every nine weeks on student report cards.

Included in the Attendance Section are the following categories:

- Compulsory Attendance Law of the State of Pennsylvania
- Provisions for Enforcement
- Excuses: Excused vs. Unexcused & Early Dismissals
- Excessive Absences
- Tardiness
- Educational Trips
- Exceptions to Compulsory Attendance

COMPULSORY ATTENDANCE LAW OF THE STATE OF PENNSYLVANIA

“The Omnibus School Code Amendments under Act 16 of 2019 states: “Compulsory school age” shall mean the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

The State Law is very strict regarding children’s absence from school. Illness of the child, death in the family and extreme emergency reasons are the only reasons for absence that the State will accept as legal excuses.

ATTENDANCE GUIDELINES

Unexcused absence letters will be sent home after every offense.

Corrective action will take place for all unexcused and unlawful absences as outlined below.

The following are acceptable causes for an absence from school:

- Sickness
- A death in the family
- Confirmed medical or legal absence.
- Religious holidays

- Certain appointments that cannot be scheduled during non-school hours.
- School activities approved by the administration.
- School approved authorized educational trips
- Visitation to colleges/universities
- Suspension from school
- Impassable Roads
- Principal Discretion

Illegal/ Unexcused absences include, but are not limited to:

- Not knowing there was school.
- No clean clothes to wear.
- Missed the bus.
- Went out of town.
- Overslept
- Baby-sitting
- Work
- Vacation (unless approved in advance)
- Hunting or fishing (unless approved in advance)
- Haircut
- Shopping
- Personal reasons
- Car problems
- Someone is in town visiting
- Refusing to change clothes

If no written excuse from the parent or guardian is presented by the end of the fifth calendar day following your return to school, the days absent will be considered unlawful or unexcused. Excuses must contain the student’s name, dates of the absence, and the reason for the absence. Excuses can be written, emailed, or faxed to the High School Office.

If a student becomes ill at school, the student must see the school nurse. If the school nurse determines that a student is ill and should be sent home, the time missed will be marked excused. However, any student circumventing seeing the nurse and calling home without the nurse’s medical recommendation will be marked unexcused or unlawful. If a student is sent home by the nurse for any reason, they are ineligible to participate in any extracurricular activity. Corrective action will take place for all unexcused and unlawful absences as outlined below.

First Offense and Second Offense:

Attendance letter mailed home.

Third Offense:

Third Offense: Parents will be served with a legal notice indicating that there have been three (3) or more days of unlawful absences. The building administration will convene a Student Attendance Improvement Conference (SAIC) with the parents/guardians, and a Truancy Elimination Plan (TEP) will be developed and implemented. A referral to the Justice Works Truancy Program will be submitted.

Sixth Offense: Whenever a student reaches six illegal absences, citations will be served through the local district judge’s office. (NOTE: Each unlawful absence may result in substantial fines up to \$300 per day plus court costs, which may be imposed by the district magistrate.)

Fourth Offense:

Meeting with the student to review TEP guidelines and consequences.

Fifth Offense:

Whenever a student reaches five illegal absences, citations will be served through the local district judge’s office whenever a student reaches 6 illegal absences. (NOTE: Each unlawful absence may result in substantial fines up to \$300 per day plus court costs may be imposed by the district magistrate.)

Concurrent with the filing of the first citation with the district magistrate, a referral will be made to Children and Youth Services for the respective county of residence.

Tardies- 3-10 unexcused tardies will result in 30 minutes of after-school detention; 10+ tardies will result in 60 minutes of after-school detention.

Students must be in school by 8:00 AM on the day of school dances to attend, unless excused.

Students must be in their 1st period class by the late bell, 7:45 AM, or are considered tardy to school.

Sixth Offense:

Whenever a student reaches six illegal absences, citations will be served through the local district judge’s office. (NOTE: Each unlawful absence may result in substantial fines up to \$300 per day plus court costs, which may be imposed by the district magistrate.)

EARLY MEDICAL RELEASE

If a student is released before the end of the school day for a medical reason, the student must have permission from the High School Principal to participate in a school function or sports activity later that evening or the following day, should there be no school.

Students who are sent home by the Nurse and have been absent 10 or more total days per lawful excuse and/or have incurred 3 or more illegal absences will receive an illegal half-day or full-day absence. This decision is at the Principal's discretion.

AFTER SCHOOL DETENTION

Detention hours may be assigned by the administration for tardiness, truancy, excessive absences, or violation of school rules/regulations.

1. Detention will meet in the classroom of the teacher who assigned the student detention or in the principal's office.
2. Detention time will be 2:30-3:30 pm on Monday through Friday.
3. Detention assignments take priority over all other activities including jobs, appointments, athletics, and other extra-curricular practices, games, contests, etc.
4. Students will be given at least a 24-hour notice of the detention date unless the notice is waived by a parent or the student. Students must report with ample schoolwork to keep them academically engaged for the duration of the detention time.
5. Student must arrive for detention by 2:30. Students reporting late will not be admitted and will be recorded as having "cut", resulting in reassignment, as well as additional consequences.
6. Detentions will only be rescheduled if the student presents a doctor's excuse or a written note from a parent or guardian. Only 4 parental notes per year will be accepted to reschedule ANY type of detention and notes must be presented to the office before 9 am the day of the detention.
7. Detentions canceled due to unplanned early dismissals may be served on the next available day or rescheduled by the office staff.

DISCIPLINARY CONSEQUENCES THAT ARE NOT ATTENDED AS A RESULT OF AN UNEXCUSED/UNLAWFUL ABSENCE, WILL BE CONSIDERED A "CUT" AND RESULT IN THE DOUBLING OF THE TIME ORIGINALLY SCHEDULED.

COLLEGE VISITS

In order to qualify as a college visit, the Pennsylvania Department of Education requires that either a teacher or guidance counselor accompany the student(s). Students who choose to visit a college or trade school on their own will need to complete an "Educational Trip" form. Educational trips are counted as an excused absence.

FAMILY EDUCATIONAL TRIPS

The School District recognizes that there are times when students will be absent due to family travel. The following procedures should be followed:

- Request an Educational Trip form from the Office. This form is to be completed by the parent or guardian.
- The student is responsible for securing signatures on this form from all his/her teachers.
- This form must be returned to the Office before the scheduled trip; otherwise, the trip will be considered unexcused.
- All students will be responsible for making up schoolwork during the period of absence.
- A maximum of 7 days will be excused each school year for educational trips. All absences for educational trips, regardless of their length, will count toward this 7-day limit. Absences in excess of the seven days will be unexcused. In extenuating circumstances, the high school principal may grant approval for additional days.
- Educational trips taken without the required prior approval will result in unexcused absences for the days missed. Teachers are not required to provide assignments, make-up examinations, etc., for unexcused absences.

No Educational Field Trips will be approved during AP, PSSA, or Keystone Testing windows if a student is scheduled to participate in testing, unless extenuating circumstances exist per Principal. Educational field trips will also not be approved if a student has been absent 10 or more total days per lawful excuse. Upon returning from an Educational Field Trip, students have five calendar days to make up any work that was missed.

EXCEPTIONS TO COMPULSORY ATTENDANCE

Students between the ages of 6 and 18, pursuant to the Compulsory Educational Laws of Pennsylvania shall attend school regularly except those excused for the following reasons:

Homebound Instruction

Students receiving homebound instructions are considered present. Homebound tutors will be provided for any students who will be absent for a minimum of 6 weeks (exceptions maybe granted by the Principal) provided there is written permission for such instruction, the diagnosis, and the prognosis from the family physician. The prognosis shall be stated in terms of maximum length of time. A School District homebound form must be completed by the physician and returned to the High School Office, for approval by the Superintendent. These forms may be obtained in the High School Office.

Mental or Physical Disability

Again, appropriate School District forms must be completed and filed in the High School Office.

Attendance at a Non-public School

The school should be approved by the PA State Department of Education.

MAKING UP WORK

- Unexcused Absence—all work missed for this reason may be entered as zero credit.
- Excused Absence—Make immediate plans to do make up work. It is the student’s responsibility to contact the teachers and to make arrangements to make up missed work.

Work not made up within ten (10) school days of returning to school and/or the end of a marking period, will be recorded as a failure in the grade book for that subject and assignment.

HOMEWORK REQUESTS

Parents of students who are legally absent or excused from school may call the office to request that day’s homework. Requests should be made before 9:00 AM. Homework assignments may be picked up in the office between 2:30 and 3:00 PM. Students should also reach out/contact their teachers in regard to missed assignments.

ENROLLMENT PROCEDURES

A student who wishes to enroll at the Johnsonburg Area High School and his/her parent or guardian must fully complete the “Johnsonburg Area School District Student Registration Packet”, which includes, but is not limited to providing the following information at the time of enrollment:

- Proof of the child’s date of birth.
- Verified record of immunization as prescribed by state law.
- Completion of ACT 26 Form.
- Required proof of residency.
- Home Language Survey.

TRANSFER STUDENTS

Upon registration and prior to admission to the School District, the parent, guardian or person having control or charge of the student shall provide a sworn statement or affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs; for the willful infliction of injury to another person; or for any act of violence committed on school property.

Parents and guardians shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.

This registration statement shall be maintained as part of the student’s record and shall be available for inspection as required by law.

WITHDRAWAL POLICY FOR STUDENTS OVER EIGHTEEN

Students who are eighteen or older and have accumulated a sufficient number of unexcused absences in the school year may be withdrawn from school for the remainder of the school year. This is based on Chapter 11, section 11.24 of the Regulations of the State Board of Education. Before the student is withdrawn, a conference will be held with the student and the parent/guardian to make an attempt to improve and ensure regular attendance.

Due Process procedures will be followed.

WITHDRAWAL PROCEDURES

Any student who needs to withdraw from school should begin the withdrawal procedure by seeing the Guidance Counselor and the Attendance Secretary, preferably two weeks in advance of leaving. The student withdrawing from school will receive a withdrawal form that will be signed by the principal, guidance counselor, parent, student, and each teacher after all books and materials issued during the year have been returned.

STUDENT EXPRESSION POLICY 220

Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, schoolwork, discipline, safety and order on school property or at

school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it:

1. Violates federal, state, or local laws, Board policy or district rules or procedures.
2. Is defamatory, obscene, lewd, vulgar, or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place, and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events or occurs at any time or place when created or communicated using district-provided equipment, email, websites, or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff, or the school environment.
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, schoolwork, discipline, safety, and order on school property or at school functions; or interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

Dissemination of Non-school Materials

The Board requires that dissemination of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

The Board requires that students who wish to disseminate non-school materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed non-school materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Printed non-school materials displayed in a fixed location of a school building shall bear the date when placed in each location. The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in applicable procedures.

Review of Student Expression

Review of non-school materials proposed for dissemination shall be conducted promptly to avoid unreasonable delay in dissemination.

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding time, place, and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content. Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.

SEARCH POLICY, POLICY 226

The Administration reserves the right to search the school and its grounds. This includes lockers and automobiles. Students are to have no expectation of privacy with regard to lockers or vehicles parked on school property. Searches may be unannounced and may utilize canines to detect contraband such as stolen items, drugs, alcohol, and weapons. Legal authorities may assist the Administration during a search. A student's person and/or personal effects (including backpack, purse, or trapper) may also be searched whenever a school official has reasonable suspicion that the student is in possession of illegal and/or unauthorized material. A student's failure to permit and/or cooperate with a search will be grounds for immediate disciplinary action including suspension from school and law enforcement notification. Video cameras may be placed in any Johnsonburg Area School District bus. Students may be subject to being recorded on the school bus at any time, including athletic, band, field trip travel. The actual recording could be audio and/or video.

STUDENT LOCKER SEARCH

The school district reserves the right to have its officials inspect the contents of any locker at any time for the purpose of determining whether the locker is being improperly used for the storage of weapons, 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 school in accordance with school board policy 226.

All requests for the search of a student's locker shall be directed to the principal. The principal may appoint a representative to be present at the inspection in his/her absence. No less than two people will be present at all such searches.

The principal or representative may take possession of weapons, contraband, or illegal substance found in the locker and shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker. Locker inspections will be documented, setting forth the reason(s) for the search, persons present, objects found, and their disposition.

Random searches and the use of drug-sniffing dogs in the school building and on the grounds of High School may take place periodically during the school year.

VISITOR PARKING

Visitors are to park in the visitors' parking spaces provided in front of the building in the classroom area. Do not park in front of the Central Offices. This area is to be kept open for buses, deliveries, emergency vehicles, etc.

VISITORS ON SCHOOL GROUNDS

All visitors to our school must first report to the High School Office to secure a visitor's pass. Visitors should meet in the Main Office with the person(s) they came to see.

Persons who have not registered in the Office and who do not have a visitor's pass may be prosecuted for trespass.

