

NORTHEASTERN HIGH SCHOOL

www.nhsbobcats.org

*300 High Street
Manchester, PA 17345*

*Main Office: 717 266-3644
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Mr. Mathew Gay, Principal
TBD, Assistant Principal
Ms. Kimberly Bell, Assistant Principal

Ms. Jen Bisignani, School Counselor, Grade 9
Dr. Eric Bierker, School Counselor, A-G Grades 10-12
Ms. Bethany Gamber, School Counselor, H-O Grades 10-12
Ms. Kris Hach, School Counselor, P-Z Grades 10-12

Ms. Donna Moyer, School Nurse
Mr. Bryan Stephens, Athletic Director
Ms. Sally Reed, Social Worker
Officer Greg Bowers, School Resource Officer

Note: Alternate schedules can be found on school website

Daily Schedule

7:35 - 8:15	Period 1
8:20 - 9:00	Period 2
9:05 - 9:50	Academic Prep
9:55 - 11:15	Period 3
11:20 - 1:10	Period 4
1:15 - 2:35	Period 5

Early Dismissal Schedule

7:35 - 8:05	Period 1
8:10 - 8:40	Period 2
8:45 - 9:50	Period 3
9:55 - 10:55	Period 4
11:00 - 12:45	Period 5

STUDENT HANDBOOK

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ACADEMIC & GRADING GUIDELINES

🐾 *ACADEMIC HONORS* 🐾

Academic honors will be bestowed upon seniors based on cumulative, weighted GPA at the end of the third marking period of final year. Valedictorian and salutatorian will be defined as number one and two in the graduating class. Summa cum laude graduates will be defined as the top 2% of the graduating class. Magna cum laude graduates will be defined as the top 5% of the graduating class. Cum laude graduates will be defined at the top 10% of the graduating class. Note: Dual-enrollment grades from second semester of final year are not considered for academic honors.

🐾 *HONOR ROLL* 🐾

Distinguished Honor Roll: Students must have earned an overall marking period average of 95.00 or greater. No grade may be lower than 90.00.

Honor Roll: Students must have earned an overall marking period average between 87.00 and 94.99. No grade may be lower than 80.00.

NOTE: Honor roll calculations do not include course weighting and are based on printed report card scores.

🐾 *PROMOTION REQUIREMENTS* 🐾

The following credit requirements are necessary to be promoted to the corresponding grade(s):

- Satisfactory completion of a minimum of 5 credits= 10th grade
- Satisfactory completion of a minimum of 11 credits= 11th grade
- Satisfactory completion of a minimum of 18 credits= 12th grade
- **Students must earn twenty-seven credits, along with other district requirements, to graduate from Northeastern High School.** See Course Selection Guide for specific graduation requirements.

🐾 *CREDIT RECOVERY* 🐾

Students who were unsuccessful in courses at NHS may enroll, at their own expense, in summer school offered at local districts, correspondence courses (up to two credits), or other avenues as determined by administration.

🐾 *DROP/ADD PROCEDURE* 🐾

This policy applies to elective courses only. Students must request to drop or add a course within the first cycle (6 school days) of the course for one credit courses and within the first three days of the cycle for half-credit courses. Requests will not be honored if submitted beyond this time frame. All requests will be submitted to student's School counselor with final approval by administration.

🐾 GRADE REPORTING 🐾

Students will receive a percentage as a grade on the report card. Students must achieve a cumulative percentage of 70% or better to receive credit for the course. Any grade below 70% is failing. When colleges request the conversion of percentages to letter grade or a 4-point scale, the following conversion will be used.

100% - 93%	= A = 4.0
92% - 85%	= B = 3.0
84% - 77%	= C = 2.0
76% - 70%	= D = 1.0
69% & below	= F = 0

🐾 GRADUATION REQUIREMENTS 🐾

*Note: See school counselor and course selection guide for more detailed information.
This is intended to serve as a summary of requirements.*

- **English: 4 credits required**
- **Mathematics: 4 credits required**
 - *Note: Beginning with class of 2021, every student will need a Personal Finance course to graduate*
- **Science: 4 credits required**
- **Social Studies: 4 credits required**
- **Computer Technology: 1 credit required**
- **Health/Physical Education: 2 credits required**
 - Physical Education (P.E./Aquatics courses) 1.5 credits
 - Health .5 credits
- **Practical/Fine Arts: 1 credit required**
- **Safety Education: .5 credit required**
- **World Language: 1 credit required**
- **Graduation Project: 2 credits required**
- **General Electives: 3.5 credits required**

TOTAL CREDITS REQUIRED FOR GRADUATION 27 CREDITS

🐾 CAREER & POST-SECONDARY READINESS 🐾

For college planning and testing go to www.collegeboard.com Juniors take the PSAT in the fall of their junior year and the SAT I in the spring of their junior year (and) take the SAT I again as a senior in the fall. Some colleges require the SAT II. Contact the school counselors for more information.

