Dear Student:

Welcome to Pine-Richland High School! It is our hope for you to have a great 2019-2020 academic year! The faculty and staff at Pine-Richland High School are PROUD and excited to have you as our student. At Pine-Richland High School, we demonstrate PRIDE in all that we do in and beyond the classroom. We work respectfully and collaboratively to pursue excellence through our shared PRIDE values every day as members of the PR Family (#wearePRfamily).

The trust and respect we share reflects our **Personal growth** as you develop academically, socially and emotionally. We will help you to identify ways to build **Resiliency**, which is your ability to adapt well in the face of hard times and build upon your strengths. We encourage you to take advantage of the **Innovative** educational programs and **Diverse opportunities** provided through academic course offerings, arts and theater programs, clubs and activities, athletics and events. We will support your **Engagement** in your high school experience.

Pine-Richland High School students have a long-standing tradition of demonstrating school spirit, being dedicated to academic excellence and are actively involved in athletics, visual and performing arts, and community service. Your friendly, cooperative and enthusiastic approach to daily experiences in our school reflect the PRIDE we share as members of the Pine-Richland High School community.

This handbook, along with the Pine-Richland High School **Program of Studies** and Pine-Richland **Discipline Code** serve as references for you and your family of the many policies, procedures, rules and guidelines that apply to all students at Pine-Richland High School.

We are looking forward to a successful year together as we **Focus on Learning for Every Student Every Day!**

Mrs. Nancy Bowman, Principal  
Mr. Rob Puskas, Assistant Principal  
Mr. TJ Salopek, Assistant Principal  
Dr. Stephanie Svilar, Assistant Principal

School Mascot: Ram  School Colors: Green and White
Alma Mater

"Through the gracious halls of learning
March thy students ever yearning
To the lamps of wisdom turning
Pine-Richland, All Hail!
Sing the chorus loudly,
Lift the banner proudly,
Green and white, you'll always light
Our paths and goals so brightly.
On we march for alma mater, daughter
Singing loud our praises to Pine-Richland High! All Hail!"

Pine-Richland School District will not discriminate in its education programs, activities or employment practices, based on race, color, national origin, gender, religion, ancestry, disability, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Sections 503 or the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

The information contained in this student handbook is provided for informational purposes, and is not intended to replace or deviate from any current Board policy or the student Discipline Code. In the event of any conflict between any provision in this handbook and the terms in the Discipline Code or any Board policy, the terms in the Discipline Code and/or Board policy will control and take precedent. All students and parents are strongly encouraged to review the Discipline Code and the Board policy manual, each of which are available for viewing on the District’s website at http://www.pinerichland.org/disciplinecode.

CONTACT US: To email the contacts listed below, use the first name initial and the last name with the district’s web address (e. g., David Smith, dsmith@pinerichland.org).

**DISTRICT ADMINISTRATION** 724.625.7773

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Brian Miller</td>
<td>x6100</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Dr. Michael Pasquinelli</td>
<td>x6110</td>
<td>Assistant Superintendent for Secondary Education</td>
</tr>
<tr>
<td>Dr. Kristen Silbaugh</td>
<td>x6110</td>
<td>Assistant Superintendent for Elementary Education</td>
</tr>
<tr>
<td>Dana Kirk</td>
<td>x6303</td>
<td>Director of Finance &amp; School Services</td>
</tr>
<tr>
<td>Owen Kenney</td>
<td>x6200</td>
<td>Director of Administrative/Legal Affairs</td>
</tr>
<tr>
<td>Rachel Hathorn</td>
<td>x6202</td>
<td>Director of Communications</td>
</tr>
<tr>
<td>Noel Hustwit</td>
<td>x6602</td>
<td>Director of Special Education</td>
</tr>
<tr>
<td>Shawn Stoebner</td>
<td>x6305</td>
<td>Director of Technology</td>
</tr>
<tr>
<td>Jeffrey Zimmerman</td>
<td>x6750</td>
<td>Director of Buildings &amp; Grounds</td>
</tr>
</tbody>
</table>
# HIGH SCHOOL ADMINISTRATION 724.625.4444

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Bowman</td>
<td>x1603</td>
<td>Principal</td>
</tr>
<tr>
<td>Stephanie Svilar</td>
<td>x1604</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Rob Puskas</td>
<td>x1601</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>TJ Salopek</td>
<td>x1610</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td>Kathy Morrow</td>
<td>x1600</td>
<td>Principal’s/Building Secretary</td>
</tr>
<tr>
<td>Kathy Duff</td>
<td>x1000</td>
<td>Reception/Building Secretary</td>
</tr>
<tr>
<td>Mary Jean Dyer</td>
<td>x1602</td>
<td>Attendance Secretary</td>
</tr>
<tr>
<td>Michelle Schonbachler</td>
<td>x1625</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Shelly Elbel</td>
<td>x1626</td>
<td>School Nurse</td>
</tr>
<tr>
<td>Andrew Petyak</td>
<td>x1607</td>
<td>School Safety Coordinator</td>
</tr>
<tr>
<td>Parker Freshwater</td>
<td>x1607</td>
<td>School Safety Coordinator</td>
</tr>
<tr>
<td>Jim Miller</td>
<td>x1608</td>
<td>School Based Probation Officer</td>
</tr>
</tbody>
</table>

# HIGH SCHOOL GUIDANCE SERVICES 724.625.4444

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jasmine Holliday</td>
<td>x1657</td>
<td>Guidance Counselor – Students A-E (Class of 2021 Students A-D)</td>
</tr>
<tr>
<td>Jen Bowers</td>
<td>x1652</td>
<td>Guidance Counselor – Students F-K (Class of 2021 Students E-K)</td>
</tr>
<tr>
<td>Toni Filipowski</td>
<td>x1653</td>
<td>Guidance Counselor – Students L-Q (Class of 2021 Students L-R)</td>
</tr>
<tr>
<td>Leslie Straub</td>
<td>x1655</td>
<td>Guidance Counselor – Students R-Z (Class of 2021 Students S-Z)</td>
</tr>
<tr>
<td>Shawn McCartan</td>
<td>x1674</td>
<td>Transition Coordinator</td>
</tr>
<tr>
<td>Jean Whalen</td>
<td>x1654</td>
<td>Director of College and Career Counseling</td>
</tr>
<tr>
<td>Susan Torchia</td>
<td>x1650</td>
<td>Guidance Secretary</td>
</tr>
<tr>
<td>Dorothy Erlain</td>
<td>x1651</td>
<td>Guidance Secretary</td>
</tr>
</tbody>
</table>