Appointments should be made at least one day in advance when possible. It will not be possible to interrupt a teacher for a visit or conference when that teacher is assigned and is teaching an academic class.

Visits by anyone outside the school are discouraged except in emergencies. Out-of-town students may visit the school provided that (1) arrangements are made in advance with the Principal and each teacher, and that (2) the visitor is of school age. These visits are limited to one day only.

BUILDING USE

Individuals wishing to use the school building, or the school grounds must secure a Building Use form in the Office. Once completed, this must be approved by the Principal, Maintenance Supervisor, and the Superintendent.

FIRE DRILLS

A number of fire drills are conducted in the school throughout the year. Students are to become familiar with evacuation routes and exiting in a timely and orderly manner. Once outside, students are to assemble out of danger's path staying together as a class so the teacher can take attendance.

EMERGENCY CLOSINGS

Emergency closing of school is broadcast on local radio and television stations between 6-6:30 AM. Closing information is also available via text message. Information can also be found on our Facebook page - Johnsonburg Area School District news.

SCHOOL CANCELLATIONS/ EARLY DISMISSALS

When school is canceled or students are dismissed early as a result of inclement weather, all activities scheduled for that day are canceled as well. These activities include sport practices and games.

PESTICIDES

The application of pesticides is usually done when students and staff are not in session. Public notification is given in advance. Questions or concerns should be addressed to the maintenance supervisor.

ASBESTOS MANAGEMENT

The Asbestos Management Plan of the school district is available for review by any parent, teacher, employee, and any organization using our school facilities.

POSTING OF LITERATURE

Administration must approve any posting of literature, such as signs or flyers which is not directly supervised by a classroom teacher.

PETS

Pets are not permitted in school or on school property. Any exceptions must be approved by the administration.

BREAKFAST/LUNCHES: FREE/REDUCED

During non-CEP years, free and reduced breakfast/lunch applications are sent home with the students and are also available at the Central Office.

CAFETERIA POLICY

The Johnsonburg Area School District utilizes a Point-Of-Sale (POS) computer system. This computer technology allows the district to provide debit accounts for student meals as well as meal tracking capabilities. To purchase a lunch item, the student will enter his/her pin number and the amount is automatically deducted from his/her account.

Parents are urged to take full advantage of this system by placing money in a student's account on a weekly, monthly, or annual basis. Students will be notified when their accounts are getting low so a deposit can be made.

Parents and students should be aware there will be no charging of meals. The cafeteria line will be cashless so deposits must be made in the office on an as needed basis.

Each cafeteria monitor reserves the right to set specific cafeteria policies for his/her lunch. General guidelines include being on time for lunch, procedures for acquiring lunches and snacks, no running or line jumping, no charging of lunches, no throwing of food, no removing food or beverage from the cafeteria, keeping your assigned seat/table area clean, being orderly at all times, proper disposing of food and trays after eating, and waiting to be dismissed by tables. Common sense and proper decorum are the mandates for cafeteria behavior.

BREAKFAST PROGRAM

The Johnsonburg Area School District recently implemented a School Breakfast Program. The Point-of-Sale computer system will be utilized for our breakfast program. During non-CEP years, free and reduced lunch applications will be sent home on the first day of school and should be returned as soon as possible. This application will also determine eligibility for participation in the School Breakfast Program.

WELLNESS PROGRAM

To help ensure the health and well-being of all students, The Board has established the following:

- A comprehensive nutrition program.
- Access to foods and beverages at a reasonable cost.
- Educational programs designed to educate students about proper nutrition and the importance of physical activity.

**For more information regarding the district wellness policy, please see Policy 246 at:
www.johnsonburgasd.net**

SNACKS

Our school is a place of learning. Students are not permitted to snack in the classrooms or in the hallways. Food and snacks should not be consumed anywhere in the building but in the cafeteria. Exceptions need prior approval by the Principal.

BEVERAGES ARE NOT PERMITTED IN THE GYM OR AUDITORIUM AT ANY EVENT.

OPEN CONTAINERS/BEVERAGES

No open containers such as juice, pop, cups of hot chocolate, or coffee are permitted in the building without permission from the building principal. Students may have water provided it is in a clear, resealable container.

SECURITY CAMERAS

In an effort to provide the safest and most secure environment for our students, security cameras may be used both inside and outside of the building.

SECURITY SYSTEM

All doors in the building are programmed to be locked or unlocked at specified times throughout the day.

TAPING AND PHOTOGRAPHING

We have the responsibility to control the educational environment, to ensure quality instructional time, and protect the privacy rights of all persons. Events that can be taped or photographed include sporting events, plays, concerts, and special school functions. Please check with the building principal for permission to tape or photograph other events. Students may be photographed during the school year for use in local newspapers, yearbooks, website, or school social media sites. If you do not want your child photographed or videotaped for any reason, please notify the school office in writing.

ENTERING/EXITING THE BUILDING

Students are to enter the building through the cafeteria door in the morning. Late entries must enter at the office. Students are to exit the building through the Main Office doors at dismissal.

RESTROOMS

Students are to use the restrooms at the beginning and end of class. Should a student need to use the restroom during class, teacher permission is required. Any other time should be at teacher discretion.

DOCTOR'S EXCUSE/PHYS. ED. CLASS

Students who are excused from gym because of a doctor's excuse are not permitted to participate in PIAA athletics, intramural sports, or any other physically active school program.

CONCERNS AND COMPLAINTS

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed to resolve the problem as quickly as possible.

- Contact the person who you have a complaint about to discuss both sides of the issue.
- If the problem still exists, contact the school Principal.
- If still unresolved, contact the Superintendent.
- Finally, if the problem is still unresolved, ask the Superintendent to take the concern to the Board of Education for further discussion.

ACADEMICS

PROGRAMS OF STUDY

- Academic
- Occupational Prep
- Business
- Vocational

RAM ACADEMY

The RAM Academy is available to students considering attending an online cyber school. Students who successfully earn the required credits and fulfill the graduation requirements set forth by the JASD are eligible for a JASD diploma.

SCHEDULING

Course selection sheets will be issued to each student in the spring of each year through the Guidance Department. Course changes will be made prior to the beginning of the school year. Each student will carry a minimum of seven (7) credits, consisting of required courses and electives.

SCHEDULE CHANGES

Student schedule changes are made for the following reasons:

- A computer error.
- A required course for graduation is needed.
- A student lacks the prerequisites.
- The course needs to be repeated.
- There is a change in enrollment in a course of study. Schedule changes are made by the School Counselor.

GRADUATION REQUIREMENTS

Planned instruction and planned courses in several academic areas are designed to provide our students with a rigorous and challenging curriculum. Successful completion of school courses, participation in the Keystone Exams, and instruction in each series will be considered evidence that the student has demonstrated achievement of the exit outcomes.

Students must earn a minimum of 24 credits in order to graduate and must complete 4 credits in English (Freshman-Senior required English courses), 4 credits in Social Studies (Freshman-Senior required Social Studies courses), 3 credits in Math, and 3 credits in Science.

Keystone Proficiency or Keystone Pathways will be necessary for the graduating classes. In addition to achieving the exit outcomes, seniors are required to complete 44 hours of community service and successfully complete a Career and Job Readiness course to graduate.

Two job shadow requirements are necessary for graduation. Community Service and Job Shadow requirements must be completed by May 1st of a student's senior year. Students with an Individual Education Plan (IEP) may opt to graduate in accordance with the appropriate governing regulations.

Students are required to complete a minimum of 11 hours per year or will be deemed ineligible to participate in any school-sponsored activities, including extra-curricular activities and attendance at dances. (Students may complete more than 11 hours per year.)

Any graduating senior is required to attend scheduled graduation practice. If they do not attend, their ability to walk at the graduation ceremony may be denied. In order to be eligible to be honored as Valedictorian or Salutatorian, a student must remain in their 9th-12th in-person instruction cohort.

Students who transfer into JAHS after the first day of their 9th grade year or participate in full-time online learning are ineligible for this distinction.

JOB SHADOWS

Job Shadows must be a minimum of 4 hours. Students cannot Job Shadow a direct family member. All Job Shadows must be approved by the Principal. Two Job Shadows are needed by May 1st of the student's Senior Year. Ideally, one should be completed during the Sophomore year, and one in the Senior year.

GRADING

Attendance, class participation, and similar factors are proper educational values bearing on a student's achievement. Each teacher shall distribute a written description of course grading procedures to students at the beginning of a semester. Grades are an evaluation of what the student has learned. Grades become part of a permanent record that lasts as long as the individual lives. Institutions of higher learning, potential employers, and the various military services are all interested in a student's high school performance records. You earn them—we keep them!

The following is the grade scale used at JAHS:

A	B	C	D	F
93 to 100	86 to 92	77 to 85	70 to 76	Below 70

Incomplete work must be made up within ten (10) school days after the grading period ends to earn credit for the made-up assignment.

Only Advanced Placement/Dual Enrollment courses taken during the regular schedule will count toward GPA and class rank. Any A.P. courses taken outside of the regular schedule will not be used to calculate either GPA or class rank.

No grade below 60 will be issued on a student's report card for the first half of any course. For rotation classes, this would occur in Marking Period 1 and Marking Period 3.

ONLINE GRADING / PARENT PORTAL

Online grading is accessible to parents. If you would like to access your child's grades online, please report to the high school office to receive your confidential access code. Parents can visit this website for more information: www.johnsonburgasd.net

CSIU Parent Portal access will only be granted to parents or legal guardians of students.

REPORT CARDS

Report cards are given out every nine weeks to notify parents of the student's academic progress.

PROMOTION REQUIREMENTS

Failure of two (2) major subjects in seventh and eighth grade may result in retention. This will be at the administration's discretion.

- Freshmen must earn six (6) credits to be seated as Sophomores.
- Sophomores must have accumulated at least twelve (12) credits to be seated as Juniors.
- Juniors must have accumulated at least eighteen (18) credits to become Seniors.
- Seniors must have accumulated at least twenty-four (24) credits to graduate.
- All required subjects that are failed must be taken again and passed.

SUMMER SCHOOL

Students who fail required courses may be permitted to attend a JAHS approved summer school in order to receive academic credit. A maximum of two courses may be completed during summer school. Permitting summer school for failed course work is at the discretion of the administration. The student is responsible for all fees, costs, and transportation related to the summer school program. Students who successfully complete summer school will receive a grade of 70% and credit for the course taken. Students must earn a 60% or higher in the core classes to be eligible for Summer School. Administration has the final determination regarding student enrollment in Summer School.

ACADEMIC ASSESSMENTS

Johnsonburg Area High School has developed the following schedule for testing/assessing our students' performance at strategic grade levels:

Grade 7

- Pennsylvania School Assessment Profile for Reading, Mathematics
- Study Island Benchmark Exams

Grade 8

- Pennsylvania School Assessment Profile for Reading, Mathematics, Science, and Writing
- Study Island Benchmark Exams
- Algebra I Keystone Exam (if applicable)

Grade 9

- Study Island Benchmark Exams
- Algebra I Keystone Exam (if applicable)
- Biology Keystone Exam (if applicable)

Grade 10

- PSAT, SAT, and ACT tests available, but not mandatory
- Study Island Benchmark Exams
- Algebra I Keystone Exam (if applicable)
- Literature Keystone Exam
- Biology Keystone Exam (if applicable)

Grade 11

- Armed Services Vocational Aptitude Battery
- PSAT, SAT, and ACT tests available, but not mandatory

Grade 12

- SAT and ACT are available but not mandatory.
- Additional educational/psychological testing is available through the school psychologist with parental permission.

PSSA

The Pennsylvania System of School Assessments (PSSA) are important for graduation purposes, and they are also used as criterion for opportunities for students in the school's curriculum. Students not scoring proficient or advanced on the PSSA exams will be required to take specially designed courses aligned to the PSSA math and reading anchors.

KEYSTONE EXAMS

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in academic content. Beginning with the class of 2023, students must demonstrate proficiency in Algebra I, Literature, and Biology Keystone Exams to graduate. Students will be offered multiple opportunities to take their keystones throughout their high school career.

ADVANCED PLACEMENT/ DUAL ENROLLMENT COURSES

Advanced Placement/Dual Enrollment (AP/DE) courses are offered to juniors and seniors who are planning to attend college. AP/DE courses require extra instructional time by the student. AP/DE grades receive a weighted 1.25 credit and are calculated on our 4.5 scale.

ONLINE COURSES

Online Advanced Placement courses are available if the course is not offered through the regular high school curriculum. Approval from the administration is needed to take online courses.