Students wishing to play in Division I or II sports in college need to visit www.eligibilitycenter.org. Please review the course, GPA, and SAT/ACT requirements in order to be eligible for participation. Seniors also need to complete a Student Release Form from the NCAA Clearinghouse before graduation.

ATTENDANCE EXPECTATIONS

Students of compulsory age are required by law to attend school a minimum of 180 days each school year. The only legal excuses for an absence from school are (1) illness (2) quarantine (3) recovery from accident (4) required court attendance for the student (5) death in the family (6) family educational trips (7) educational tours and trips (8) major religious holidays and (9) inclement weather as determined by Superintendent. Any student absent from school for any reason other than the above will be considered as having an unlawful or unexcused absence depending on the student's age.

The following are **not** considered valid excuses: oversleeping, missing the bus, experiencing car problems, attending the York Fair, working, babysitting, attending hunting/fishing trips without prior permission, receiving a suspension of bus privileges, helping at home, etc.

Each student is required to provide a valid excuse from a parent or guardian for each absence within three (3) days of the absence. The excuse may be in the form of a call to our attendance secretary, email, fax or written excuse. The district provides excuse forms that can be found on the district's web page or in the school offices. Written excuses must be placed in the identified lock box in the office. **An absence from school which is not supported by a valid excuse within three school days of the student's return to school will be charged as unexcused or unlawful.**

Any absence of three or more consecutive days requires a doctor's excuse. Additionally, at any time during the school year that the administration perceives that a student is missing too much time from school, the school may require a doctor's excuse for any and all additional absences. Failure to provide a doctor's excuse will result in the absence being recorded as unexcused and the appropriate administrative action will follow.

🐾 COLLEGE VISITS 🐾

Students are granted excused absence for the purpose of college visitations. Students must inform the attendance office of the absence at least 24 hours beforehand. A letter verifying attendance at the visitation from the college or university, printed on official school letterhead, must be submitted to the office upon return to NHS in order to excuse the absence.

🐾 EDUCATIONAL TRIPS 🐾

Requests for excused absences for student travel must be submitted, in advance and in writing, to the high school principal two weeks prior to the trip. Coordination of this procedure is initiated through the attendance secretary. Students are expected to obtain work in advance of his/her trip. An educational trip teacher signature form must also be completed by each student submitting the educational trip form. *NOTE: Educational trips may not exceed five school days.*

🐾 **HOW TO AVOID BEING FINED** 🐾

When a student of compulsory age has accumulated three days of **unexcused** absences, the first legal offense notice will be sent. Any additional unexcused absences may result in a fine being issued in compliance with the Compulsory Attendance Law of Pennsylvania.

NOTE TO PARENTS:

If your child has a history of not turning in your excuses, you may-

- *call the school to provide an excuse on the phone*
- *email the excuse to the school*
- *bring in the excuse personally*
- *mail the excuse to the attendance secretary*
- *fax the excuse note to attendance secretary at 717-266-0616*

In many cases, fines can result from a student failing to turn in an excuse within the three day grace period. Be sure the excuse includes-

- the child's full name
- parent's full name
- the date(s) the child was absent
- the reason for the absence
- the date the excuse was written
- parent phone number in case of questions

🐾 **STUDENT ARRIVAL** 🐾

Students arriving to 1st period late will need to report to the office for a tardy pass. Students arriving prior to 11:00 a.m. will be marked as tardy. Students arriving after 11:00 a.m. but before 1:00 p.m. will be marked absent for a half day. Students arriving after 1:00 p.m. will be marked absent for a full day. Students leaving prior to 9:00 a.m. who do not return that day will be marked absent for a full day. Students dismissed between 9:00 a.m. and 11:00 a.m. will be marked absent a half day. Students dismissed after 11:00 a.m. will be recorded as having an early dismissal. Procedures are adjusted for Early Dismissal Day.