# ACTIVITIES, ATHLETICS AND FACILITIES 724.625.4444

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Sean Simmons</td>
<td>x6801</td>
<td>Director of Athletics</td>
</tr>
<tr>
<td>Kathy Morrissey</td>
<td>x6800</td>
<td>Athletic Department Secretary</td>
</tr>
<tr>
<td>Nell Harnick</td>
<td>x6802</td>
<td>Athletic Department Facilities</td>
</tr>
<tr>
<td>Bill Clack</td>
<td>x1661</td>
<td>PRTV &amp; Media/Web Services Coordinator</td>
</tr>
<tr>
<td>Steve Karpinski</td>
<td>x1505</td>
<td>PRTV &amp; PRHS Stage Manager/Media Services Specialist</td>
</tr>
</tbody>
</table>
### 2019-2020 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Student Day</td>
<td>August 22, 2019</td>
</tr>
<tr>
<td>Labor Day</td>
<td>no school</td>
</tr>
<tr>
<td>In-Service Day</td>
<td>October 28, 2019</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>½ day of school</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>November 7, 2019</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 28 - December 2, 2019</td>
</tr>
<tr>
<td>Winter Break</td>
<td>no school</td>
</tr>
<tr>
<td>Martin L. King Day (In-service)</td>
<td>January 20, 2020</td>
</tr>
<tr>
<td>In-Service Day</td>
<td>no school</td>
</tr>
<tr>
<td>Holiday</td>
<td>March 23, 2020</td>
</tr>
<tr>
<td>Spring Break</td>
<td>no school</td>
</tr>
<tr>
<td>In-Service Day</td>
<td>no school</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>no school</td>
</tr>
<tr>
<td>Last Student Day</td>
<td>½ day of school</td>
</tr>
<tr>
<td>Class of 2020 Graduation</td>
<td>June 5, 2020</td>
</tr>
</tbody>
</table>

### COMMUNICATIONS

Pine-Richland uses a rapid call system, an electronic notification system and website as resources to communicate with parents. Please make sure you keep your e-mail and telephone information current with your building’s secretaries. Each school has its own unique newsletter.

These electronic newsletters include news from the district, school, parent/booster organizations and community groups. If you are not registered to receive the electronic notices, log onto the district website at [www.pinerichland.org/communications](http://www.pinerichland.org/communications) and click on e-newsletters and follow the directions to enter your e-mail address to register for e-newsletters.
PURPOSE
The purpose of the Pine-Richland School District (PRSD) Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district. Parents are encouraged to become familiar with the PRSD Discipline Code and to review these documents with their children.

Parents, guardians and students are also referred to Board Policy No. 218 of the Board Policy Manual for additional information regarding the (PRSD) Discipline Code, student conduct and consequences of inappropriate or proscribed behaviors and conduct. In the event of any conflict between the terms of this Discipline Code and any board policy, the applicable board policy will control and take precedence.

GOALS
- To ensure the rights and personal dignity of students and staff
- To emphasize the need to accept personal responsibility for self-discipline
- To assure a fair, consistent, reasonable approach to the administration of the discipline code
- To maintain an effective and safe teaming environment
- To protect and maintain school property
- To identify and assist students who demonstrate inappropriate behavior

The Pine-Richland School District Discipline Code consists of four levels. Levels I, II, III and IV represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. Students should avoid the behaviors listed and instead demonstrate good conduct.

The examples provided in this Discipline Code are not all-inclusive, and should not be interpreted or construed as limiting the types of behaviors or conduct, which may subject a student to disciplinary action by school personnel.

Any student found in violation of Pine-Richland Board Policy, district rules or regulations, or any local, state or federal laws will be subject to appropriate disciplinary action.

ATTENDANCE
Students are expected to report to school on time each day and to report to all classes and study halls on time. A written excuse, signed by a student’s parent or guardian, is required for each absence or incidence of tardiness. This excuse is required within three (3) days after the absence or tardy to school. Tardiness or absences, which are unexcused after the three (3) days, are recorded as permanently unexcused.

Note: A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.
In an effort for all school districts across the state of Pennsylvania to follow similar attendance procedures, any student who misses more than 50% of a school day will be considered absent for the day. Parents will continue to see the time their student signed in or out of school in Home Access, however, if the student did not complete at least 50% of the school day, then the attendance code will be absent.

**Early Dismissal**
Appointments for students should be scheduled after school hours, except in cases of emergency. Should an appointment during school hours be imperative, parents should write a request for an early dismissal in pen on suitable stationery, which the student should present to the school office/attendance office at the start of the school day. Electronic, scanned excuses, with parental signatures are also acceptable. The note must state: student’s full name and Student ID no., date of dismissal, time of dismissal, reason for dismissal, signature of parent/guardian, and phone number of parent/guardian for verification. All students must check out through the school office/attendance office when leaving the building for an early dismissal.

**Excused Absences**
Six reasons are defined as excused absences from school:
1. Illness
2. Health Care
3. Death in Family
4. Family Educational Trips
5. Educational Tours and Trips with Prior Approval (Note: A completed Special Absence Request form must be submitted to the principal two weeks prior to the trip)
6. Observance of Religious Holidays

A student who misses class work and exams due to an excused absence may make up all work within a time period equal to the absence, plus one additional day, unless alternate arrangements are agreed upon between the student and the student’s teachers. The school may require the parent to verify a student’s illness by a written statement from a physician.

**Tardy to School**
Students are expected to arrive at school on time each day. Entering the school building anytime after the tardy bell rings constitutes a tardy. After that time, the student must report to the school office or attendance office immediately upon entering the building. A valid, written excuse signed by the parent/guardian is required within three (3) days after the tardy.

Any tardy remaining as unexcused after three (3) days will be permanently recorded as ‘unexcused’ and will result in consequences as outlined in the Discipline Code. Tardiness to school must be for valid reasons. “Sleeping in”, “missing the bus” and “car problems” are not considered as valid reasons for being tardy. A late school bus is a valid excuse. Refer to Board Policy No. 204, for more information related to student attendance.

**Truancy**
The laws of the Commonwealth of Pennsylvania provide for a $300 per day fine and allow the court to impose education classes and community
service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child’s school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. This law also provides that truant students can lose their driver’s license for 90 days for a first offense and six months for a second offense.

Unexcused Absences
If the reason for a school absence is outside of the above mentioned conditions, or if a student fails to submit a written excuse within three (3) school days, the absence will be recorded as unexcused. Refer to Board Policy No. 204, for more information related to student attendance.

BULLYING/CYBER BULLYING
According to Pennsylvania Statute, “Bullying” means an intentional electronic, written, verbal or physical act, or a series of acts:
1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
   ● Substantially interfering with a student’s education;
   ● Creating a threatening environment; or
   ● Substantially disrupting the orderly operation of the school.