ACADEMIC LETTER

The Academic Letter honors those who maintain a consistent high level of academic achievement during a school year. This is vital for overall future success. It is also one way for the Johnsonburg Area School District to pay special recognition to students who bring honor to themselves, their family, school, and community. Requirements are as follows:

- **Varsity Letter** — The student must be on the high or regular Honor Roll for quarter 4 of the previous school year and quarters 1, 2, and 3 of the current school year. The student must be in grades 9-12. The student must not receive any incomplete during the school year on his/her report card.
- **J.V. Letter** — Same as above with the exception that students eligible are in grades 7 and 8.
- Letters will be distributed at the end of year awards assembly.

ACADEMIC WALL OF FAME

The Johnsonburg Area School District has within its overall curriculum a number of diverse disciplines. These allow for students to develop their talents as they prepare for their individual careers. As a School District we would like to pay special recognition to those seniors who have striven for excellence over four years in the following disciplines:

English	Social Studies	Band
Math	Industrial Arts	Science
Art	Foreign Lang.	Business
VoAg	Fam. Science	P.E./Health

Seniors with the highest GPA within the various subjects/disciplines and have met all other graduation requirements will receive a \$50 check and their name engraved on a plaque honoring their four-year achievement. The plaques will be placed permanently on our Academic Wall of Fame. In case of a tie, 9th grade Music will be used for Band and 8th grade Health may be used for P.E./Health.

COMMUNITY SERVICE

All students are required to complete a total of 44 approved hours of community service for graduation. All community service hours must be completed by May 1st to participate in the graduation ceremony. To complete the required 44 hours, students must complete 11 hours of community service in each of the 9th, 10th, and 11th grades.

Students should complete the remaining 11 hours during their senior year. (Students not completing 11 hours in the respective year by the beginning of the new school year may not be permitted to participate in any extracurricular activity (i.e. sports, dances, attend sporting events, etc). Students who have not completed all community service hours from prior school years will not be permitted to attend Homecoming, Snowball, or the Prom. Community Service hours must be pre-approved, and service log sheets must be turned in within two weeks of the date of performing the service. Community Service performed over the summer months must be turned in by the first Friday of the school year in order to have those hours be counted toward fulfilling the requirement. Students are not to be paid by anyone for the Community Service performed. Seniors who are going on the Senior Trip must have their Community Service hours completed prior to going on the trip. For the Seniors who are not going on the trip, their Community Service hours must be completed by May 1st. Students may earn 1 hour of community service by successfully completing an extracurricular season or activity. Class advisors are responsible for documenting student hours for each school year.

HONOR ROLL

Students who attain a grade point average of 3.25 to 3.74 are on the Honor Roll. Students who attain a grade point average of 3.75 and above are on the High Honor Roll. No student will be named to the Honor/High Roll if they receive a D or F on their report card.

NATIONAL HONOR SOCIETY

The National Honor Society is open to eligible juniors and seniors. The members are selected by a faculty committee. Criteria are scholarship (determined by GPA), character, leadership, and service. National Honor Society members are required to maintain these standards of behavior or lose their member status.

EXTRA-CURRICULAR ACTIVITIES

SPORTS AND RELATED ACTIVITIES

FALL

Boys Varsity Golf (co-op)
Girls Varsity Gold (co-op)
Girls Varsity Volleyball
Boys Varsity/JV Football (co-op)
Junior High Football (co-op)

Girls Junior High Basketball
Girls Varsity Tennis (co-op)
Boys Varsity Soccer (co-op)
Girls Varsity Soccer (co-op)
Co-Ed Junior High Soccer (co-op)

Co-Ed Varsity Cross Country (co-op)
Junior High Cross Country (co-op)
Cheerleading (co-op)
Band (co-op)
Competitive Cheer (co-op)

WINTER

Varsity Wrestling
Jr. High Wrestling
Girls Varsity Basketball

Boys Varsity Basketball
Boys Junior High Basketball
Cheerleading

Competitive Cheer (co-op)
Jr. High Volleyball
Gymnastics (co-op)

SPRING

Girls Varsity Softball (co-op)
Boys Varsity Baseball (co-op)
Drama

Boys Varsity Tennis (co-op)
Girls Varsity Track (co-op)
Girls Jr. High Softball (co-op)

Boys Varsity Track (co-op)
Junior High Track (co-op)

PRIVILEGE

It is a privilege for a student to represent the school through participation in interscholastic athletics and extra-curricular activities. These programs are voluntary and not needed for graduation. Those students who choose to participate have a greater responsibility as a school citizen than those who do not. Participants are held to higher standards of academics and conduct. Extra time, hard work, cooperation, commitment, sacrifice, positive attitude, and sportsmanship are some of the qualities that are expected of participants.

Participation in Play-Off Competition

Teams entering play-off competition must have a 500 record. Individuals entering post-season competition must have the qualifying criteria of the league/P.I.A.A., etc. (wrestling, gymnastics, golf, track, cross county). If the team/individual does not meet the criteria and wants to continue but the coach does not, the matter will be discussed with the Athletic Director.

A lack of a resolution at this level will be referred to the Board for a final determination. If a team/individual does not meet the criteria, the Board, upon the request of the respective coach, will consider authorizing play-off competition based on their win-loss record against schools of similar size.

CURRICULUM and ELIGIBILITY SYSTEM

Any student who is failing two courses, regardless of credit value, is academically ineligible to participate in PIAA athletic competition. Students who are academically ineligible are not permitted to attend games during their suspension.

In cases where a student's cumulative work from the beginning of the grading period shows that he/she is failing in any credit course, he/she shall be ineligible for participation the following week from Monday through Sunday.

In order to be eligible for extra-curricular activities, make-up work may be completed, providing it is in accordance with the regular rules of school. However, at the end of the school year, the student's final credits in his/her subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the next grading period. Credits can be made up during summer months.

At the end of each marking period any student that failed two (2) courses shall be ineligible to participate in interscholastic activities for the first fifteen (15) school days of the next grading period beginning on the first day report cards are issued.

New pupils must meet eligibility requirements on curriculum. Pupils who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period, or the preceding year shall be obtained from the records of the last school which the pupil has attended.

The Office will provide a list of sports participants to each teacher.

The athletic director and principal are responsible for informing the Office, in writing, by use of a percentage or letter grade, of all participants academically deficient in their subject area. This list is to be submitted to the Athletic Director each Friday.

Any participant who receives an Office call and is reprimanded may be suspended from the sport in which he/she is taking part for a period of one week.

ATTENDANCE

Students must be in school on Fridays, unless excused, to participate in an extracurricular event on Saturday.

Any athlete arriving to school after 8 a.m. is ineligible to participate in extra-curricular activities, including practice, on that day.

Extracurricular daily attendance will be run by 1:00 PM daily.

Exceptions will be made in such cases as funerals and medical emergencies, etc.

All exceptions will be under the jurisdiction of the Principal and Athletic Director.

In order to be eligible to participate in any interscholastic athletic contest, a student must have been regularly enrolled in a secondary school and in full-time attendance thereafter.

A pupil who has been absent from school during a semester for a total of twenty (20) or more school days, illegal or excused, shall be ineligible to participate in any athletic contest or extracurricular activity until he/she has been in attendance for a total of sixty (60) school days following his/her twentieth day of absence except that when there is a consecutive absence of five or more school days, due to a confining illness, injury or death in the immediate family as defined in Section 1154 of the Public School code of 1949, such absence may be waived from the application of this rule by District Committee. Attendance at summer school does not count toward the sixty days required.

For a new student, fifteen (15) days or more of enrollment in a semester in any secondary school shall count as one semester or part of a semester.

Students who are on homebound instruction are not eligible for participation in school sports or extracurricular activities.

Any students participating in extra-curricular activities that are sent home by the nurse on a Friday are ineligible to participate in Saturday events.

ATHLETIC PROCEDURES

Johnsonburg Area High School is a member of District IX of the Pennsylvania Interscholastic Athletic Association. The local governing body is the Athletic Committee composed of the following members:

Board of Education	Superintendent
High School Principal	Athletic Director

1. Age

A senior high school student may participate in any interscholastic contest until he/she becomes nineteen (19) years of age. If the age of nineteen (19) is attained on or after July 1, the student will be eligible for participation in all sports for the remainder of that school year. Also, all eligibility will return to the eight (8) semester rule.

2. Parental Consent

- A student shall be eligible for practice or participation in each sport only when there is on file with the Principal a valid certificate of consent which must be a PIAA Parent's Certificate.
- All students must have a signed statement from their parent or guardian stating they have insurance coverage. A standardized form for parental or guardian signature will be provided.

3. Physicals and Insurance

- According to PIAA rules, all candidates must undergo a physical examination and must have some form of insurance coverage, be it school or parental. No student will be permitted to participate in interscholastic activity unless he/she has insurance covering accidental injury. The responsibility for insurance coverage lies with the parent/guardian who signs the parental consent card. The Board, at its discretion, may provide coverage for participants in PIAA sports. A licensed doctor gives the examination at stated times. No student shall be considered eligible and his/her condition pronounced satisfactory except by the school or family physician. No student athlete will participate in any chosen sport until his/her physical form and liability form are on file with the Athletic Director.
- Before each subsequent sports season of the same academic year, the student shall be re-examined by a doctor verifying that his/her condition is satisfactory. Before he/she commences to practice the intended sport, the doctor shall sign the PIAA Physician's Certificate.

- Physicals are provided in June for athletes planning on participating in athletics during the upcoming school year at no cost. Student athletes who do not get a physical during this time are required to schedule and pay for a physical exam through their family physician.

4. Drug and Alcohol Testing

- In order to participate, all athletes and cheerleaders will agree to be tested for alcohol and illegal drugs. Both students and parents/guardians must sign a consent form giving the approved school vendor permission to test for illegal substances. No athlete or cheerleader may participate in any activity, practice, or contest unless a signed permission form is on file in the High School Office. If an athlete is tested and any result(s) of the tests is positive, the athlete or cheerleader may not participate in any way until a negative result(s) is achieved and the athlete is approved to resume participation by the High School Principal or his designee. Detailed guidelines and procedures are contained in the School District's Drug Testing Policy for athletes and cheerleaders which may be obtained in the High School Office.

5. Participation Rules

A student shall not represent his/her school in interscholastic athletics if he/she has:

- Been in attendance more than eight (8) semesters beyond the 8th grade except in case of long confining illness or injury that necessitates repeating a grade.
- Played four (4) seasons beyond the 8th grade in any one sport.
- A student who enters school in the second semester and plays two-part seasons in the same sport in separate school years shall be considered as playing the equal of one season.
- Any member of a high school team, who participates in an athletic contest as an individual or as a member of another team in the same sport during the same season shall be ineligible to compete in that sport for the remainder of the high school's sport season.
- Any athlete joining a team after the first legal practice date must have a minimum of ten days of practice before competing in a regularly scheduled event. Athletes desiring to join a team after 3 weeks must request this in writing from the principal.
- The season shall begin with the first legal practice date for that sport. It shall include vacations, holidays, and periods of suspension, and shall end with the last legal playing date for the regular season in that sport unless the team is entered into the PIAA playoffs or PIAA tournament, in which event the season shall end with the last contest in which that team participates in such playoffs or tournament.

6. Out of Season & Out of School Rules and Regulations

- The school shall not be involved with athletic programs that relate to its interscholastic athletic programs outside of the PIAA defined sports seasons. The school shall not provide any of the following for out-of-season athletic programs: school name, uniforms, equipment and supplies, personnel representing the school, financial support, transportation, officials, publicity, nor any other support or assistance that is directly or indirectly related to the school.
- The coach or other representative of the school shall not require an athlete to participate in a sport or a training program for a sport outside of the PIAA defined sports' season.
- Athletes may voluntarily elect to participate in weight training and other conditioning programs outside of the PIAA defined sports' seasons. Such programs shall be restricted to conditioning activities and shall not be for skill and/or team development.
- All activity in a sport, including practices, shall terminate by the last legal playing date for the regular season in that sport unless the team is entered into the PIAA playoffs or PIAA tournament. If the team is entered into the PIAA playoffs or tournament, all activity in the sport must terminate on the day of elimination from the PIAA event. If a high school team conducts practice and/or plays a contest beyond these limits, each member of the team will be ineligible for one year.
- Summer months: The school does not engender sports programs over the summer. Student programs are open and voluntary.

7. Additional Rules

- At the conclusion of a sport season, each head coach must submit a list of equipment that is unaccounted for and/or has been declared as lost by individual participants. This list shall contain the name(s) of anyone responsible for this lost equipment. Sports equipment issued to any student is the student's responsibility and he/she will be held accountable for damaged or lost equipment.
- Any accident or injury incurred by any athlete must first be reported to the head coach of that sport. The coach will recommend to the athlete whether the injury or accident should require medical attention. If medical attention is obtained, the Principal's secretary must be notified by the athlete within one week of the incident in order that an insurance claim may

be opened. Any athlete who does not report such a claim to the Principal's Office within one week will become liable for payment of such claims. The recommended procedure for all injuries is that the report be made immediately to the proper school authority.