🐾 **TEN UNEXCUSED DAYS** 🐾

Students who accumulate ten or more **unlawful or unexcused absences** during one school year will lose the following school-based privileges:

- Participation in extracurricular activities (athletics, academic clubs, dances, etc.)
- Participation in senior class trip
- Parking privileges
- Commencement activities
- Other exclusions as deemed necessary and appropriate

T.R.A.C.K.S.



Mission: Northeastern community is committed to model, teach, and practice socially acceptable behavior for student success, so that 100% of students will graduate and be prepared for post-secondary education.

SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT SYSTEM

- T**ake Responsibility
- R**espect Others, Self, and Property
- A**ct Safely and Cooperatively
- C**ome Prepared to Learn
- K**ep Hands and Feet to Yourself
- S**olve Problems Peacefully

BEHAVIORAL EXPECTATIONS, RESPONSES, and GUIDELINES

🐾 BEHAVIOR PHILOSOPHY 🐾

We in the Northeastern School District feel that one of our goals is to prepare students for responsible citizenship in our society. Each student must learn to work with and share the rights and responsibilities of good citizenship with other individuals. The development of self-discipline and acceptance of individual responsibility is one of the important goals of public education. Our Student Discipline Code is intended and designed to teach students proper behavior standards and hold students accountable for any actions deemed inappropriate by school authorities, disruptive to a positive learning environment, as well as those in violation of local, state, and federal statutes.

🐾 DETENTION 🐾

After-school detention will be held Tuesday through Thursday from 2:45 to 3:30 P.M. at Northeastern Middle School, room 243. Before-school detention is held Monday through Friday from 7:00-7:30 A.M. in either the main or 9th grade office in the high school. Students assigned to detention are required to report to the assigned location at the appropriate time. Students are also required to provide their own transportation to or from detention if necessary. Academic tutoring sessions may be assigned as alternative consequences. An unauthorized absence from detention will result in a student's being required to surrender his or her cell phone to the office for one day. Refusing to surrender the cell phone will result in suspensions. Students who refuse to serve detention(s) may be suspended in lieu of the detention(s).

The rules used to govern detention are as follows.

- Students must schedule the detention within a reasonable time frame.
- Students must come prepared to work.
- Students must remain quiet and busy.
- Students may not disrupt the environment.
- Students absent from school on an assigned detention day are to reschedule the detention upon return.

NOTE: *Students who must be removed from detention because of their misbehavior may be suspended.*

🐾 DUE PROCESS 🐾

Due Process is the procedure whereby a person charged with a violation of rules or procedures is assured of his/her rights. The rights are assured by Due Process when a student is charged with such violations:

In-School Suspension

- A student has a right to notice (oral or written) specifying the violation.
- The student has an opportunity to be heard prior to the time the suspension becomes effective.
- The parent(s)/guardian shall be informed of the suspension.
- It is the student's responsibility to make-up missed work while in ISS.

Out-of-School Suspension

- A student has a right to written notice of the reasons for which he/she is suspended.

- The student has the opportunity to be heard on his/her own behalf before the school official that holds the authority to reinstate him/her.
- Should the suspension exceed five school days, the student and parent(s)/guardian will be given the opportunity for an informal hearing with the designated school official. This hearing shall take place on or before the fifth day of the suspension, except when extraordinary circumstances exist involving one of the involved parties. In such a case, the hearing may be delayed to such a time as circumstances permit.
- The student is responsible to make up assignments while suspended.

Expulsion

An expulsion is any suspension exceeding ten consecutive school days.

- Same rights apply as those for out-of-school suspension.
- A student has an opportunity to have a formal hearing before a committee of the Board of Directors of the Northeastern School District prior to any expulsion.

🐾 IN-SCHOOL SUSPENSION (ISS) 🐾

When assigned to ISS, students must report to Northeastern Middle School, room 243 by 7:35 A.M. and spend the entire day isolated from the rest of the student body. Students are responsible for the schoolwork provided to them while in ISS. Students must work on school assignments while in ISS. Bagged lunches are permitted in ISS. The ISS proctor will hold the bagged lunch until the appropriate time. Lavatory breaks will be allowed, one before and one after lunch.