For purposes of the foregoing, “school setting” means any conduct or activity which occurs in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school, including travel to and from such activity. All forms of bullying by students are prohibited. This prohibition includes “cyber bullying”, which involves the use of electronic devices to engage in any of the conduct described above.

The district will consider all forms of bullying by district students in non-school settings and will enforce consequences provided under Board Policy No. 249 to acts of bullying occurring in a non-school setting to the fullest extent permitted by law.

Administrative actions and interventions related to non-school settings will be determined based upon the incident’s alignment to criteria 1, 3, and 4 listed above.

Guidelines for Recognizing and Identifying Bullying and Cyber Bullying:

● **Power:** It is bullying and not just playing around, when two people are unequal in power; and the one with the greater power takes unfair advantage of the less powerful person. Power can be physical size or strength, numbers, socio-economic strata, verbal skill, level of intelligence, popularity, athletic ability, and gender, to name a few. The person who bullies watches for opportunities to pick on, humiliate and tease the target. The target feels defenseless and hopeless…it seems that nothing will stop the treatment.

● **Repeated, Intentional Actions:** Negative actions are repeated,
happening over and over in many different settings. Usually adults are unaware or are not present when they occur. The person doing the bullying does it on purpose, and the intent is to hurt another person.
• **Different Levels of Feeling:** You can tell that it is bullying and not just playing around when the people involved show unequal levels of feeling (affect). Instead of both people smiling or looking like they are having fun, one person is smiling or looking triumphant (“I gotcha!”), and one is crying or looking frightened, humiliated, confused, or angry.

Examples but not limited to:

- Taking another person’s property
- Hitting another person
- Taunting
- Persuading people to reject or exclude another person
- Spreading false rumors
- Name calling

Writing hateful notes through email, cell phones, social media, Google Docs

Reports of “bullying” should be made to the building principal, assistant principal, guidance counselor, or other trusted adult.

Bullying/Cyber Bullying may have Level I or higher consequences. In addition, conduct which constitutes Bullying or Cyber Bullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and Board policies and may carry additional disciplinary consequences.

*Please refer to Board Policy Nos. 103, 103.1, 247, 248 and 249 for additional information regarding Non-Discrimination, Unlawful Harassment, Hazing and Bullying/Cyber Bullying.*

**CARE OF SCHOOL PROPERTY**

Schools help students learn to respect property and develop feelings of pride in community institutions. Students are responsible for the proper care of school property and the school supplies and equipment entrusted to their use. Students who willfully damage school property will receive consequences which include legal consequences. Parents may be held liable for any damage or destruction to school property caused by their children.

**DELINQUENT VS. CRIMINAL ACTS**

Pennsylvania law provides that any person age 15 or older who commits a violent crime and committed either the crime with a deadly weapon or previously has been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

**DISCRIMINATION**

The School Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to the Superintendent, building principal or school psychologist in accordance with School Board Policy Nos. 103 and 103.1, which can be found on the policy manual. The manual is linked to the district’s website, Applicable guidelines can also be obtained through a request to the Superintendent, building principal or school psychologist. Reports of discrimination may also be forwarded to the school district’s Section 504 Coordinator at:
DRESS AND GROOMING
All students are expected to dress in a manner that promotes school pride and enhances the school’s image. Student dress and grooming must be clean, neat, modest, proper and consistent with the educational, safety and sanitary environment of the school. Dress should not be disruptive to the educational process. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination.

Dress Code Guidelines
● Clothing and hair should be clean and not disruptive to the learning environment.
● Hats, hoods, sunglasses, and heavy chains are not permitted.
● Clothing may not display letters, symbols or images that display or contain sexual innuendos, profanity, gore, or other obscene words or images; that depict, promote or incite violence or acts of violence; or which promote, encourage or solicit the use of alcohol, drugs, or tobacco.
● Outerwear (coats and jackets) should remain in lockers or storage areas during school hours.
● Revealing clothing (halters, thin straps) or clothes which expose midriff or back are not permitted.
● Dresses, skirts and shorts must be fingertip length. Tight fitting pants, dresses, and skirts must be worn with a top that is fingertip in length.

DRIVING TO SCHOOL
Driving in personal vehicles to and from school is limited by Board Policy No. 223 to special circumstances and is by permit only. Students are strongly encouraged to utilize the district-provided bus transportation to and from school. The school district assumes no responsibility for student safety or for personal property damages. Driving privileges are limited to high school Seniors and Juniors possessing a valid Pennsylvania driver’s license and who agree to the student driving regulations. The number of driving permits issued each school year will not exceed the number of available parking spaces. Detailed information concerning student driving, student riders and loss of driving/riding privileges is available on the high school website.

Detailed guidelines and directions for the Parking Permit Application are sent to the student email addresses of juniors and seniors in mid-July. Students must follow all directions provided with accuracy in order to be considered for a Parking Permit. Once a permit is granted, the student will receive another email with the required steps which must be followed prior to any student receiving the permit. This includes submitting copies of all required documents and attending a mandatory informational meeting where driving rules and guidelines will be reviewed by high school administration and student drivers.

Once the Parking Permit is assigned to the student driver, all guidelines and policies must be followed. Students risk the loss of their permit
when these guidelines and policies are not followed. Student drivers must report to school on time or risk the loss of the permit.

**DRUGS AND ALCOHOL**
The Pine-Richland School Board takes a no tolerance attitude toward the use or abuse of drugs and alcohol. Pine-Richland School District Board Policy No.227 prohibits the possession and/or use, mimic of use, sale, mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored curricular and extra-curricular activities or field trips, on school buses, and en route to and from school by any mode of travel. Violation of this policy include the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia.

**Distribution of Drugs/Alcohol**
The consequences for distributing, sharing, or involving others in the use of drugs and/or alcohol in school include all of the consequences listed above, plus possible referral to the school board for expulsion.

**Possession/Use of Drugs/Alcohol**
The following consequences are in place for students possessing and/or using drugs and/or alcohol:
- Suspension (3-10 days)
- Parent conference required before returning to classes
- Referral to the police
- Referral to drug and/or alcohol treatment

Consequences may also include a conference with the superintendent, a behavior contract, alternative educational placement, and/or temporary or permanent expulsion.

**Sale of Drugs/Alcohol**
The sale of drugs and/or alcohol in the PRSD will not be tolerated. Students will be adjudicated before both the Pine-Richland Board of School Directors and appropriate legal authorities. The school consequence is permanent expulsion from the district. The police and district attorney will determine the legal consequences.

**ELECTRONIC DEVICES**
The use of electronic devices, which include but are not limited to mobile telephones and other devices that can send, receive, play or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students during instructional periods of the school day and in such other circumstances as delineated in Board Policy No. 237. Electronic devices may be brought to school but must be kept turned off and out of sight during all instructional periods and activities. Use of electronic devices in certain designated areas of the school or in other special circumstances may be approved by the building principal. Use of electronic devices on school transportation is permitted to the extent that such use does not disrupt or distract other students, passengers or the operator of the vehicle, and does not otherwise pose a risk to the safe and orderly operation of the vehicle.