- The following rules are established so that the objectives of the athletic program may be better realized. These rules are to be considered in effect for the entire school year.
- All athletic equipment must be turned in to the respective coaches within two weeks of the conclusion of the competitive season. Students will not be able to practice for or participate in the next sport season until all athletic gear from the previous sport is returned to the school.
- All student-athletes and parents will sign and return sports specific rules generated by the head coach and approved by the administration before participating.
- Once a student signs up for a sport, attendance is mandatory at every practice and game unless pre-approval by the coach is granted, or the participant formally quits the team.

DRUGS AND/OR ALCOHOL

Any student in any way involved* with illegal drugs and/or alcohol consumption or possession of such in school or at a school function or found guilty by the Judicial System of such offense. This regulation will be in effect from the first day of Fall sports practice until the last day of Spring sports competition.

First Offense:

- Police may be notified and/or up to thirty days into the next activity or athletic season. As a general guide, the 10/10 rule is in effect. The student athlete may not practice for 10 days and must participate in 10 days of practice before participation in an interscholastic event.
- May not attend the Awards Banquet for the sport of that season.
- Must participate in the SAP Program and cooperate with the counselor in order to be reinstated to participation status at a designated time.

Second Offense:

- Police will be notified.
- Suspended for a period of one year from the date of the offense for all athletic or related activities. This athlete must participate in the SAP Program and cooperate with a counselor before being reinstated to participation status.

Third Offense:

- Police will be notified.
- Suspended from all athletic or related activities for two years.
- Student must successfully participate in an out-of-school drug and alcohol rehabilitation counseling program at student and parents' expense.

REASONABLE SUSPICION OF VIOLATION OF POLICY 227 (DRUG AND ALCOHOL ABUSE)

If based on the student's behavior, medical symptoms, vital signs, or other observable factors, the administrator has reasonable suspicion that the student is under the influence of a controlled substance, or believes that the student is concealing a drug, drug paraphernalia, alcohol, or other prohibited dangerous substances, a personal search of the student, their belongings, lockers, and vehicles may be performed in accordance with the law and school policy and procedures. The administrator will request that the student empty his/her pockets and other belongings. When appropriate and feasible, prior to a locker or car being opened for its contents, the student shall be notified and given an opportunity to be present. Whenever the search of the student's locker/car is prompted by reasonable suspicion that the contents of a student's locker pose a threat to the health, welfare, and safety to the school community, the administrator may search the locker/car without prior warning. Any and all searches will be conducted by the building administrator or designee. The student may be required to submit to drug or alcohol testing. The testing may include, but is not limited to, the analysis of blood, urine, saliva, or the administration of a Breathalyzer test. An attempt will be made to immediately notify the parents/guardians, describe the situation, and arrange a conference.

A building administrator or designee will conduct any and all personal searches. In situations involving students of the opposite sex of the administrator, the administrator will involve another staff member of the same sex as the student, to witness the personal search.

The Board may require participation in any drug counseling, rehabilitation, testing, or other program as a condition of reinstatement. With each of the offenses listed above, the additional discipline by the Board increases with the severity of the offense. The Board of School Directors reserves the right to take alternative actions in all instances. The administration has the right to refer a student to a licensed facility to complete a drug and alcohol evaluation when there are subtle indicators of possible drug or alcohol involvement.

* This involvement will be verified by a school official, an acceptable witness, definite evidence, or admittance.

TOBACCO, POLICY 222 - (ALL TOBACCO, INCLUDING SMOKELESS TOBACCO, VAPES, E-CIGARETTES, SNUFF, CHEW)

Any athlete who is found to be using tobacco, smokeless tobacco (snuff) or vaping and e-cigarettes in school, at a school function or on school property shall be disciplined.

This regulation will be in effect from the first day of Fall sports practice until the last day of Spring sport competition.

First Offense:

- Reprimand by coach and administration.
- Signed documentation of first offense.
- PA state law enforced; student fined, including fine and court costs.
- 1 day out of school suspension

Second Offense:

- Shall miss one week of practice and one game.
- Signed documentation of second offense.
- PA state law enforced; student fine, including fine and court costs.
- 1-30 days out of school suspension.

Third Offense:

- Shall miss two weeks of practice and two weeks of games.
- Signed documentation of third offense.
- PA state law enforced; student fined, including fine and court costs.
- 3-10 days out of school suspension.

Fourth Offense:

- Shall be removed from the team or activity for the remainder of the season.
- 3-10 Days out of school suspension, possible expulsion, possible police referral.
- Please note: the above rules are in effect for all District Athletics and Activities. The consequences that are stated here are different and separate from those of the random drug/alcohol testing policy. Individual coaches may implement other rules not pertaining to the above. These will be issued in writing and will be signed by the student and parents.

HAZING, POLICY 247

JAHS strives to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

DUAL SPORT PARTICIPATION

Any athlete may participate in two sports or activities during the same season. This participation, however, should be mutually agreed upon and guidelines established by both coaches of the respective sports with the assistance of the athletic director and the administration.

SPORTS BANQUETS

Sports Banquets are optional and up to each individual program. Banquets should be held within one month of the end of the regular season.

VARSITY CLUB

Students who obtain a varsity letter for participation in a varsity level sport are considered members of the Varsity Club, and they may choose to purchase a Varsity Jacket. Students must have the varsity letter in hand in order for the jacket to be ordered.

SENIOR TRIP

The School Board annually approves the Senior Class Trip. The Senior Class Trip is not to be construed as a vacation but as an educational privilege. Seniors that are not going on the trip are required to attend school. The Trip is governed by an Agreement of rules and regulations signed by both the parent/guardian and the senior going on the Trip. One copy of the signed Agreement must be returned to the Senior Class Advisor by the first Friday of the new school year. The other copy is kept by the student or parent.

This Agreement stipulates that any senior involved in an unauthorized or illegal activity while on the Trip will incur the consequences of the school, the police, and any other legal authority. In addition, the senior may be remanded in custody or be sent home as soon as possible at the student's or parent's expense. In addition, the student may forfeit participation in Commencement and extra

curricular school activities such as sports and dances. This Agreement also contains information about days absent, days tardy, academics, and Community Service.

The Senior Class Trip is a school function and is also covered by school rules and regulations. Use of tobacco and profanity, for example, are unacceptable. Community Service and Job Shadow requirements must be completed by May 1st of a student's senior year. To ensure that participation in the senior trip reflects the values of responsibility and commitment expected of graduating students, the following criteria must be met in order for seniors to be eligible:

1. Attendance Requirements
 - Students may not accumulate more than 6 illegal absences.
 - Students may not accumulate more than 6 illegal tardies.
2. Academic Eligibility
 - Students must meet all academic eligibility requirements as set forth by the Johnsonburg Area School District.
3. Graduation Project Completion

All seniors must have completed and submitted their required community service hours and both job shadow experiences by the trip date.

4. Disciplinary Standing
 - Any student who receives a second suspension for a Level II or Level III offense will be deemed ineligible for the senior trip.
 - Any student suspended for a Level IV offense at any time will be ineligible.

These expectations are in place to promote responsible decision-making and recognize those students who consistently demonstrate positive behavior, academic commitment, and engagement in career readiness activities.

SCHOOL FUNCTIONS/TRIPS

All school functions such as sports, club activities, and educational trips are governed by school policy. School functions/ trips are not to be construed as vacations. Involvement with any unauthorized or illegal activity such as insubordination, shoplifting, vandalism, or use/possession of alcohol, tobacco or illegal drugs while participating in a school function or school trip may result in disciplinary action, legal action, and a loss of all extra-curricular activities such as sports, dances, clubs, the Prom, and Graduation. School functions, trips, and clubs are available to eligible students only. If an eligible student becomes ineligible, any money turned in for that function may not be refunded or transferred.

Act I is a state law in Pennsylvania. Act I prohibits any minor to be in an establishment that serves alcohol without direct supervision. This law applies to school trips and school functions.

Students are required to be in school the day of the trip or the day before the trip if the trip is on the weekend.

DANCES

Dances are commonly held in the High School Cafeteria. Students attending dances are expected to follow all school rules and policies, as well as practices of decency when dancing. Freak dancing, grunge dancing, grinding, mosh pits, and other explicit or invasive dances are not permitted. All non-JAHS students who plan on attending a JAHS dance must complete and submit a "Permission to Attend Activity" form, which is available in the main office. Students attending JAHS dances must arrive within 1 hour of its beginning and are not permitted to leave until 30 minutes prior to its ending. Complete dance guidelines are also available in the main office. No person 20 years of age or older will be permitted to attend high school dances.

All guests must be pre-approved by the administration. Attendance at the Homecoming, Snowball, and Prom is limited to students in Grade 9 or above.

No student who has accumulated 6 illegal absences for the school year shall be permitted to attend school dances, including Homecoming, Snowball, and Prom.

Students in grades 7 and 8 are not eligible to attend High School Dance, which includes Homecoming, Snowball, and Prom.

PROM

The Prom will be the responsibility of the Junior Class, the officers of the Junior Class, and the Junior Class Advisor. This dance is open to any eligible Johnsonburg Area High student in grades 10, 11, or 12. Guests must be entered into the guest list with all the information provided. Guests may be in grade 9 or students who do not attend Johnsonburg High School. Students in grades 7 and 8 are not eligible to attend. All non-JAHS students who plan on attending a JAHS prom must complete and submit a "Permission to Attend Activity" form, which is available in the main office.

Students must be in school by 8:00 AM on the day of a dance. If the event is held on a Saturday or non-school day, students must be in school by 8:00 AM on the day prior.

STUDENT COUNCIL

Student Council is a student organization comprised of representatives from each homeroom. Student Council encourages good school citizenship through the participation of worthwhile activities to enrich school atmosphere.

STUDENT RESPONSIBILITIES

Students should not report to school before 7:20 AM. No student should be in the building after 2:50 PM unless supervised by a teacher or coach. Exceptions may be made by the Administration.

RECREATIONAL VEHICLES

Recreational vehicles such as ATV'S, motor bikes, snowmobiles, skateboards, luges, in-line skates, roller blades etc. are not permitted on school property. This includes times when school is not in session such as after the school day, summer, weekends, and Christmas vacation. Bicycles are permitted during school hours. Proper storing and riding procedures must be observed.

TRANSPORTATION

SCHOOL BUS - Riding a school bus is not a right but a privilege, which is dependent upon satisfactory behavior on the bus. All bus drivers are instructed to report to the Principal the name of any student who fails to obey bus regulations. Bus driver's reports may result in suspension of bus riding privileges. Dangerous situations are avoided when all students display appropriate conduct on the bus. Video cameras may be used on buses to promote safety. Cameras may record both audio and video.

When the privilege of riding the school bus is suspended, attendance at school is still compulsory, and alternate means of transportation to school become the student and parents' responsibility.

BICYCLES - If students ride a bicycle, the bicycle should be secured in the bike rack provided.

PARENTS DRIVING - Parents driving to and from school should follow these guidelines:

- In the morning (7:30 AM) drop students off at the cafeteria entrance.
- At dismissal (2:30 PM) park and wait in the front parking lot.
- For appointments during the day park in front of the high school office.

SPECIAL BUSES - Only students who participate in official after-school activities, such as a school sport or club, may ride the bus.

BUS: CHANGES

Students who need to ride a bus other than the bus assigned must receive written permission from the Principal. The Principal should have received prior written permission from the parent/guardian.

STUDENT DRIVERS: A PRIVILEGE

Driving to school and parking on school property is a privilege. All students driving to school must sign up in the High School Office and must obtain a parking permit. A student will then be assigned a parking space in which the student is obligated to park.

Student drivers may be required to participate in random drug testing in order to retain the privilege of driving to school.

A student's privilege to drive and park may be suspended or rescinded for any legal or school infraction.

Such infractions may include but are not limited to:

- Utilizing unsafe driving practices
- Not displaying parking permits
- Owing money to the school
- Behavior problems
- Leaving school ground during the school day without administrative approval
- Excessive truancy or absenteeism
- Harboring in vehicles of drugs, alcohol, guns, knives, weapons, or contraband
- Failure to lock vehicles
- Invading, using, or damaging other vehicles of both students and staff
- Parking in guest, faculty, handicapped, or other restricted areas
- Students may not revisit their vehicles during the school day without permission from the Administration.

DRESS CODE

The primary responsibility of the personal appearance of students rests with the parent/guardian. Personal appearance should not be disruptive to the normal educational process. When, in the judgment of the Principal or his designee, a student's appearance at school and/or at school-related events and activities becomes a disruptive factor, a safety hazard, or exhibits impropriety, the Administration shall take appropriate steps to correct the situation.