Students in ISS must leave campus at the end of the school day except for pre-arranged academic tutoring or administrative directive. ***While serving an in-school suspension, students are forbidden to participate in any part of the school program to include ALL extra-curricular activities. However, students may be permitted to attend after school tutoring.***

NOTE: *Students who must be removed from ISS as a result of their misbehavior and/or refusal to follow the rules will be sent home and the absence will be unexcused. The ISS will be reassigned.*

🐾 OUT-OF-SCHOOL SUSPENSION (OSS) 🐾

OSS is the removal of a student from all activities within the high school and from school grounds. OSS may last for a period of one to ten consecutive school days. It is reserved for those students who continually disregard school regulations and/or students whose violations are of a most serious nature. ***While serving an out-of-school suspension, students are forbidden to participate in any part of the school program to include ALL extra-curricular activities.*** Students found on school property without administrative permission will be subject to a possible defiant trespass police charge. Students on OSS may be permitted to return to campus for pre-arranged academic tutoring or administrative directive.

🐾 PARENTAL CONTACT 🐾

In the majority of behavioral referrals resolved by the high school administration, contact will be made with the student's parent or guardian. As a general rule, this will be achieved by means of a telephone call, email or letter. However, under certain circumstances, a parental conference may be required.

🐾 **SEARCH AND SEIZURE** 🐾

The U.S. Supreme Court has found that students do have constitutional rights that must be respected by the schools, but these rights must be balanced against the duty of the schools to maintain an environment in which learning can take place. To this end, the high school administration may legally search a student, a locker, a car on school property, or other personal possessions if there is **reasonable suspicion** to justify such a search. The parent/guardian will be notified after completion of a student search.

🐾 **STUDENT DISCIPLINE CODE** 🐾

Violations of the Student Discipline Code have been categorized into four groups according to the severity of the offense. The penalties assessed increase as the violations become repetitive and/or more serious. The categories are **administrative guidelines**. **Administrators have the authority to stray from the guidelines as they see appropriate.** It is expected that classroom infractions are handled at the classroom level. Teacher actions may include, but are not limited to parent contact, student conference, parent conference, teacher detention, etc.

CATEGORY 1

Includes but not limited to-

- public displays of affection (1st offense only)
- disruptive behavior (minor/ 1st offense)
- dress code violations
- inappropriate use of electronic devices (i.e. personal listening devices, laser pointers, cameras, video game systems, etc.)
- abusing pass privileges
- any action/behavior deemed to be disruptive to the operation/purpose of school

PENALTIES

1st OFFENSE --- Detention(s)
2nd OFFENSE --- Detentions/ISS
3rd OFFENSE --- ISS/OSS

CATEGORY 2

Includes but not limited to-

- Disruptive behavior (significant or repeated behavior)
- Class cutting (includes failure to report to cafeteria for lunch or to homeroom)
- Truancy (absence from school without parent/guardian's knowledge)
- Profanity / inappropriate language
- Forgery (including excuse blanks, early dismissal notes, and passes)
- Academic dishonesty

PENALTIES

1st OFFENSE --- Detention(s)/ISS
2nd OFFENSE --- ISS/OSS
3rd OFFENSE --- OSS

CATEGORY 3

Includes but not limited to-

- Disruptive Behavior (major and/ or repetitive)
- Insubordination or disrespect toward a teacher or staff member
- Leaving campus without permission (to include bus riders in the a.m.)
- Possession of or use of nicotine products/incendiary devices including electronic cigarettes/vaporizers.
 - **Note:** *Possession and/or use of nicotine products on school grounds is a violation of state law. Students will be cited in accordance with Act 145.*
- Harassment (sexual, general, persistent, electronic, etc.)
 - **Note:** *Uninvited touching or grabbing = 10 day OSS & police involvement*
- Disruptive misconduct during emergency drills
- Destruction of property / vandalism

PENALTIES

- 1st OFFENSE --- ISS/OSS (If behavior occurs on bus- 3 days of bus suspension)
- 2nd OFFENSE --- Extended ISS/OSS (If behavior occurs on bus- 3 days of bus suspension)
- 3rd OFFENSE --- Extended suspension (If behavior occurs on bus- 3 days of bus suspension)

CATEGORY 4

Because of the endangerment to the health, safety and welfare of the school community, the following offenses will be referred to the police and/or to the school board of the Northeastern School District for review:

Arson:

Full restitution for loss plus 10-day out of school suspension and/or expulsion to be determined by the board of education and a referral to the police for criminal charges

Bomb threat:

10-day out of school suspension and/or expulsion (to be determined by board of education) and a referral to the police for criminal charges. *Possession and/or distribution of related literature is also strictly forbidden.*

Ethnic intimidation and/or racial slurs:

Use of racial/ethnic slurs on campus is strictly forbidden. Students found in violation of this rule will be subject to a 10-day suspension and the case will be sent to the Superintendent for review. Additionally, any overt signs relating to "hate" are also strictly forbidden.

Physical assault directed toward any school district employee:

10-day out of school suspension and/or expulsion to be determined by the board of education and a referral to the police for criminal charges.

Staff directed profanity:

Profanity directed at any school employee will not be tolerated. These actions will result in a 10-day suspension and a referral to local police with recommendations for charges.

Stealing school property, property of school employees or property of fellow students (includes theft from cafeteria):

Full restitution for loss plus 10-day out of school suspension and/or expulsion to be determined by the board of education and a referral to the police for criminal charges.

Tampering with security equipment/false alarms:

Full restitution for loss or damage of equipment. 10-day out of school suspension and/or expulsion to be determined by the board of education (Criminal charges filed for false fire alarm).

Terroristic threats:

10 day out of school suspension, police involvement, and/or expulsion to be determined by the board of education.

Vandalism:

Intentionally defacing or damaging school property, willfully damaging or destroying property of employees. Full restitution for loss plus 10-day out of school suspension and/or expulsion to be determined by the board of education and a referral to the police for criminal charges.

Possession of weapons:

See Weapons and Dangerous Instruments Policy

Use or possession of drugs, look-alike or unauthorized substances, to include alcohol:
Refer to the Drug & Alcohol Policy.

 **USE OF REASONABLE PHYSICAL FORCE** 

Reasonable physical force may be used by staff members with students only in the following circumstances:

- To quell a disturbance
- To confiscate weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of persons, including the disruptive student

 **VIOLATIONS (NON-CATEGORIZED)** 

BUS RIDING VIOLATIONS

Bus riding violations may result in consequences ranging from administrative warning to indefinite suspension depending on severity of actions.

Note: Video cameras record students while riding school busses.

AUP (Acceptable Use Policy) VIOLATIONS

- 1st OFFENSE: Detention(s)/ 30 school day suspension of Internet privileges. Students retain network access for completion of school work.
- 2nd OFFENSE: Suspension/ loss of privileges for school year

Note: If tech labor is required to correct the problem, the district will treat the situation as vandalism (student will incur any associated cost).

CAFETERIA RULES VIOLATION

- 1ST OFFENSE: 10 days of cafeteria clean-up detail and/or detention, ISS, OSS
- 2nd OFFENSE: Traditional administrative responses including detentions, ISS, or OSS

FOOD & DRINK

Water in clear bottles is acceptable in school. Colored beverages or beverages stored in opaque containers are not permitted. Teachers may develop their own rules regarding food and drink in class.

MOBILE COMMUNICATION DEVICES (to include phones, PDAs, iPods, etc.)

The telephone calling features are not to be used at NHS between 7:35-2:35 without express staff permission. Use in classrooms is at teacher discretion. Devices may be used in halls and during lunch. The following responses for misuse will occur-

- 1st OFFENSE: Confiscated and turned into office / returned at end of day to student

- 2nd OFFENSE: Confiscated and turned into office / returned only to a parent or guardian / 2 Detentions
- SUBSEQUENT OFFENSES: Confiscated and turned into office / returned to a parent after administrative conference / In-School Suspension

ACADEMIC DISHONESTY

NHS has adopted the following four-step procedure to respond to each offense of academic dishonesty:

1. Parent phone call made by teacher to explain occurrence
2. Letter written to parent by teacher and placed in student's file
3. Academic penalty
4. Discipline referral- 3 detentions for first offense

Note: Examples to include plagiarism, cheating, copying answers, copying computer files.

FIGHTING

10 Day OSS, police notified with harassment/disorderly conduct/assault charges filed

PARKING LOT VIOLATIONS

Students must register each vehicle with the office prior to parking on school grounds. Parking permits cost fifteen dollars and must be displayed on the rear view mirror. Parking on campus without permission will result in traditional administrative responses (detentions, ISS, OSS) or vehicle being towed at owner expense.