Please refer to Board Policy No. 237 for all restrictions and rules applicable to the use of electronic devices in school or on school property. Students and parents are expressly advised that use of an electronic device in a manner not permitted or authorized under Board
Policy No. 237 will be considered a Level I consequence.

**GLASS CONTAINERS**
Glass containers are NOT permitted in school buildings.

**HEALTH SERVICES**
The Pine Richland Health Services staff act as a liaison between the family, school, and community in an effort to improve the health status of children and have them achieve the maximum benefit from their educational experience. Parents/Guardians have the primary responsibility for the welfare of their children.

The School Nurses support learning by assessing illness and injury, administering medication, providing nursing procedures, supporting students with chronic health problems, providing mandated health screenings, monitoring immunizations, and being a resource for families on available community health care programs.

For questions regarding health service information, please contact your School Nurse.

**Accidents**
[Board Policy No. 705 Safety](#)
Every accident in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge of the event, and to the school office.

**Health Examinations**
[Board Policy No. 209 Health Examinations/Screenings](#)
The following examinations are mandated by the state of Pennsylvania and may be performed by your child’s personal physician or dentist:

- Physical examinations (kindergarten or first grade, sixth and eleventh grades, and any student entering school in Pennsylvania for the first time)
- Dental examinations (kindergarten or first grade, third and seventh grades, and any child entering school for the first time in Pennsylvania)

If you are unable to schedule these exams with your own health care provider, please contact the School Nurse to arrange for a free exam at school.

**Health Screening**
[Board Policy No. 209 Health Examinations/Screenings](#)
The Pennsylvania School Health screening program includes the following:

- Each student is weighed and measured every year from kindergarten through twelfth grade. In addition, a Body Mass Index (BMI) for age percentile is calculated on all students.
- Each student has a near and far vision test every year.
- Each student has a hearing test in kindergarten through third grade and in seventh and eleventh grades.
- Each student is screened for Scoliosis (curvature of the spine) in sixth and seventh grades.
Health Screening results are communicated in an annual health screening letter. Parents/Guardians are notified when a screening result indicates a potential area of concern and follow up with a health care specialist may be indicated.

Illness

Please consider the following guidelines when making the decision to send your child to school:

- Fever of 100 degrees or higher: children should be fever free (<100°) for 24 hours without fever – reducing medication.
- Uncontrollable coughing.
- Vomiting/Diarrhea: children should be free of symptoms for 24 hours before returning to school.
- Inability to sleep most of the night because they don't feel well.

The Pine Richland School District follows the Allegheny County Health Department "Guide to Infectious Diseases For Schools" to determine when a child should return to school after an infectious illness. Specific information on strep throat, pink eye, lice, chicken pox, and other common infectious illnesses in schools are outlined in A Guide To The Control of Infectious Diseases In Schools.

Immunizations

**Board Policy No. 203 Immunizations and Communicable Diseases**

In accordance with the Allegheny County Health Department and the Pennsylvania Department of Health, the following immunizations are required for school enrollment/attendance:

For attendance, children in ALL grades (K-12) need the following vaccines on the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the following vaccinations or risk exclusion.

- 4 doses of tetanus* (1 dose on or after 4th birthday)
- 4 doses of diphtheria* (1 dose on or after 4th birthday)
- 4 doses of polio *** (1 dose on or after the 4th birthday)
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles) **
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP, DTaP or if medically advisable, DT or Td
**Usually given as MMR
*** a fourth does is not necessary if the third dose was administered age 4 years or older and at least 6 months after the previous dose

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must provide a medical plan card signed by his/her doctor within the first five days of school for obtaining the required immunizations or risk exclusion. Your school nurse can provide you with a blank medical plan card.
If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

The medical plan must be followed or risk exclusion.

Children in 7th Grade need the following ADDITIONAL immunizations for entry:

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) [if five years have elapsed since last tetanus immunization]

Children in 12th Grade need the following ADDITIONAL Immunization:

- 1 dose of MCV by the first day of 12th grade.
- If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose. On the first day of 12th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the vaccine or risk exclusion.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Information regarding immunizations can be received from the Allegheny County Health Department by calling 412-578-8062.

**Medication**

The law which regulates the administration of medication in the school and school activities is the same law that applies to hospitals and other institutions. The school cannot dispense or allow any child to take any medication without written permission from a physician and parent. This includes both prescription and over the counter drugs. If you anticipate or find that your child must take medication during school hours, please obtain a copy of the medication policy [Board Policy No. 210] and a permission form.

Medications must be turned into the Nurse’s Office immediately upon arrival to school and must be in the original prescription bottle or the original package. For safety reasons, it is highly recommended that medications be transported to and from school by a parent or guardian. Medications must be kept in the nurse’s office. The only exception would be students needing to carry asthma Inhalers and/or Epi-Pens (rescue medications). Students in need of rescue medications are allowed with the proper additional permission to carry form.

Examples of over the counter medications are but not limited to: Tylenol (acetaminophen), Advil (ibuprofen), and cough/cold medicine.

**Epinephrine Administration:**
The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this
exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”

Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

Narcotic pain medication will not be given in school under any circumstances. Please refer to School Board Policies No. 210 Use of Medications and No. 210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors for specific guidelines for the possession and use of asthma inhalers/Epi-Pens.

**Diabetes Management Plan**

School nurses are to obtain and maintain written record for the authorization of care and written instructions for the management of diabetes from the students’ licensed health care provider, as well as the parental consent on the Medication Permission Form for treatment by the Pine-Richland School District nurse. The school health team is to then create the Diabetes Medical Management Plan (DMMP) based upon the authorization and management procedures from the health care provider. For more information on generating a DMMP for your child, please contact your school nurse to learn about the necessary documentation.

**Lead Testing**

Allegheny County requires that all children be tested for lead exposure at approximately 9-12 months old and again at approximately 24 months. Children who have not had their blood tested before 24 months must be tested as soon as possible before the age of six or before entering kindergarten, whichever comes first. For more information, contact your family physician or: Allegheny County Health Department, Housing and Community Environment Program, here or by phone at 412-350-4046. This form has been added to the Kindergarten registration packet and is suggested for use by physicians to document lead testing dates.

**ILLNESS AT SCHOOL**

A student who becomes ill at school should ask for a pass to the health office. A student must report to the health office rather than going to the restroom. Spending time in the restroom while ill constitutes an unexcused absence from class.