The following items are prohibited:

- Hats, hoods, bandannas, coats, jackets and/ or sunglasses (unless ordered by a doctor), handkerchiefs.
- Exposure of skin on the torso from waist to neckline (e.g. bare mid-driffs, mesh shirts, backless dresses).
- Clothing, including buttons or patches, that depict drugs/alcohol/sexually explicit or suggestive material.
- Clothing that depicts profanity (inappropriate language).
- Backpacks/book bags/sports bags/large tote bags may be brought into school but must remain in the student's hallway locker or designated area (locker rooms) until dismissal. Specifically, students may not carry these items to and from classes except for gym bags to and from physical education classes.
- Personal items and jewelry that may be construed as a weapon. No chains in excessive length or jewelry with sharp objects.
- Clothing that reveals undergarments.
- Shorts and skirts length must reach the end of the wearer's fingertip with the shoulders relaxed to mid-thigh.
- Clothing, jewelry, buttons, accessories, body parts, or any other items with words, phrases, symbols, pictures, patches, or signs that are indecent, offensive, disruptive, sexually explicit, or suggestive are prohibited.
- Tattoos, alcohol and/or tobacco advertisements, and graphics that promote violence.
- Wallet chains, of any length, are not permitted.
- Any articles of clothing or jewelry that may cause injury, such as hanging belts, bracelets, rings, dog collars or chokers with or without spikes or studs are not allowed.

HALL PASSES

All students must have an approved ehallpass before leaving a location. Passes are to be completely filled out by the teacher. No student is permitted to leave a classroom to go to another teacher's classroom without a completed ehallpass.

LOCKER TIMES

Students are permitted to use their lockers after each period. If a student needs something from the locker during a class period, a locker visit will be permitted only with a special locker pass from the teacher of your assigned class. Use of your locker is not a legitimate excuse to be late for class or lunch.

LOCKER ROOMS

Students are to be supervised at all times when using the locker rooms. Special safety guidelines need to be followed. These guidelines are to be established by the teacher, coach, or supervisor.

BILLS

Any student that owes money for lost textbooks, materials, uniforms, or the like, will not be permitted to participate in any extra-curricular activities until their bill is paid.

LOCKERS

At the beginning of the school year, all homeroom teachers and the physical education teachers will assign lockers to students. Each student is responsible for the care and maintenance of their assigned lockers. Lockers are to be kept neat and clean at all times. Lockers are meant for storage of books, clothing, a carried lunch, and other school-related items. Food, drinks, and pictures are not permissible. Students are not permitted to use or maintain more than one regular locker and one phys. ed. locker, nor should they be sharing lockers with friends. Each locker has a combination that is changed each year to protect the privacy and the contents of the lockers, and locker combinations should not be shared with anyone. All lockers are to be kept locked at all times, and anyone "jamming" the locker to prevent it from locking will be responsible for costs associated with replacing the lock. All lockers are school property and may be searched by school authorities. Students should have no expectation of privacy with regards to school lockers. The student may be given the opportunity to be present during such a search.

COMPUTER LAB/INFORMATION CENTER

The use of the Information Center and the Computer Lab is a privilege and rules not adhered to will result in the loss of that privilege. Though relaxed, the primary atmosphere is to be quiet so that the functions of study and research can be conducted. Food and beverage are not permitted in the Information Center or any computer lab.

COMPUTER USAGE AGREEMENT SCHOOL YEAR 2025 - 2026

The Johnsonburg Area School District recognizes the educational value of electronic technology which enables access to educational materials, speeds and enhances research, and allows for communication with appropriate individuals and organizations. It is the intent of the School District to provide access for students and staff to utilize School District technology for approved educational purposes. Furthermore, the School District encourages use of the System for legitimate purposes, such as the Internet. However, in order for any person to use the School District equipment and systems, it is necessary for the person (hereafter referred to as user) to first agree to abide by the following rules and regulations:

- All use of the System must be for the purposes of education and research consistent with the goals of the School District.
- All students are required to participate in training as provided by the district regarding “Cyberbullying” awareness, as well as training regarding appropriate online behavior, appropriate behavior while on social networking websites and in chat rooms, and how to respond to inappropriate social network interaction from another user.
- All students agree to report any know instances of “Cyberbullying” or other inappropriate forms of online behavior to the district administrators or teachers.
- The System will be used to support the District’s curriculum, the educational community, projects between schools, and communications and research for district students, teachers, and Administrators.
- The School District reserves the right to use and monitor all files and usage of the System at any time. The school district uses Internet filtering technology to monitor all staff and students Internet access. Random checks of user Internet history are performed. Anyone found to be using Internet access for non-school or illegal or inappropriate activities is reported to the building principal for disciplinary action. Students and teachers may submit a request to have an Internet site “unblocked” if the student or teacher feels that the site is being unnecessarily blocked by the Internet filtering software. The final decision regarding access to sites that are normally blocked by the filtering software rests with the building principals and the superintendent.
- Any attempt to circumvent internet filtering or security measures is prohibited.
- The System will be used only by authorized persons.
- The use of the System for illegal, inappropriate, or unethical purposes by students or employees is prohibited.

THE DISTRICT RESERVES THE RIGHT TO SUSPEND AND/OR TERMINATE THE PRIVILEGE OF ANY USER AT ANY TIME AS A RESULT OF UNAUTHORIZED, INAPPROPRIATE, OR ILLEGAL USE OF THE SYSTEM AND/OR FAILURE OF ANY USER TO ABIDE BY ONE OR MORE OF THE ITEMS CONTAINED IN THIS AGREEMENT. THE LENGTH OF SUSPENSION OR TERMINATION WILL BE DETERMINED BY THE ADMINISTRATION.

Johnsonburg Area School District may utilize online services, websites, applications, and software with students aged 13-17 that sometimes require parent consent. The District uses educational technology tools to enhance instruction, support learning, and improve operational efficiency. A list of currently approved applications, software, and websites used within the District for 13-17 years old can be found at the following URL: www.johnsonburgasd.net/technology

Examples of prohibited activities are as follows:

- Use of the System for facilitating illegal activity, non-school purposes, personal e-mail accounts, fraudulent activity such as modification of passwords, files, or data or misrepresentation, computer system infiltration, anti-social communication such as hate mail or harassment, illegal use of copyrighted materials and software, obscene pornographic or sexually explicit materials or music lyrics, inappropriate disks, games, news, or chats.
- The use of the JASD computer system to conduct any type of “Cyberbullying” as determined by the administration of the Johnsonburg Area School District.
- Downloading of any copyrighted music material or software using district Internet connections as well as listening to “streaming” audio or video files using district bandwidth is also prohibited.
- Revealing personal information such as your name, mailing address or phone number to other Internet users by students is prohibited.
- The use of the Internet or school computers to play games is prohibited.
- The use of the Internet to purchase personal items is prohibited.
- The use of the Internet for advertising, political lobbying, and sending email for students is prohibited, unless those students are using a school assigned email account that had been deemed necessary for schoolwork completion. If a student is granted a school email system address, the email system will not permit any email to be sent to or received from any other email

address that is not owned by the school district. Permission to receive email for any other address must be granted by the building principal on a case-by-case basis as needed for schoolwork.

- The user, whether student or employee, shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. Eating or drinking or being in possession of food or drink while using the computer is prohibited.
- Failure to comply with any or all stipulations and prohibitions contained in this Agreement will result in the loss of the privilege to use the System. Appropriate disciplinary action may take place, as needed, including contact with appropriate legal and law enforcement authorities for possible prosecution.
- The user agrees to hold harmless the School District and School District Agents from any and all liability, errors and omissions, loss of data, service interruptions, that could occur as a result of legitimate use, inappropriate use, illegal and/or unauthorized use of the System and the following:
 - Information stored on school district diskettes, hard drives, or servers.
 - Information retrieved through the School District System.
 - Personal property used to access the School District System.
 - Unauthorized financial obligations resulting from use of the School District System.
 - Accuracy of information retrieved.
 - Access delays or breakdowns in the System.
- The appropriate user's signature and in the case of students, the added signature of a parent or guardian, is required on this agreement before use of the School District equipment, software and System will be permitted.
- The user agrees to participate in whatever training is required by the School District in order to receive approval to use the System.
- The user agrees to follow the sign in and sign out procedures, other documentation and required record keeping imposed by the School District.
- The user agrees to immediately report all problems to the appropriate School District personnel.

CHROMEBOOKS

Students in grades 7-12 will be assigned a Johnsonburg Area School District Chromebook and charger. Earbuds/headphones may only be used in classrooms in conjunction with Chromebooks. Students should utilize the device for non-commercial and educational purposes only. Chromebooks should be charged nightly in preparation for the school day, and students may not deface or destroy them. Families are encouraged to purchase insurance on the device.

Students are financially responsible for any damage that occurs to the Chromebook and will be billed for such. If students experience any issues with the Chromebook or charger, they should immediately report them to Mr. Brian Munsell at bmunsell@johnsonburgasd.net. All district policies related to technology and acceptable usage apply to Chromebooks whether on or off campus.

TEXTBOOKS AND SCHOOL PROPERTY

Responsibility for textbooks, calculators, computers and technology equipment, and other school property rests with the student to whom the item is issued.

Textbooks are numbered and the condition of these books is recorded. Students and parents of students will be responsible for paying the District the replacement costs for books that are lost or damaged and need replaced, as well as for damage to property that has willfully been misused and destroyed.

Students are not to place notebooks inside textbooks as this breaks the book binding. Repairs resulting from this damage will be billed to the student. All textbooks are to have covers on them.

SHOP POLICY

All students may be required to pay for their shop projects. Proper safety measures must be observed while removing a project from school. Consult with the shop teacher regarding any other shop procedures.

BACKPACKS

Backpacks may be used to carry belongings to and from school. They must be kept in lockers during school hours, however. Any exceptions must be approved by the administration.

PURSES

Purses may be carried to and from school. They must be kept in lockers during school hours, however. Any exceptions must be approved by the administration.

DRAFT REGISTRATION

Federal law requires men between the ages of 18-26 to register with Selective Service within 30 days of their 18th birthday. These forms may be obtained through the School District or at the Post Office.

STUDENT PASSWORDS

All students will be assigned passwords in order to utilize the school technology. These passwords are to be kept confidential. Changes or concerns of passwords should be directed to the technology coordinator.

ANABOLIC STEROIDS

It is the declared policy of the Johnsonburg Area School District that the use of anabolic steroids is prohibited, except for valid medical purposes. Valid medical purposes do not include body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability.

UNLAWFUL HARASSMENT/ SEXUAL HARASSMENT

Sexual harassment is legally defined as unwelcome advances and/or other verbal, written, or physical conduct that is sexual in nature and is deliberate and/or repeated. Sexual harassment interferes with a person's work performance and/or creates a hostile or offensive work environment.

Types of sexually harassing behavior include:

- Sexual teasing, jokes, remarks, or gestures
- Pressure for dates
- Letters, phone calls, or material of a sexual nature
- Sexually explicit or suggestive gestures
- Deliberate touching, fondling, cornering, or pinching
- Pressure for sexual favors
- Actual or attempted rape or sexual assault
- Being a victim of sexual rumors
- Being shown or given unwanted pictures or notes of a sexual nature
- Having one's clothes pulled off or down

Students should not retaliate to sexual harassment. Report it to the teacher and/or Principal. There are severe school and possible legal consequences for sexual harassment.

The term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap or disability. When a student believes that he or she is being harassed, the student should immediately inform the harasser that his or her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall report the incident(s) to the office of the Principal.

The complaint procedure for such incidents is:

1. A student shall report a complaint of harassment, in writing, to the building principal or other designated employee, who shall inform the student of his or her rights and of the complaint process.
2. The building principal shall immediately notify the Superintendent. The principal shall conduct an impartial, thorough, and confidential investigation of the alleged incident.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases.
5. A substantiated charge against a district student shall subject such student to disciplinary action consistent with the student discipline code and may include educational activities/assignment and/or counseling services related to unlawful harassment.
6. If it is substantiated that a student has made false accusations of harassment, the student will be subject to disciplinary action.

BULLYING, POLICY 249

Bullying is defined as any kind of ongoing physical or verbal mistreatment where there is an imbalance of power. It also can be defined as the repeated aggression, verbal, psychological or physical conduct by an individual or groups against others. Bullying is usually deliberate and repetitive. Students who violate policy #249 will be subject to appropriate disciplinary action.

WEAPONS POLICY, 281.1

The Pennsylvania Legislature passed Act 26 on June 30, 1995, particularly Section 1312.7 "Possession of Weapons Prohibited" which prohibits students from bringing in weapons onto school property, to school-sponsored events and activities, or onto public conveyance providing transportation to school or school-sponsored activities. It provides for notification to law enforcement officials and to the Department of Education of the presence of a weapon on school property. In light of recent crimes in schools in our country, current PA legislation (being decided upon at the time of this printing) is calling for a mandated minimum of one year in prison for anyone bringing a gun to school, regardless of age or exceptionality. Any object that could be used to injure another person, and which has no school-related purpose for being in school or on school grounds, will be considered a weapon.