Consequences may be issued for the following violations but are not limited to-

- No visible permit displayed
- Illegal parking
- Parking in an unauthorized area
- Reckless driving
 - Administrators with reasonable suspicion may search vehicles.
 - Permits may be suspended or revoked for violations.
 - Unauthorized vehicles may be towed at the owner's expense.

TARDINESS TO SCHOOL OR CLASS

Note: All tardiness to school is unexcused, unless supported by a note from parent/doctor. TTS- tardy to school; TTC- tardy to class

- 1ST & 2ND OFFENSE: Warning
- 3RD OFFENSE and more: 1 administrative detention or surrender cell phone to office for one day for each infraction.

Number of tardies will accumulate through each semester. Attendance is taken when school begins (7:35 AM). Being late to first period means being late to school.

GUIDELINES, POLICIES & PROCEDURES

🐾 AFTER SCHOOL SUPERVISION 🐾

All students remaining in the building after 2:35 PM must be supervised by a teacher/school employee. Students may not be in the building unsupervised at any time. Students must exit the building after they have completed their after school activities unless waiting for activity bus. Students using activity bus must wait in designated areas. If students do not comply, after school privileges may be revoked and administrator discretion and traditional disciplinary responses may follow.

❁ **ATHLETIC AND EXTRACURRICULAR** ❁
PROGRAM ELIGIBILITY

I. ACADEMIC ELIGIBILITY

Weekly Checks - On Fridays a student involved in athletics or extracurricular activities who is failing any subject will be reported to the athletic director. Any student failing one subject will be ineligible to practice or participate for the next five school days. Academic ineligibility will be considered an unexcused absence and may adversely affect a student's status toward obtaining a varsity letter.

II. STUDENTS SUSPENDED FROM SCHOOL

Any student suspended will be ineligible to practice, participate in any events, or be in attendance at any of those events or practices, during the time of the suspension, whether it be in-school suspension or out-of-school suspension.

III. USE AND/OR POSSESSION OF DRUGS/ALCOHOL/TOBACCO

Any student athlete possessing or consuming alcohol, illegal drugs, and/or tobacco during his or her respective season will be immediately ineligible to participate during the remainder of his or her season.

Violation of the Drug and Alcohol policy will require a 45-day ban on extra-curricular participation.

❁ **DRUG AND ALCOHOL POLICY PENALTIES** ❁

A. Use and/or Possession of Drugs/Alcohol or Paraphernalia at School

Upon reasonable suspicion of possession of drugs/alcohol, paraphernalia or look-alike substances at school, the following procedures will be followed:

NOTE: Paraphernalia may include, but not limited to, roach clips, rolling paper, pipes, bongs, and marijuana seeds.

1. The Principal/designee will be notified immediately. Staff member writes an anecdotal report regarding the incident.
2. School personnel will notify the school nurse (if available) or the principal/designee for evaluation of current physical status. An anecdotal report of the incident will be written and submitted to the principal.
3. The student, his/her desk, locker, car, and other possessions may be searched.
4. If a search of the student's desk, locker, car or other possessions results in any drugs/alcohol related substances or paraphernalia:
 - a. The substance in question or paraphernalia will be held for analysis.
 - b. The legal authorities will be notified.
5. The parents of the student will be notified and asked to come to the school immediately.
6. The student will be referred to the Student Assistance Team (NEAT).
7. A student found to be in violation of this policy will be assigned to a 10-day out-of-school suspension. The student will be required to participate in a drug/alcohol assessment within 10 business days of the initial referral, and will be assigned to a forty-five school day suspension from the extracurricular program beginning the day he/she is returned to the school system.
8. Any student discovered to be in possession of drugs/alcohol, paraphernalia or look-alike substances or under the influence of drugs/alcohol at school will be recommended for an expulsion of no less than forty-five days or one marking

period. The matter will be referred to the superintendent for consideration of a school board hearing to execute the expulsion.