**LEAVING THE SCHOOL BUILDING OR PROPERTY**

Students are not permitted to go outside the school building (including the school parking lot or recess areas) or leave the school property without permission from the school office, or except when accompanied by a faculty member, coach, or school administrator. Parents wishing to pick up a student during the school day (early dismissal) must meet the student at the school office/attendance office. Identification may be requested.

- Initial consequences for leaving the building without permission are one day of in-school suspension.

**LIGHTED OBJECTS**

It is a violation of the fire code to have a lighted object in the school or
to interfere with fire protection equipment, systems or procedures. A student who is found with a lighted object (cigarette, lighter, match, etc.) or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

PARTICIPATION IN SPECIAL EVENTS (ACTIVITIES/ATHLETICS)
Student attendance in school on the day of any extracurricular activity (athletic event, club activity, musical, concert, Homecoming, Prom or field trip) is expected. At minimum, students must attend one-half of the school day with a valid excuse for late arrival/early dismissal, to be eligible to participate in the extracurricular activity.

Participation in extracurricular activities and athletic events is a privilege. Violations of the Discipline Code may also result in exclusion from participation in such events and activities, in addition to the consequences set forth below. Students assigned to in-school or out-of-school suspension are prohibited from participating in activities / athletics until the day after the suspension ends.

PHYSICAL ALTERCATIONS
Students who are involved in any type of physical altercation, no matter the severity or who started it, will all face disciplinary consequences.
Typically, students will receive three days of out-of-school suspension. This allows time for building administration to complete a thorough investigation of the matter.

SAFE SCHOOLS ACT
Pennsylvania law requires a mandatory one year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

SEARCHES
Policy 226 Searches authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Individualized Suspicion Searches
Individual students or their belongings, including lockers, automobiles, electronic devices (cases only not content), purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.
Consent and Communication

When the threshold of reasonable suspicion is met, school officials do not need consent from the student and/or parent to conduct a search. School officials have the responsibility to share the reasons for the search and give the student an opportunity to be heard. School officials must also ensure that the scope of the search is reasonable based on the suspected violation.

School officials will encourage cooperation from students. School officials shall make an effort to contact parent(s)/guardian(s) prior to a search. School officials will also contact parent(s)/guardian(s) after a search is conducted. If a student refuses to cooperate with the search process, school officials will attempt to secure cooperation and support from the parent(s)/guardian(s).

Individual Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students for the convenient storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing, which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given an opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

Individual Vehicle Inspections and Searches

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds that make the student’s consent a condition of access to the privilege. Vehicle search procedures follow the same protocol as locker searches.

General Searches Without Individualized Suspicion
When certain criteria are present, general searches of school premises, students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities (e.g., prom, homecoming, etc.), for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. School staff may also assist in searching student bags and materials in response to a threat (e.g., a bomb threat). When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

General searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school sponsored activity, or into other times and places that students are under school supervision.

General searches for controlled substances may be conducted when two or more credible sources indicate a use, possession or trafficking of controlled substances among students in school. For example, the building principal may receive information from a student and staff member involving controlled substances that does not include a specific name of an alleged person or persons.

General searches not based on individualized suspicion must be approved in advance by the Superintendent or Assistant Superintendent. In a timely manner, the administration will inform the board that a general search was conducted and provide basic information of any prohibited items.

Anyone having tips regarding drug abuse, use or distribution can contact the TIP Hotline anonymously at 724-449-TIPS. If you are concerned that your child may have a drug and/or alcohol problem, several community resources are available to assist you. Trained members of the Pine-Richland staff serve on the Student Assistance Team in all of our buildings. The district also partners with the Alliance, which is a community-based program designed to educate youth about substance abuse. Visit [www.drug-alliance.org](http://www.drug-alliance.org) for details on their programs and how to get help.

**SMOKE-FREE CAMPUS**

For the safety and well-being of our students, staff and visitors, Board Policy No. 222 authorizes the 24-hour, year-round smoke-free status. The board prohibits tobacco use, smokeless tobacco or the use of vaporizers, e-cigarettes or any similar devices at any time in a building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. This includes school-sponsored activities held off school property. This policy applies to any person
using or renting school facilities at any time.

**Possession and Use of Tobacco**

Students are expressly prohibited from both possessing and using tobacco products, including cigars, cigarettes, pipes, electronic cigarettes and paraphernalia (vapes, JUULs) and all other tobacco and smokeless tobacco products (chew and look-alike products) in school buildings, on school buses, on school property, and at school-sponsored events and activities, including travel to and from such events and activities. The consequences for a first offense include a two-day out of school suspension. In addition to disciplinary consequences, students will be issued a citation for use or possession of smoke or smokeless tobacco.

**STUDENT ACCESS TO TECHNOLOGY**

As the use of technology increases, so does the concern for its appropriate use. All students are expected to abide by the guidelines set forth in the Student Access to Technology Resources Agreement. Student technology use is monitored throughout the school day. Students and parent will be expected to sign this agreement on an annual basis. This agreement provides that:

- Technology resources are to be used only for learning within the district’s approved curriculum.
- Accounts are to be used only by the authorized student owner. Passwords are not to be shared.
- Outside media storage devices (e.g. USB, thumb drives, etc.) may not be used without prior teacher approval.
- Personal information (name, personal address, phone number or credit card number) is not to be shared through technological means. Personal information (name, personal address, phone number or credit card number) is not to be shared over the Internet.
- Use of resources to access or process inappropriate material is prohibited.
- Downloading files which may be dangerous to the integrity of the network is not permitted.
- Transmission of material, information or software in violation of district policy or federal, state or local law or regulation is prohibited.
- Network users may download educationally appropriate materials for their own use.
- Copyrighted materials must be used in accordance with district policy and applicable law.
- No one is permitted to change the setup of a school district computer.
- Vandalism (a malicious attempt to harm or destroy equipment, materials or systems) may result in the cancellation of a user’s privileges and assessment for damages.
- All information stored on district resources is the property of PRSD.

**NOTE:** Access to the Internet, via school equipment, is a privilege, not a right. Inappropriate, unauthorized or illegal use will result in cancellation of that privilege and application of appropriate disciplinary action. Please refer to Board Policy No. 815 for additional information regarding appropriate use of district technologies.
STUDENT EXPRESSION
The rights of students to express themselves in words or symbols are limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. Student expressions which violate the rights of others are prohibited. Such expressions including but not limited to:

- Libel of any specific person or persons;
- Advocating the use or advertising the availability of any substance or material or promoting behavior that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students;
- Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic;
- Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations;
- Are likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights;
- Violating established school or district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

STUDENT EXPECTATIONS AND BEHAVIORAL GUIDELINES
Conduct is closely related to learning. An effective instructional program requires a wholesome and orderly school environment. While self-discipline is the district’s primary goal, from time to time, the school district may take disciplinary action to accomplish the following objectives:

1. To assist young people in developing acceptable behavior patterns in school and in the community
2. To assist young people in developing respect for themselves, other students, faculty and advisors, school property, and safety in general
3. To assist young people to become responsible adults
4. To provide young people with a firm yet responsible framework upon which they may develop to their fullest capacity, compatible with the goals of home and community, and whose end result is good citizenship.