The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns (including BB and pellet guns), lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives (including bullets, firecrackers, and M-80s), look a like weapons, chemicals, and any other tools, instruments, or implements capable of inflicting serious bodily injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure, forfeiture, and police investigation. Additionally, the possession of laser pointers is prohibited at school and at all school-sponsored activities. Such items will be confiscated and returned only to the parent/guardian upon written request.

The District reserves the right to refer the possession or improper use of a laser pointer to police authorities. Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police.

An immediate suspension followed by a recommendation for expulsion and/or legal action may be taken against students who possess weapons and with students who assist in possession in any way. An expulsion period of one (1) year minimum for any student who brings a weapon onto school property may be imposed. Exceptions may be granted by the Superintendent. The Johnsonburg Area School District may press charges to the fullest extent of the law in any and all cases involving drugs, guns, weapons, and terroristic threats.

VANDALISM

Any person who commits an act of vandalism must pay 100 percent of the cost to repair and/or replace the damaged property. Depending on the severity of the act the student may be expected to perform work details in the building and/or on school grounds. In addition, suspension from school may result if the damage is willful. Students who damage property due to negligence must pay 50 percent of the replacement cost. * Please refer to Disciplinary Sanctions Chart.

DISORDERLY CONDUCT/ INSUBORDINATION

Insubordination and disorderly conduct toward administrative staff, professional staff, support staff, cafeteria staff, janitorial staff, substitute teachers, bus drivers, and any other persons in authority will not be tolerated. This includes in school, on the way to school, the school grounds, and school events. Insubordination or disorderly conduct includes defiance, verbal assault, harassment, threats, or lack of cooperation. The consequence of insubordination may be suspension, parent conference, and/or police report.

SNOWBALLS & WATER BALLOONS

Throwing snowballs and water balloons are prohibited on school property because it is dangerous. Any student throwing a snowball or water balloons on school property will be subject to disciplinary action.

CELL PHONES

1. Students in grades 7-9 are NOT permitted to be in possession of a cell phone from 7:45 until school is dismissed.
2. For 7-9 graders, cell phones must be turned off or silenced and in lockers. Cell phones should not be in a student's pocket. If found to be in possession of a cell phone, progressive disciplinary action will be taken.
3. Students in grades 10-12 may only use their cell phones during lunch and during class transitions. When class begins, cell phones and earbuds/headphones must be placed in lockers or cellphone holders. Students are not permitted to be on cell phones during instructional time
4. Cell phone use is strictly prohibited in restrooms, locker rooms, classrooms, and any office, including the nurse's office.
5. Students are not permitted to take pictures or video recordings at any time. Students are also not allowed to make phone calls on cell phones. If students engage in any of these actions, progressive disciplinary action will be taken.

6. Students are permitted to use the phone in the office to contact parents/guardians. The office staff will relay any messages to students in a prompt manner. Under no circumstances are students permitted to use classroom telephones.
7. Students must place their cell phones and earbuds/headphones in designated cell phone holders when entering the classroom

Disciplinary Actions

First Offense:

- The phone will be confiscated and can be obtained by the student at the end of the day. Parent notification.

Second Offense:

- Phone will be confiscated and must be picked up by a parent/guardian/adult after 2:40.

Third Offense:

- Detention and parent pick up.
- Repeated offenses may result in increased disciplinary action.
- Refusal to surrender the phone at any time will be considered insubordination and may result in a temporary suspension.
- Students are not permitted to take pictures/video of fellow students or staff.
- Sexting and all other forms of inappropriate/illegal communication via cell phones/electronic devices is prohibited.
- Students should not post to social media accounts during the school day.
- Earbuds/headphones may only be used in classrooms in conjunction with Chromebooks.

STUDENT POSSESSIONS/VALUABLES/ ELECTRONIC DEVICES

The school will not be responsible for student belongings. However, if something is lost or stolen, please report this incident to the Office of the Principal. Should a possession be needed for a class presentation or an extracurricular activity, arrangements should be made through the Office, teacher, or advisor to safeguard it.

Money and valuables should not be kept in lockers. Gym clothes and equipment are to be kept in gym lockers, not hallway lockers.

CLASSROOM BEHAVIOR

Proper classroom behavior consists of being on time, being prepared, sitting quietly in an assigned seat, and waiting for permission or instruction from the teacher. No student is to touch a teacher's personal possessions such as coat, briefcase, keys, mail, cars, etc. Nor is a student to touch a teacher's plan book, grade book, or utilize a teacher's desk or chair. These are to be used by the teacher only.

CHEATING

Cheating is, but not limited to, copying of another's work, using cell phones to text message questions and/or answers, and using cell phones to send pictures of tests and quizzes. Students involved with cheating may also face disciplinary action.

PLAGIARISM

Plagiarism is the copying of another's work without giving credit to that person. Plagiarism is cheating. Plagiarism is often done with the use of the internet. Severe consequences may incur as a result of plagiarism. These include a grade of failure on an assignment and disciplinary action such as removal from academic honors and organizations.

DRUG AND ALCOHOL POLICY

Alcohol abuse, underage drinking, and substance abuse are community problems that affect individuals without regard to age or economic status. We call upon the entire community to realize the insidious and destructive nature of the inappropriate use of alcohol or substances.

Any involvement with alcohol, drugs (including controlled, non-controlled, look-alike, or synthetic substances) or tobacco products in school or at any school function (home or away) by any student is forbidden. Students in violation of this rule risk suspension or expulsion from school, and removal from their extra-curricular group, as well as referral to the School Board of Education and appropriate law enforcement agencies.

TOBACCO, POLICY 222- ALL TOBACCO, INCLUDING SMOKELESS TOBACCO, SNUFF, CHEW, VAPES, AND E-CIGARETTES

Students are prohibited from using tobacco in the school, on the school grounds, school buses, or at school sponsored activities in accordance with School Board Policy 222. In order to facilitate enforcement of this regulation, students will not be permitted to carry tobacco products on their person during the school day. Having tobacco products of any type on one's person will be treated the same as usage of tobacco. Furthermore, the possession/use of e-cigarettes or vapor style cigarettes/devices are not permitted. Violation

will be considered a look-alike tobacco possession/use. Consequences will be assigned as per district guidelines for tobacco or drug violation and could result in referral to the District Magistrate.

STUDENT BEHAVIOR CODE

Procedures and Guidelines used in Administering the Discipline Policy

DISCIPLINE PHILOSOPHY - GOALS

School policies, procedures, rules, and regulations are grounded in two basic premises:

- The safety, health, and welfare of all school students and personnel are paramount.
- The educational process must not be disrupted.

To provide a safe and effective learning community, the Johnsonburg Area School District maintains a discipline code. This code will govern circumstances or actions that have impact upon the district, its employees or students, or the educational process. This code gives a general description as to the consequences that the school will impose through its system of discipline.

The discipline outline herein will be carried out in accordance with the laws of Pennsylvania and the policies of the Johnsonburg Area School District (Board Policy #218). However, this code cannot anticipate every possible circumstance or type of misconduct. It is intended to serve as a general guide applicable to most, but not all, situations.

Parents have the responsibility to be aware of the school's policies, rules, and regulations, and to work with the school in reinforcing appropriate behavior.

Students have the responsibility to be familiar with the policies, rules and regulations, and consequences, and to behave in a positive manner.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators, and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

It shall be the responsibility of the student to:

- Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school.
- Comply with federal, state, and local laws.
- Exercise proper care when using district facilities, school supplies and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Report accurately in student media.
- Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy.

Due Process

Any student charged with a violation of the discipline code will be informed of the violation and provided the reasons for any discipline action. Students charged with a violation of the discipline code are afforded an opportunity to be heard prior to the assigned consequence by school personnel/building administration.

Disciplinary action may result in:

- Loss of privileges of membership in any student organization.
- Loss of eligibility for athletic competition.
- Loss of privilege of participation in any student activity, such as clubs, publications, trips, musical, or dramatic productions.

In each discipline situation it is a primary aim of the school officials to impress on each student, by effective faculty counseling and guidance, the need, value, and advantage of good conduct. Students, regardless of age or marital status, are subject to all rules and

regulations as set forth in this handbook and district policies. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

BEHAVIORAL CONSEQUENCES

Lunch Detention

Lunch detentions are the lowest level of disciplinary consequences assigned. Lunch detentions require a student to eat lunch outside of the cafeteria under the supervision of a staff member. Lunch detentions may be assigned for cafeteria violations, minor classroom disturbances, general misbehavior. Whether a student is assigned lunch detention or regular detention is at the discretion of the administration based upon the nature of the incident and the discipline history of the student.

Regular Detention

A detention is assigned for misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. Detentions will be scheduled Monday through Friday. Failure to serve an assigned detention leads to more serious consequences as outlined in the discipline code. Parents may request a detention be reassigned for emergencies or extenuating circumstances, but a detention will not be rescheduled for practices, games, or other programs. Whether a detention date is rescheduled is at the discretion of the administration. If the student is absent the day of the assigned detention, she/he must serve the detention the next day detention is held upon their return to school. Transportation arrangement for detention is the responsibility of the parent or guardian.

Suspension

A *temporary* suspension may be assigned for acts directed against persons or property which may result in seriously endangering the health or safety of others in school, behavior that seriously disrupts the educational process. It may last from 1-3 days out of school suspension, at the discretion of the administrator based on the nature of the incident and/or history of the offending student. The student is excluded from all extra-curricular activities for the day(s) of suspension. Parents will be notified by telephone or in writing as soon as possible.

A *full* suspension is assigned for more serious issues and will last four (4) to ten (10) days out of school (OSS) under parent or guardian supervision. Out-of-School suspension may warrant SAP (Student Assistant Program) referral. The student is prohibited from school property for the day(s) of suspension. Additionally, the student is excluded from all extra-curricular activities for the day(s) of suspension. Parents will be notified by telephone or in writing as soon as possible.

Alternative Setting, In-School Suspension (ISS), Out-of-School Suspension (OSS)

All students placed in an alternative setting or serving an in-school suspension are provided direct supervision by a teacher or administrator. Alternative Setting/ISS, when available, is used as a preliminary step before out-of-school suspension. It is up to the discretion of the Administration when a student is assigned an Alternative Setting/ISS and/or out-of-school suspension and/or expulsion. In Alternative Setting, ISS, and OSS assignments, students are provided with regular coursework and assignments provided by the student's teachers. Special education students are provided with all accommodations outlined in said students IEP, including all specially designed instruction.

Superintendent Referral

Any student suspended for a Level II or III offense the second time may be referred to the Superintendent. Any student to be suspended for a Level IV offense will be immediately referred to the Superintendent.

Board Referral

Any student suspended for a Level II or III offense the third time may be referred by the Superintendent to the Board of School Directors.

Fourth Suspension

Any student suspended for a fourth time, regardless of the offense or its level, will automatically be referred to the Superintendent for consideration of an expulsion hearing.

Expulsion

Expulsion may be imposed only by a vote of the Board of Education. The administration will request a formal hearing before the Board of Education when the situation warrants. All disciplinary hearings will be conducted in compliance with chapter 12 of the State Board of Education Regulations.

Referral to Civil/Criminal Justice System

Many offenses that occur in the school, during transportation or at school sponsored activities will result in referral to the police, district attorney, or district magistrate. The district has a zero tolerance for these types of offenses. Examples of these offenses include

possession, use, or distribution of tobacco, drugs, alcohol, or weapons; assault; theft; fire equipment offenses; vandalism; etc. Many of these offenses may result in harsh fines or other penalties.

BEHAVIORAL CONTRACTS

Behavioral contracts may be used with students under IEP's, with students that have a history of behavioral noncompliance, non-resident students or at the instruction of the board of school directors, superintendent, or principal. These contracts will define specific behavioral limits to be observed, consequences or strategies to be used that are consistent with the student's needs.

VAPING, NICOTINE / TOBACCO POSSESSION or USE

Per Board Policy 222, the Board prohibits possession, use, or sale of tobacco, nicotine, and nicotine delivery products by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board also prohibits possession, use or sale of tobacco, nicotine, and nicotine delivery products by students at school-sponsored activities that are held off school property. For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.

Nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means. A nicotine delivery product shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping (vapor-style cigarettes/devices) or juuling. Violations of this policy will result in disciplinary action.

Any student caught or observed with tobacco/nicotine delivery products on school property, at school events or on the school contracted transportation system will be referred to local law enforcement and may be subject to charges, court appearances, and/or fines. Referral to SAP will be made.