D. Drugs/Alcohol Use, Possession or Sale at School-Sponsored Activities

A student who uses, has in his/her possession or distributes drugs/alcohol at a school-sponsored activity shall be treated as follows:

1. The chaperone will contact the group advisor or administrator. An anecdotal report of the incident will be written and submitted to the principal.
2. The parents will be notified and the student will be sent home immediately at parental expense or detained until a parent can accompany the student.
3. The student, his/her desk, locker, car, and other possessions will be searched.
4. If a search of the student's desk, locker, car or other possession results in any drug/alcohol related substances or paraphernalia the following procedure will be implemented:
 - a. The substance in question or paraphernalia will be held for analysis.
 - b. The legal authorities will be notified.
5. The student will be referred to the Student Assistance Team (NEAT).
6. A student found to be in violation of this policy will be assigned to a 10-day out-of-school suspension. The student will be required to participate in a drug/alcohol assessment within 10 business days of the initial referral, and will be assigned to a forty-five school day suspension from the extracurricular program beginning the day he/she is returned to the school system.
7. Any student discovered to be in possession of drugs/alcohol, paraphernalia or look-alike substances or under the influence of drugs/alcohol at a school-sponsored activity will be recommended for an expulsion of no less than forty-five days or one marking period. The matter will be referred to the superintendent for consideration of a school board hearing to execute the expulsion.

Drugs/alcohol by Non-Students

A person who is not a student of the Northeastern School District who is suspected of, or known to be selling or providing drugs/alcohol to students, shall be treated as follows:

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

🌻 ELECTRONIC DEVICES 🌻

Students are permitted to use personal listening devices (with headphones) before and after school, between class changes and in the cafeteria during lunch. Students are expected to maintain volume levels that allow them to hear announcements and directives from staff. Use in the classroom is prohibited unless otherwise instructed by the teacher. Use of electronic devices at school is a privilege, not a right.

Students shall not use the audio recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by (i) a teacher or administrator; and (ii) the individuals whose voices or activities are being recorded.

Students shall not use the camera or video recording function of any electronic device at school or at any school activity or function unless given express and specific permission in advance by (i) a teacher or administrator; and (ii) the individuals who are being recorded. See Category 1 discipline for failure to follow the guidelines described in the previous three paragraphs.

Students shall be solely responsible for the safekeeping of any electronic device brought to school and each student who brings an electronic device to school, and each student who brings an electronic device to school or to a school function or activity shall assume the risk of loss, theft, damage, or other injury to the electronic device.

Under no circumstances shall the school district be responsible at any time for any fees or charges that may be associated with an electronic device brought to school by a student, including the cost of electronic device, monthly fees or charges, access fees, telephone service charges, data fees, Internet access fees or any other similar fee. All such fees, costs and charges remain the sole responsibility of the student and/or his parent(s) or guardian(s).

LIBRARY PROCEDURES

Library Hours

The Library is open from 7:00 a.m. until 4:00 p.m. Monday through Thursday and from 7:00 a.m. until 3:00 p.m. on Fridays. Inclement weather and other irregularities can alter this schedule. Changes to the schedule will be communicated via announcements.

Signing In/Out

1. When you arrive (when not with a class), please sign in on the Library Sign In/Out log sheets. Please sign when you leave.
2. Students must have a signed pass to enter the Library during class hours.

Academic Prep

1. Students must sign up in the Library to attend during Academic Prep. The Librarian will then request you via the electronic system.
2. Academic Prep signups will occur from 10:00 a.m. the day prior to attendance and until 8:00 a.m. on the day one wants to attend the Library during Academic Prep.
3. Your homeroom teacher will release you to the Library via the electronic system.
4. You must be on time and you are to remain in the Library until the end of Academic Prep. No passes will be issued to leave during Academic Prep.

Books/Materials Checkout

1. You may check out books/materials anytime the Library is open.
2. Books are checked out for two weeks and may be renewed if there is not a demand for the book.
3. You may check out as many items (within reason) as you wish, BUT you will be responsible for all fines and consequences if materials are damaged, destroyed, lost or not returned on time.
4. All fines must be paid by the end of the advertised date and time (usually near the end of a marking period) or logical consequences will result *in addition* to payment of the fine(s).
5. Reference materials may be checked out overnight at the Librarian's discretion. (Overnight means until the next school day.) They must be checked out at the end of the day and returned before first period.

*The Librarian reserves the right to not check out books that are being used by one or more whole classes so that everyone has equal access.