Students are expected to know and respect the rules and regulations of the district and its schools, and to behave in a manner appropriate to good citizenship. These expectations and guidelines apply to students during their travel to and from school, during school and at all school-related activities. Common sense, good faith, and a shared desire for a safe and healthy learning environment are the key ingredients of the Pine-Richland School District Discipline Code.

Expectations for student behavior can be summarized in several simple,
yet important terms. Students are expected:

- R - Respectful
- A - Accountable
- M - Motivated
- S - Safe

Most students easily meet these expectations. They are successful in school because these behaviors have been learned at home and practiced in school. Students who do not meet these expectations will be assigned consequences of various levels to encourage them to change their behavior.

The School Board Policy Manual, including all current and up-to-date amendments, is maintained under the School Board Tab on the District Web site. A hard bound copy is also available for inspection in the PRSD Administrative Office and in the public libraries located in the townships of Pine and Richland.

SURVEILLANCE CAMERAS AND AUDIO RECORDINGS

Under School Board Policy #816 (Use of Video Surveillance Cameras), the District is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the District. The district does monitor district buildings, property and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles (Policy #810.2). If audio recording is being used on a district transportation vehicle, a notice indicating that such recording may occur will be placed within the vehicle.

TERRORISTIC THREATS OR ACTS

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, community member, or school building. Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers. The Pine-Richland School Board may recommend that the student be permanently expelled from PRSD.

UNLAWFUL 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/disability. A substantiated charge of harassment will subject the student to disciplinary action and may include Level II or higher consequences, educational activities or counseling services.

Ethnic and Racial Harassment

Ethnic and racial harassment includes the use of derogatory words,
phrases or actions to characterize offensively a given racial or ethnic group. Further, the following behaviors may constitute racial or ethnic intimidation:

- Pressure to engage in racial or ethnic intimidation
- Repeated remarks of demeaning racial or ethnic implications
- The demeaning display or depiction of any racial or ethnic group.

**Sexual Harassment**

Includes but not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications or unwanted touching

**WEAPONS**

Pursuant to Board Policy No. 218.1 Weapons and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, Tasers, and stun guns, explosive devices, and/or any other household items, tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

Students cannot interfere with the normal activities, occupancy, or use of any building or portion of the school campus by exhibiting, using, or threatening to exhibit or use a dangerous weapon or its look-alike. Any student who brings or possesses a weapon on school property at any school-sponsored activity or on any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. However, the superintendent, at his or her discretion, may recommend discipline short of expulsion on a case-by-case basis. Such student will also be referred to local law enforcement authorities for criminal prosecution. School premises is defined as the school building, the school grounds, athletic fields, school buses, and facilities/areas visited while on school field trips.

Should a student need to use a look-alike instrument for educational purposes, he/she must request permission from the building principal, prior to the class, and keep the look-alike in the office when not being used in class.

*Please refer to Board Policy No. 218.1 for additional information.*

**DISCIPLINE STRUCTURE**

**School District Discipline Code**

Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence. Each building may have additional guidelines for student behavioral expectations. For detailed information please review the Pine-Richland Discipline Code.

**Level I**

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the normal teaching environment and which
interfere with the orderly operation of the school. While these misbehaviors are usually handled by the individual staff member who observes the incident, they may require the intervention of other school personnel. Repeated instances of misbehavior at this level raise the offense to a higher level. Examples include but not limited to: Tardiness to class, swearing, horseplay, and off task behaviors.

**Level II**

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These infractions can result from the continuation of Level I misbehaviors or include new offenses. The educational consequences are serious enough to require disciplinary action taken by administrative personnel. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level. Examples include but not limited to: Cutting class, lying, leaving the school without permission, possession of a JUUL, vape, or tobacco products.

**Level III**

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health or safety of those in the school. Examples are but not limited to: Threats, theft, vandalism, possession/use of drug paraphernalia, disrespect, and physical aggression.

**Level IV**

Level IV misbehaviors disrupt the learning climate of the school by posing a threat to the health, safety and welfare of others in the school. These criminal acts always require administrative actions and may require the removal of the student from school, the intervention of law enforcement authorities, and possible action by the PR School Board. Examples include but are not limited to: Terroristic threats or acts, weapons or look-alikes, and tampering with fire safety devices/systems.

The Pine-Richland School District Discipline Code is based on adopted Board Policy and is subject to change as such policies are adopted, amended or revised.
ACADEMIC INFORMATION

Please see the PRHS Program of Studies on the district’s website for more information about curriculum, courses, and academic life. Please also refer to the guidance website for more information about academics, career, and college planning.

Grading System

✓ Students’ grades are the result of their efforts as evaluated by their teachers. Grades are based on the quality of students’ academic progress in class as measured by their class participation, written work, examination, projects and other assignments. Grades students earn each quarter appear as percentages on report cards four times a year. Final grades for courses appear only as letter grades on student transcripts. The grading scale is as follows:

<table>
<thead>
<tr>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Graduation Requirements

✓ All graduation requirements are established by the Board of Education for the Commonwealth of Pennsylvania and the Board of Directors for the Pine-Richland School District.

✓ Pine-Richland School District requires students to earn a total of 24 credits in order to graduate in addition to other requirements. Please see the PRHS Program of Studies for specific graduation requirements.

Incomplete Grades

✓ Students who have not completed the work for a class assigned during a quarter receive an incomplete grade on their report card. Students have two weeks after the report card is distributed to complete the missing work. If the work is not completed within two weeks of distribution of the report card, the missing assignments will be marked as a zero and a new quarter grade will be calculated.

Mid-term and Final Exams

✓ Mid-term and final exams are given in year-long classes as a means of assessing how much knowledge has been retained and how much knowledge can be applied. Mid-term and final exam scores appear separately on the report card and are each worth 10% of the final course grade. Semester courses give final exams which are worth 20% of the final course grade.

Report Cards

✓ Report cards are made available electronically via the Home Access Center, the electronic student information system.
Cheating/Plagiarism
✓ It is the responsibility of each student to submit work, assignments, and projects that represent his/her own work. Cheating and plagiarism could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. While consequences for cheating and plagiarism may vary, students typically do not receive any credit or points for assignments on which they cheated or plagiarized.