BUS TRANSPORTATION & DISCIPLINE

Students riding on buses are under the jurisdiction of school authorities, who are responsible for their conduct from the time they board a bus in the morning until the time they are delivered home after school. The bus driver is in charge at all times and is authorized to assign seats. Boisterousness endangers everyone's safety and will not be tolerated. Your driver has a great responsibility for your safe transportation. When your bus arrives after classes have begun, report to the office so that your name may be taken off the absentee list.

If a student(s) is/are causing a general disturbance on a bus, it is the bus driver's responsibility to contact the building administration. Parents will be informed that further problems could result in the student losing his/her bus privileges. As with all discipline matters, the seriousness of the violation may require initiation of discipline at a higher level. To monitor student conduct and ensure student safety, video cameras may be placed in any Johnsonburg Area School District bus. Students may be subjected to being videotaped on the school bus at any time. Proper student conduct on school buses is essential to the health and safety of all students. Persistent or serious misbehavior on the part of any pupil will result in the revocation of the privilege to ride the school bus. Should a student lose the privilege, it becomes the responsibility of the parent or guardian to provide transportation.

The following guidelines will be used

First Offense:

The bus drivers must present the Conduct Report to the bus contractor. The bus contractor will refer the Bus Conduct Report to the elementary or high school principal. Typically, a warning will be issued and a letter from the respective principal will be sent to the parent after the first offense. If the incident warrants, the student may lose the privilege to ride the bus for one (1) day, three (3) days, seven (7) days, or for the remainder of the year. Action taken depends upon seriousness of the offense. Discipline code consequences may also be imposed.

Second Offense:

Same procedure as above. (Action taken depends upon seriousness of the offense.) A letter will follow the second offense or any bus offense thereafter.

Third Offense:

Automatic suspension of bus privileges. It could be for the remainder of the year.

Fourth Offense:

Automatic suspension of bus privileges. This suspension could be for the remainder of the year. Referral will be made to the Superintendent.

Johnsonburg Area Jr.-Sr. High School

Examples of Offenses – Level I

Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Level I infractions are those that are considered to be minor discipline infractions and are routinely handled by the classroom teacher or administrator. Parental contact will be made by mail or telephone when a detention is assigned.

These behaviors are usually handled by an individual teacher but

may require intervention by the school administration. The administration reserves the right to deviate from this on a case-by-case basis to increase the discipline based on the severity of the incident and based on the totality of the circumstances.

Examples of Offenses	Possible Disciplinary Options (In no particular order)
<ul style="list-style-type: none"> - Minor Bus Misbehavior - Dress Code Violation - General Disregard of Classroom or School Rules - Lavatory Violations - Misconduct Specific to Cafeteria - Inappropriate/Offensive Language - Teasing, Name-calling, or inappropriate physical contact - Parking Lot Violations - Hallway Violation - Inappropriate Public Display of Affection - Disrespect to Staff - Inappropriate use of electronic devices/cell phone - Tardiness to School (Unlawful or unexcused) - Class cuts 	<ul style="list-style-type: none"> - Change in Seating Assignments - Changing of Inappropriate Clothing - Loss of privileges - Loss of Cafeteria Privileges for up to 30 Days - Loss of Privilege to Drive for 1 Week - Pass restriction - Student surrenders phone/device /Parent Must pick up device at second offense and all subsequent offenses - Warning/Verbal or written reprimand - Referral to Guidance Counselor - Referral to administration - Lunch Detention - Detention - Behavior contract

Johnsonburg Area Jr.-Sr. High School

Examples of Offenses – Level II

Level II infractions tend to disrupt the learning climate as a result of their seriousness. Also included as Level II incidents are misbehaviors which may represent a direct threat to the health and safety of others.

These behaviors require intervention by administrative personnel. The administration reserves the right to deviate from this on a case-by-case basis to increase the discipline based on the severity of the incident and based on the totality of the circumstances.

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I Behavior	Detention (s)or/ Temporary or Full Suspension based on previous offense. Parental conference required. Possible SAP Referral	Temporary or Full Suspension based on previous offense	Temporary or Full Suspension based on previous offense. If temporary, 3-day suspension. Possible Superintendent referral
Major Classroom Disturbance	Detention	Minimum One half-day ISS	Temporary or Full Suspension
Failure to Serve Detention	Detention & Parental Notification	Minimum One half-day ISS	Temporary Suspension
Forgery, Falsifying Records, Filing False Report,	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension & possible Superintendent referral
Major Insubordination	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension & possible Superintendent referral
Leaving School Without Permission/ Repeated Class cuts	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension & possible Superintendent referral
Misuse of Technology (Internet/Intranet, Computer, Telephones, Public Address System, Sound System)	Temporary Suspension & Restriction of Internet Use Privilege for 30 Days	Full Suspension & Internet Restriction for Remainder of the Year	Full Suspension & possible Superintendent referral
Obscenities Directed toward Staff	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension & possible Superintendent referral
Academic Dishonesty, Plagiarism, Cheating	Detention & Parental Notification – Zero on Assignment	Temporary Suspension, Zero on Assignment	Full Suspension & possible Superintendent referral – Zero on Assignment
Use of/ Possession of Vaping/ Nicotine/ Tobacco Products	Temporary Suspension - Parental Notification – Charges Filed. SAP Referral	Temporary Suspension, Charges Filed	Full Suspension & possible Superintendent referral – Charges Filed
Intentional/Negligent Damage or Destruction of School Property	Detention or Temporary Suspension & Parental Notification- Restitution	Full Suspension/Police Notification- Restitution	Full Suspension/Refer to Superintendent Police Notification-Restitution
Behavior that Threatens Other Students	Temporary Suspension & Parental Notification	Full Suspension	Full Suspension & possible Superintendent referral

Johnsonburg Area Jr.-Sr. High School

Examples of Offenses – Level III

Acts directed against persons or property which may result in seriously endangering the health or safety of others in school. Restitution of property and damages will be required when appropriate. Parental contact will be made for all offenses.

Level III acts will be handled by the building administration. These acts may be criminal and referred to police for appropriate legal action. The administration reserves the right to deviate from this on a case-by-case basis to increase the discipline based on the severity of the incident and based on the totality of the circumstances.

Examples of Offenses	First Offense	Second Offense	Third Offense
Chronic Level I, II Behavior	Temporary Suspension for 3 Days – Early Dismissal, Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate
Fighting or Physical Contact with the intent to do bodily harm	Minimum Temporary Suspension – 3 Days – Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate
Bullying/ Harassment – May include Sexual, Racial, Ethnic	Minimum Temporary Suspension Up to 3 Days – Legal Action as Appropriate, SAP referral, Possible Title IV investigation	Full Suspension, possible Superintendent referral, Possible Police Referral, Possible Title IV investigation	Full Suspension, possible Superintendent referral, Possible Police Referral, Possible Title IV investigation
Indecent Exposure	Minimum Temporary Suspension – 3 Days – Early Dismissal. Police Notification.	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate
Possession of Dangerous Object such as Lighters, Matches, Firecrackers, etc.	Minimum Temporary Suspension, Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate	Full Suspension, Early Dismissal, possible Superintendent referral, Legal Action as Appropriate
Petty Theft or Possession of Stolen Property	Minimum Temporary Suspension, Restitution, Legal Action as Appropriate	Full Suspension, Restitution, possible Superintendent referral, Police Referral	Full Suspension, Restitution, possible Superintendent referral, Police Referral
Vandalism, Damaging/ Defacing School Property	Minimum Temporary Suspension – 3 Days, Early Dismissal, Restitution to School District, possible Police Referral	Full Suspension, Early Dismissal, Restitution, possible Superintendent referral, Legal Action as Appropriate	Full Suspension, Early Dismissal, Restitution, possible Superintendent referral, Legal Action as Appropriate
Major Misuse of Technology such as Distributing or Taking Inappropriate Pictures, Posting Inappropriate Material on Social Media	Minimum Temporary Suspension, Legal Action as Appropriate	Full Suspension, possible Superintendent referral, Police Referral	Full Suspension, possible Superintendent referral, Police Referral

Johnsonburg Area Jr.-Sr. High School

Examples of Offenses – Level IV

Illegal behaviors which pose a threat to the health, welfare, or safety of the student or others.

The administration reserves the right to deviate from this on a case-by-case basis to increase the discipline based on the severity of the incident and based on the totality of the circumstances.

Examples of Offenses	Every Offense
<ul style="list-style-type: none"> - Chronic Level I-III Behaviors - Any Threat or Acts of Violence Directed Towards Staff - Arson - Assault / Battery - Terroristic Threats - Trespassing on School Property - False Fire Alarms, Tampering with Fire or Safety Equipment or School Security System - Furnishing or Selling Any Unauthorized Substance (Alcohol – Drug – Controlled Substance- Contraband- Devices) - Possession or Use of Any Unauthorized Substance (Alcohol – Drug – Controlled Substance- Contraband- Devices) - Possession, Use, or Transfer of Explosive or Incendiary Devices - Possession, Use, or Transfer of Dangerous Weapon - Major Theft, Possession, or Sale of Stolen Property 	<p>Full Suspension: Student dismissed from School with Parent notification; Possible Police Notification; Possible referral to Superintendent for Hearing and Possible Expulsion</p>

STUDENT SERVICES

NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN JOHNSONBURG SCHOOL DISTRICT: PROGRAMS FOR ELIGIBLE STUDENTS

In compliance with state and deferral law, notice is hereby given by the Johnsonburg School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Intellectual Disability
- Autism
- Deaf-blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Multiple Disabilities
- Orthopedic impairment
- Other Health Impaired (includes ADHD)
- Specific learning disability (includes dyslexia, dyscalculia, dysgraphia, and other learning differences)
- Speech and language impairment
- Traumatic Brain Injury
- Visual Impairment including blindness

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation, there are processes designed to assess the needs of the child and his/her eligibility. These are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Request for evaluation and screening are to be made in writing to Mrs. Kara Vollmer or the high school principal. (814-965-2556)

In compliance with the state and federal law, the Johnsonburg Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all-eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation, and screening (including purpose, time and location), and rights to due process procedures, you may contract in writing the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the special education supervisor or any building principal.

ENGLISH LEARNER (EL)

The Johnsonburg District will screen and assess all students designated as appropriate by the Home Language Survey. If determined a student is in need of an EL program, the district will work in a collaborative process with the students' family and deliver an appropriate ESL curriculum to the students who require the program.

The district currently has an EL-Program Team in place that, along with the parents, will develop the ESL program. The District will attempt to address parent concerns in this process; however, as an educational leader the District will ultimately be responsible for

providing the program. Parents will take complaints to the building principal and have the right to appeal to the superintendent for any program changes. If the parents are not satisfied with this outcome, they can then request a hearing with the Board to resolve program issues.

GIFTED EDUCATION

The Johnsonburg Area School District operates our own gifted program. For more information on this program, please contact Mrs. Kara Vollmer or the high school principal at 814-965-2556.

NOTICE OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY STUDENTS IN THE JOHNSONBURG AREA SCHOOL DISTRICT

- The right to inspect and review the student’s education records within 45 days of the date the District receives a request for access.
- Parents or eligible students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believe is inaccurate or misleading.
- Parents or eligible students may ask Johnsonburg Area School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.
- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
- Upon request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

1. Parents are notified in writing in all cases involving more than a warning.
2. Work after school, participation in school activities, or appointments are not excuses for missing detention.
3. Suspension may be in or out of school at the discretion of the Administration.
4. Students shall be responsible for all classes missed due to suspension. Zero grades are entered for all work not made up.
5. Students who receive detentions or suspensions are placed on the No Pass List until all detentions and suspensions have been served.
6. Substitution of suspension for detention is not permitted.

7. Parent conferences are required at all Step 3 offenses unless otherwise stated.
8. Any student who misses a class due to unexcused tardiness will receive a zero for the class missed.
9. A Counseling Referral occurs with any suspension. The counselor determines if a SAP referral is appropriate on any first suspension.
10. A SAP referral is made for any student who has an established pattern of disruptive behavior. The offenses do not have to be of the same type.
11. Three suspensions of a student during the same school term may result in a recommendation for expulsion.
12. Failure to report to in-school suspension results in an out of school suspension. The original in-school suspension is reassigned upon the return of the student from the out of school suspension.
13. In the event of a violation of great severity or a violation which includes physical assault or intimidation, the steps preceding suspension or expulsion may be bypassed.

HEALTH SERVICES

A School Nurse is available or on call (if assigned to another location) from 7:30 AM to 3:00 PM daily. An Authorization for Medical Services Form is provided on the first day of school or upon enrollment for each student. Parents should report any unusual health problems, such as allergic reactions, special medications, etc., on this medical form. THE AUTHORIZATION FOR MEDICAL SERVICES FORM IS TO BE COMPLETELY AND ACCURATELY FILLED OUT AND RETURNED TO THE HOME ROOM TEACHER BY THE SECOND DAY OF SCHOOL.