Athletic Eligibility
✓ Grades are checked weekly on student athletes to ensure they are eligible to participate. Students who are currently failing two (2) or more classes are not permitted to participate in practice or athletic competitions for one week.
✓ Missing twenty (20) or more days in the second semester of one year impacts a student’s ability to participate in fall sports the following year.
✓ Eligibility in the fourth quarter of one year impacts eligibility for the first quarter of the next.

Honor Roll
✓ Every quarter, students earn honor roll with the following grade point averages:
  3.25 to 3.49 Honor
  3.50 to 3.74 High Honor
  3.75 to 4.0 and above Highest Honor
✓ To earn these distinctions students must have not earned any grades below a C or an I.

Electronic Posting of Course Materials and Home Access
✓ Many teachers post course materials electronically using an on-line instructional management system (i.e., BlackBoard, Google Classroom). Teachers instruct students how to access course materials electronically at the start of every course.
✓ Parents have on-line access to information about students’ demographics, attendance, discipline, and grades through Home Access.

Student Email Accounts
✓ All students have received a school district Google email address.
✓ Students can only send and receive emails from Pine-Richland user accounts.
✓ Student should check emails regularly for information regarding school activities and other school information.
✓ Student accounts are monitored.

College Planning
✓ Representatives from various colleges meet with interested students here at Pine-Richland High School.
The dates the representatives will be at our school are announced and posted in Naviance, a college and career planning software.

Students check Naviance to obtain the permission forms needed to attend a college admissions visit.

Throughout the year, informational meetings for parents and students are held in the evening. These meetings cover such topics as understanding the college application process and applying for financial aid.

Students in ninth, tenth, and eleventh grade take a series of on-line career interest inventory tests to help students understand their own interests, talents, and skills and to explore potential careers. This career information may be useful in determining college application plans.

The guidance website contains helpful information about the process of planning a career and applying to college.

**Reporting of a Change of Address**

Any change in demographic information such as a home address, home phone number, or work phone number should be reported to the district enrollment coordinator, by calling 724.625.7773, X6301 or emailing ameijer@pinerichland.org.

**Responsible Reporting**

If you are aware of what is going on around you and sensing a potentially harmful situation, tell a Trusted Adult, One at Home and One at School. Below are resources for reporting and resources for yourself.

- **Re:Resolve** - 1-888-796-8226
- **Pine-Richland TIPS Line** - 724-449-TIPS
  (Your message is recorded and immediately reviewed and delivered to NRPD. Calls can be made anonymously.)
- **National Suicide Prevention Lifeline** - 1-800-273-8255
  (Calls are answered by a mental health counselor 24/7.)
- **Crisis Text Line** - Text START to 741-741 to text with a crisis counselor.
- **Safe2Say Something Mobile App** - 1-844-SAF-2SAY or 1-844-723-2729

**Student Assistance Program (SAP)**

SAP provides students and parents, a link to school and community based supports and services for students who are experiencing difficulty succeeding in school for a variety of reasons.

The SAP team is composed of SAP trained teachers, counselors, and administrators who meet on a weekly basis to identify appropriate supports and services to support struggling students.

The SAP process begins with a confidential referral process initiated by students, parents and/or school personnel.

Requests for student assistance services can be made by contacting anyone on staff.

For more information on SAP, contact the guidance office.
**PSAT, SAT, and ACT Tests**

✓ The Preliminary Scholastic Aptitude Test (PSAT) is a good practice test for tenth and eleventh grade students planning to take college boards Scholastic Aptitude Test (SAT).
  - All juniors will take the PSAT during the school day.
  - Interested sophomores may also sign up for this test at cost to the family.

✓ Students are advised to understand the testing requirements of the colleges to which they are seeking admission.

✓ All college-bound eleventh and twelfth grade students should take the SAT or ACT. Juniors usually take this test in March or April. Seniors usually take the SAT in October or November.

✓ Students are encouraged to take SAT tests in individual subject areas as well.

✓ The ACT is taken at the completion of eleventh grade.

✓ Further details, sign-up information, and registration packets regarding the PSAT, SAT, and ACT are available in the guidance office.

**Keystone Tests**

The Keystone Exams are end of course assessments administered by the Pennsylvania Department of Education. Beginning with the class of 2019, all students are required to demonstrate proficiency in Algebra, Biology, and Literature in order to graduate. Students will complete the Algebra and Biology Keystones in May of the year that they are enrolled in those courses. All ninth grade students will take the Literature Keystone in May of that year. Students who do not reach proficiency must participate in supplemental instruction and then retake the exam. After three unsuccessful attempts, students who have not acquired a proficient score will move to the Project Based Assessment for that Keystone Exam. A student's best score on each Keystone Exam will appear on their transcript.

**Advanced Placement (AP) Tests**

✓ Students enrolled in Advanced Placement courses are required to take the AP test for the course. Students who earn a score of 3 or above, and who complete the necessary paperwork in a timely manner, are reimbursed 50% of the cost of the exam.

AP tests are administered at the high school in May, in compliance with the College Board.

**Career Standards and Pathways**

The Career Education and Work Standards are a part of the State Board of Education’s regulations of required education for all students in Pennsylvania. The Career Education and Work Standards address four areas of knowledge: Career Awareness & Preparation, Career Acquisition, Career Retention & Advancement, and Entrepreneurship. Pennsylvania Department of Education also provides Career Pathways that may be used for career planning purposes.
Naviance Student
The Career Planning component of Naviance Student allows students to realize their goals, skills, knowledge, values, constraints, and interests to help them make better academic decisions. During this process, students gain a clear understanding of the academic preparation required to pursue careers that are likely to be fulfilling for them.
CAFETERIA INFORMATION
The school cafeteria is maintained as a vital part of the health and wellness of our students. Well-balanced meals offering a selection of healthy items are offered at a reasonable price.

Breakfast and Lunch are served daily in the cafeteria. Meal service is not offered on school scheduled half days and breakfast is not served on 2-hour delay days.

A monthly printable breakfast and lunch menu is posted on the district website. You can also view the menu utilizing the Schoolcafe.com website or APP.

Meal Program:
Breakfast and lunch are served daily meeting the USDA guidelines and school wellness initiatives. Free & Reduced Meals are available to eligible families. Families must re-apply each year for eligibility. Applications are accepted any time during the school year.

Paying for Cafeteria Purchases:
A computerized debit system is used at all schools and each student will utilize their 5-digit student ID number at the register. Students must use their own ID number for all purchases. Please contact the Food Service Department if you do not have your student’s ID number.

Pay Online
Pay online at www.schoolcafe.com. View your child's purchase history and make payments. Payments can be set up automatically or add money as needed. A convenience fee will be charged at the time of payment. Payments will update to your account within 24-48 hours but as quickly as 30 minutes. You can set up an alert to notify you when your student's meal account has fallen below the amount you have specified. We recommend you set up the low balance reminder at $10.00 to provide families with enough time to add additional funds.

Pay By Check
Make checks payable to the Pine-Richland Cafeteria Fund or PRCF and please record your student's name and student ID number on the check.

Create On-line Account/Pay By Check
We have many parents/guardians who would like to monitor their student's meal habits, but continue to send a check in with the student. It is FREE to create an on-line account with www.schoolcafe.com, monitor your student's eating habits and create low balance alerts. The only time you are charged a fee is if you choose to pay on-line. We recommend all families create an account to monitor spending.

High school students are able to create a student schoolcafe meal account, which allows them access to daily menus, ingredients, allergy information and meal account balance. We encourage all students in the High School to create an account to help monitor meal purchases.

In accordance with School Board Policy #808 – Food Services, the district has established guidelines for low and/or negative balances.

Meal Price:
To offer meals with higher quality of food, increased scratch cooking, increased plant based options and increased fresh products, a two tiered price system is utilized. The food service menus will continue to offer a variety of lunch options at both prices. You will see two types of meals offered, the first is our DAILY meal and the second our RAM meal.

Signage will be in the cafeteria so students will recognize the differences. Parents will also see the DAILY and RAM description listed on our menus, so they will know how much each meal will cost.

<table>
<thead>
<tr>
<th></th>
<th>Paid 7-12</th>
<th>Reduced 7-12</th>
<th>Free 7-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.25</td>
<td>$.30</td>
<td>$.00</td>
</tr>
<tr>
<td><strong>Daily Meal</strong></td>
<td>$2.65</td>
<td>$.40</td>
<td>$.00</td>
</tr>
<tr>
<td>(Entrée, fruit, vegetable &amp; milk)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RAM Meal</strong></td>
<td>$3.25</td>
<td>$.40</td>
<td>$.00</td>
</tr>
<tr>
<td>(Entrée, fruit, vegetable, milk)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>°Our RAM meal will focus on increased scratch cooking, plant based and fresh products.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Free and Reduced Meals:**
If the cost of meals is a hardship for your family, an application for free or reduced meals is provided to each family at the beginning of the school year. This form may also be obtained from the district office or online at any time throughout the year. Complete the information and return the application to the school office. You will be notified of the status of the application. Prior to your approval, you will be responsible for any cafeteria charges incurred. Confidentiality is strictly adhered to and no distinction is made between those students who pay and those who do not.

One breakfast and one lunch meal per day is permitted as free or reduced. Second meals and snack items are at the full meal price. Students receiving reduced-meal prices must place money in the meal account.

Appropriate behavior in the cafeteria is the expectation. The Pine-Richland Discipline Code will be followed to address any inappropriate behavior.
EXTRA-CURRICULAR OPPORTUNITIES
Some school-sponsored activities (including all interscholastic sports) are subject to an activity fee. Payment of the fee will allow each student to participate in an unlimited number of sports and student activities during the school year. The fee will offset a portion of the supplemental payments to coaches, sponsors, or teachers for these extra-curricular activities. Please refer to the district website at www.pinerichland.org/activityfee for additional details including the amount of the fee and payment instructions. Extra-curricular activities include, but are not limited to the following activities and athletics.

Student Activities

AF-JROTC  Mini-THON
Anatomy Club  Mock Trial
Art Club*  Model United Nations*
Best Buddies  Musical*
Chorus  Mystery Club
Color Guard  National Honor Society
Dance Team  Orchestra
Fencing*  Peer – to – Peer
Fitness Center  Politicians Club
Forensics*  Prom Committee
French  Programming Club
Future Business Leader of America*  PRTV Club
GSA  RAMBLER – Yearbook
German Club  Sci-Girls Club
Global Relations  Ski and Board Club*
Club*Helping Hands  Spanish Club
Inkwell-Literary Magazine*  Spire and Co.*
Interact  Stock Market Club*
Intramurals*  Strategy Club
Key Club  Student Government Talent
Marching Band  Show*
Math Club  Technology Student Association
Mind-Body-Balance Club  Thespian Society / Fall Play*
* Denotes activities subject to an activity fee

Athletic Teams

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Soccer</td>
</tr>
<tr>
<td>Basketball</td>
<td>Swimming</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Tennis</td>
</tr>
<tr>
<td>Diving</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Football</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Golf</td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

Lacrosse
**Athletic Clubs**

| Boy’s Lacrosse | Ice Hockey | Rowing |
| Boy’s Gymnastics | In-Line Hockey | Ultimate Frisbee |

**Student Government**

The largest student activity at the high school, this organization focuses on developing student leaders, creating positive school spirit, and giving back to the community through service projects. Applications to join Student Government are distributed in the spring of the preceding year. Executive Board officers and Class Caucus officers are also elected in the spring.

**LOST AND FOUND**

Students who find lost items must turn them in to the office. The school keeps a collection of lost and found articles throughout the year. Students and/or parents should check the lost and found as soon as possible when missing an item of clothing, jewelry, etc. Unclaimed items are donated to a local charity two times during the school year – at the end of the first semester and at the end of the year. The school highly recommends that nametags be placed on personal belongings.

**ONLINE LIBRARY RESOURCES**

To access these databases from home, go to [www.pinerichland.org](http://www.pinerichland.org), select “Pine-Richland High School from the drop down menu in the top left corner, choose “Library” in the top green menu bar and select “Library Home” from the directory options. To login, use the access IDs and passwords below. [Here](http://www.pinerichland.org) is the direct link to our library homepage.

To search our online library catalog for hardcopy books, go to [destiny.pinerichland.org](http://destiny.pinerichland.org) or [gofollett.com](http://gofollett.com). To help cite your sources, you can register for Noodletools with the registration username: pinerichland and the password research.

**JSTOR**

To access from home, click “login” at the top.

Username: pinerichland
Password: rams

**Gale Databases**
(Includes: *Opposing Viewpoints, Science in Context, Biography in Context, Virtual Reference Library, Artemis, Archives Unbound and Contemporary Literature Criticism*)
Password: ram

**ABC-CLIO Social Studies Databases**
Username: prhs
Password: ram

**Bloom’s Literary Reference Online**
Username: prhsrams
Password: rams

**Oxford (Grove) Art & Music**
Username: prhs
Password: ram

**EBSCO Host**
Username: prhsrams
Password: gorams

**SIRS**
Username: PL2677H
Password: ram

**CQ Researcher Online**
Username: prhsrams
Password: gorams

**Infobase E-Books**
Username: prhs
Password: ram

**Salem Press e-Books**
Password: ram

**Grolier Online Encyclopedias** *(Includes Encyclopedia Americana, Lands & People and The New Book of Popular Science)*
Username: prhsrams
Password: gorams