On this form, parents give their permission for the Nurse to administer certain over-the-counter medications to their child that have been approved by the school physician. These medications include a non-aspirin substitute for pain/fever, an antacid for heartburn/indigestion, caladryl/calamine lotion for insect bites/rash, eye wash for foreign body or eye irritation, and benadryl for an allergic reaction following a bee sting. IF THE FORM IS RETURNED WITHOUT PARENTAL PERMISSION, THESE MEDICATIONS WILL NOT BE GIVEN. These are the only over-the-counter medications that the Nurse can administer. If your child requires any other medication (prescription or non-prescription), a written doctor's order must accompany your request for the Nurse to administer it during the school day and the parent must bring the medication to school. The medication is not to be brought to school on a school bus by a student.

Except in an emergency, students reporting to the Nurse's Office must have a pass from the teacher of the class they are missing. Students should not report to the Nurse without first notifying their scheduled teacher.

It is imperative that parents and guardians provide the school with current information on home phone, work phone, and emergency contacts to allow us to contact you in case your child becomes ill or is involved in some kind of accident.

Although the physical and mental health of each child is primarily the responsibility of the home and parents, the School District provides not only state-mandated health services but also functions to maintain and improve the health of each student while in school. Each pupil shall receive a comprehensive health examination in kindergarten, sixth, and eleventh grade by the school physician. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination. Each pupil shall receive a comprehensive dental examination in first, third, and seventh grade by the school dentist. A private examination at the parents' request and at their expense will be accepted in lieu of the school examination. For each pupil transferring to the schools of this district, the Superintendent shall request an adequate health record from the transferring school.

A health record is kept on file in the Nurse's Office for all students.

MEDICATIONS

All medications, both prescription and non-prescription, should be given to the Nurse to safeguard and administer during school hours. Medications should be delivered in the original pharmaceutical and properly labeled container. In some cases, the Office will assist the Nurse. The possession and/or dispensing of any medication by a student during school hours, be it prescription such as Ritalin or Adderall, or non-prescription such as Tylenol or Listerine, is strictly prohibited. Suspension or expulsion from school can be a consequence. Some medications, such as Ritalin, a Schedule II drug, carry serious legal consequences as well. Parents should make every effort through their physician to arrange that medication be taken during non-school hours and communicate with the school any changes in or termination of medication.

When it is necessary for students to take prescribed or over the counter (OTC) medications during school hours, the following shall apply:

- Written authorization from parent/guardian requesting the giving of the specified dosage of medication must be presented to the school.
- Medication containers must be labeled with the patient's name, date, dosage, and time to be given AND placed in the custody of the school nurse.
- The school nurse shall administer all physician-prescribed medication.

- Students are not permitted to “share” medications with other students. In each case, the parents will be contacted and serious consequences for the students could result.
- A note must accompany all prescription medication from the doctor and written parent permission in order to be given in school.
- Over-the-counter medication other than Tylenol, Advil, or Sudafed must be accompanied by a note from the doctor and include written parent permission.
- All prescribed or over-the-counter medication must be delivered by the parent and kept in the nurse’s office. Students may not possess medication at any time.

Please contact the School Nurse if there are any questions or concerns. Students may carry and utilize medical apparatus’s such as asthma inhalers, EpiPens, etc. with permission from the principal, district nurse, and by doctor recommendation.

STUDENT ASSISTANCE PROGRAM (SAP)

Student Assistance programs, which are in place in all 501 school districts in Pennsylvania, are designed to be intervention, not treatment, programs for students. Through a systematic procedure, students who are experiencing school-related difficulties are identified and helped in the most appropriate manner possible. Student Assistance programs revolve around a “core team” which is composed of teachers, school counselors, administrators, nurses, and agency personnel who have been specifically trained for their participation on the Student Assistance team. The goal of Student Assistance is to help students who are having difficulties for one reason or another.

The Student Assistance team receives referrals from staff, parents, and students themselves. Information is then gathered from staff members who have contact with the referred student. A team member then volunteers to meet with the student individually to discuss the reason(s) for the referral.

If recommended by the team, trained specialists offer formal assessments to the students. These individuals work closely with the team and make recommendations based on information gathered from all sources. These recommendations may include a referral for treatment and/or school-based services. Confidentiality between student and school personnel will be respected and maintained in the best interest of the student. Any student who violates the School Board Policy #227, Drug and Alcohol Abuse, will be referred to Student Assistance and will be required to comply with any recommendations made by the drug and alcohol counselor. Services can be declined by parents and/or guardians but must be submitted in writing to the building principal.

COUNSELING SERVICES

Counseling services are an integral part of the total educational process. The services provided by the school counselor are designed to help each student develop the knowledge, skills, and self-reliance needed to make good decisions and to make personal and social adjustments. Peer mediation may be provided when conflicts between students occur. Peer tutors are utilized to help students when assistance is needed in academic areas. If your child is in need of services, such as drug and alcohol and/or mental health, please contact the school counselor for additional information.

WORKING PAPERS/STUDENT EMPLOYMENT CERTIFICATES

Certificates of Employment, or working papers, can be obtained in the Office of the Principal. In order to apply for working papers a student must be at least 14 years old and must have an offer of employment from an employer.

Working Papers can be revoked by the school if the student fails to maintain adequate academic standing.

DRUG TESTING: RANDOM

All students participating in extra-curricular activities or school privileges may be included for random drug testing.

HOMELESS SERVICES

The PA Education for Children and Youth Experiencing Homelessness Program (PA ECYEH Program) assures execution for the federal legislation, McKinney-Vento Homeless Assistance Act of 1988; also incorporated into the 2001 No Child Left Behind Act. Implementation of this program ensures that homeless children and youth have equal access to same, free, appropriate, public education including preschool education, as provided to other children and youth. Please contact Mr. Raymond Kelly at (814) 965-2556 in regards to homeless services.

Homeless Children and Youth May Be Found Living in the Following Places or Situations:

- Public or private shelters.
- With a parent in a domestic violence shelter

- Transitional housing programs
- Public or private places not designated for or ordinarily used as regular sleeping accommodations such as: vehicles, parks, hotels/motels, campgrounds
- Individuals and/or families staying with relatives or friends due to lack of housing
- Runaways, (under 18 years of age), and children or youth who have been abandoned or forced out of their homes by parents or other caretakers. These children may be in temporary shelters awaiting assistance from social service agencies, live alone on the street, or may be moving from place to place among family members, friends or acquaintances.
- Abandoned in hospitals

Rights of Homeless Children & Youth Include:

- Continuing their education in their current school, and provide transportation to that school, if feasible.
- Immediate enrollment in the school district where they are temporarily housed.
- Assistance with obtaining school records. Lack of school records may not affect the right to immediate enrollment.
- Participation in all applicable school programs, including supplementary instructional programs, field trips, and other enrichment activities as well as after-school recreational programs, etc.
- Assistance with school-related expenses, such as supplies, clothing, uniforms, meals, etc.

SUICIDE PREVENTION

Protecting the health and well-being of all students is of utmost importance to the school district. School Board Policy 819 15 is a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
2. School counselors serve as liaisons and a point of contact for students in crisis and to refer students to resources.
3. When a student is identified as being at risk, they will be assessed by a mental health professional associated with the school and its SAP team who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as: The National Suicide Prevention Lifeline, 1-800-273-8255 (TALK), www.suicidepreventionlifeline.org - The Trevor Lifeline, 1-866-488-7386, www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable in seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or in need of help.
6. Students should also know that because of the life-or-death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

For a more detailed review, please contact the school counselor.

SAFE2SAYSOMETHING

1-844-Saf2Say--(1-844-723-2729); <https://www.safe2saypa.org/> and <https://www.safe2saypa.org/tip/>

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019. S2SS is a lifesaving and life-changing school safety program that allows tipsters to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline.

Program Background: The Office of the Attorney General (OAG) has established S2SS and will manage and maintain the program. The OAG, in partnership with Sandy Hook Promise (SHP), a leader in anonymous reporting systems, has built the application, website, and PA-based 24/7 Crisis Center. SHP is a national non-profit committed to creating safe schools and communities through their four evidenced based Know the Signs intervention programs. To date, SHP has delivered its programs to 10,000+ schools and trained 5+ million youth and adults in every state resulting in countless suicide, school shooting and firearm threat interventions and countless bullying, drug use, and other acts of violence and victimization interventions. June 10, 2020 Page 12

How it Works:

- Via mobile app, website, or phone call—arrives first at the S2SS Crisis Center.
- Crisis Center analysts’ vet and triage the tip, then engage the tipster in anonymous two-way chat.
- In order to provide detailed and immediately actionable information to schools and dispatch.

- Crisis Center analysts deliver the tip to the impacted school and as needed, local law enforcement via 911 County dispatch. The school and, as needed, local law enforcement, assess and intervene with threat-risk individual.
- The school then closes out the tip and reports actions taken as a record for their school.

NONDISCRIMINATION POLICY

Johnsonburg Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. For information regarding civil rights or grievance procedures, contact Ms. Karen Haberberger, Title IX and Section 504 Coordinator, at Johnsonburg Area School District, 315 High School Road, Johnsonburg, PA 15845 (814-965-2536). For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Director of Special Education at 814-965-2556.

COPPA STATEMENT

Our district utilizes several computer software applications and web-based services operated by third parties. These include Google Education, Study Island, Accelerated Reader, and similar educational sites and programs. A complete list of the programs with the privacy policy for each are listed on our district website. This list of approved sites is updated regularly, so be sure to check back often for new websites and apps.

In order for students to use these programs and services, certain personal identifying information must be provided--generally the student's name, and sometimes their email address. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/business-center/privacy-and-security/children%27s-privacy>.

The law permits schools to consent to the collection of personal information on behalf of the parents,

OTHER

The Pennsylvania Department of Education revised its Basic Education Circular (BEC) related to access to secondary students by Institutions of Higher Education (IHE) and military recruiters. Pursuant to section 8528 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), each LEA receiving federal funding must:

- Comply with a request by a military recruiter or an IHE for access to the name, address, and telephone number of each secondary school student served by the LEA, unless the parent of such student (or the student if they have attained 18 years of age) has submitted a written request to the LEA to opt out of the disclosure of such information;
- Notify parents of the students served by the LEA, or the student (if they have attained 18 years of age), of the opportunity to submit a written request to opt out of the disclosure of the student's name, address, and telephone number, unless prior written consent has been provided;
- Compile the list of student names with directory information by the first day of the academic year in which senior students will graduate; and
- Provide military recruiters the same access to secondary school students as is provided generally to IHEs or to prospective employers of those students.

If you wish to prevent your child's information from being sent to military recruiters, please submit the request in writing to Mr. Kelly by October 1st annually.

Please note that updates and revisions to federal and state laws, policies, and regulations will supersede the existing content in this handbook.

Information regarding school district policies can be found on www.johnsonburgasd.net under the "District" and "District Policies" tab.

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JOHNSONBURG AREA HIGH SCHOOL BELL SCHEDULE

DAILY SCHEDULE Late Bell: 7:45

PERIOD 1	7:45 - 8:34
PERIOD 2	8:37 - 9:22
PERIOD 3	9:25 - 10:10
PERIOD 4	10:13 - 10:58
PERIOD 5 Lunch: 7, 8, 9 MP: 10, 11, 12	11:01 - 11:31
PERIOD 6 Lunch: 10, 11, 12 MP: 7,8 9	11:36-12:06
PERIOD 7	12:09 - 12:54
PERIOD 8	12:57 - 1:42
PERIOD 9	1:45 - 2:30

2 HOUR DELAY SCHEDULE Late Bell 9:45

PERIOD 1	9:45 - 10:15
PERIOD 2	10:17 - 10:47
PERIOD 3	10:49 - 11:19
PERIOD 5 Lunch: 7, 8, 9 MP: 10, 11, 12	11:19 - 11:49
PERIOD 6 Lunch: 10, 11, 12 MP: 7,8 9	11:52 - 12:22
PERIOD 4	12:24- 12:54
PERIOD 7	12:56 - 1:26
PERIOD 8	1:28 - 1:58
PERIOD 9	2:00 - 2:30

3 HOUR DELAY A- LATE BELL 10:45		3 HOUR DELAY B- LATE BELL 10:45		3 HOUR DELAY C- LATE BELL 10:45	
1	10:45-10:50	1	10:45-10:50	1	10:45-10:50
MP	10:50-11:01	MP	10:50-11:01	MP	10:50-11:01
5	11:01-11:31	5	11:01-11:31	5	11:01-11:31
6	11:36-12:06	6	11:36-12:06	6	11:36-12:06
1	12:09-12:54	4	12:09-12:54	1	12:09-12:54
2	12:57-1:42	7	12:57-1:42	7	12:57-1:42
3	1:45-2:30	8	1:45-2:30	9	1:45-2:30

Announcements: 2:30

Dismissal to follow announcements