Fines

1. Books are \$0.10 per school day that they are late.

2. Reference materials, special overnight checkouts, jump drives, cameras and temporary items (ex: Access PA books) are \$0.50 per school day they are late.
3. Materials that are damaged, destroyed or lost will result in financial obligation.

Copy Machine

1. You may use the copy machine to copy information you want to take with you. If you need help, please ask.
2. Copies are free for school information **OR** \$0.10 per side (no matter the quality) for personal copies that are not school related.

Computers

1. Computers are for schoolwork only. You may NOT check your e-mail, use social media, play games, etc.
2. You must sign the log sheet next to the computer each time you are on a computer in the Library.
3. You may not alter the settings on the computer in any way. If you do, disciplinary action will result.
4. You must have your Acceptable Use Policy signed in order to use the Internet.

NOTE: INTENTIONAL misuse of computers will result in logical consequences (detention, loss of privileges, suspension, etc.)

🐾 MEDICATION PROCEDURES 🐾

All medication, including OTC drugs, must be registered and stored in the nurse's office. Parent permission and doctor authorization is required. See the nurse's office for details. Under no circumstances may students self-medicate. Only students with *asthma and severe bee sting allergies/food allergies* will be permitted to carry and self-administer their inhalers or epi-pens with the following conditions: the school must have a note on file from the student's doctor stating that the student must carry the medication and is qualified and able to self-administer, and a note from the parent must also be on file in the nurse's office. Forms and fax numbers can be obtained from the school nurse. Violators of medication procedures may be treated as drug and alcohol policy violators.

🐾 NESD Policy 103- Non-Discrimination in School and Classroom Practices 🐾

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

To see the full text of NESD Policy 103.- Non-Discrimination in School and Classroom Practices, please click on the link.

<http://www.boarddocs.com/pa/nesn/Board.nsf/vpublic?open#>

🐾 NESD Policy 103.1- Non-Discrimination- Qualified Students with Disabilities

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

To see the full text of NESD Policy 103.1- Non-Discrimination- Qualified Students with Disabilities, please click on the link.

<http://www.boarddocs.com/pa/nesn/Board.nsf/vpublic?open#>

🐾 NESD Policy 248- Unlawful Harassment 🐾

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

To see the full text of NESD Policy 248- Unlawful Harassment, please click on the link.

<http://www.boarddocs.com/pa/nesn/Board.nsf/vpublic?open#>

🐾 NESD Policy 249- Bullying/Cyberbullying 🐾

The Northeastern School District Board of School Directors is committed to providing all students with a safe, healthy, and civil school environment in which all members of the school community are treated with mutual respect, tolerance, and dignity. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment when they occur.

To see the full text of NESD Policy 249- Bullying/Cyberbullying, please click on the link.

<http://www.boarddocs.com/pa/nesn/Board.nsf/vpublic?open#>

🐾 SEXUAL HARASSMENT POLICY 🐾

It is a violation of both school policy and federal laws to sexually harass another person, or for you to be sexually harassed by anyone, student, or adult.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to, the following-

- Sexual comments, jokes, gestures, or looks
- Showing, giving, or leaving someone sexual pictures, photographs, illustrations, messages, or notes
- Writing sexual messages or graffiti about a person on the bathroom walls, locker rooms, etc.
- Spreading sexual rumors about a person
- Referring to a student's sexual orientation (saying he or she is gay or lesbian).
- Spying on someone as he or she dresses or showers at school
- "Flashing" or "mooning" someone
- Touching, grabbing, or pinching someone in a sexual way
- Pulling at someone's clothes in a sexual manner
- Intentionally brushing against someone in a sexual manner
- Pulling someone's clothing off or down
- Blocking someone's way or cornering them in a sexual manner
- Forcing someone to kiss or engage in sexual behavior

If you feel you are being sexually harassed and need help, tell a trusted adult. Any teacher, School counselor, nurse, or administrator will help you deal with the problem and receive help. It is important that you tell an adult.

🐾 STUDENT DRESS CODE 🐾

The following student dress code guidelines have been developed to contribute to a productive learning environment:

- Clothing that clearly interferes with operations, creates a safety hazard, or could scratch furniture/school property shall not be permitted.
- Clothing displaying slogans or pictures suggesting the use of alcohol or drugs, obscene language, or lewd/illegal behavior is prohibited.
- Clothing that reveals undergarments is prohibited.
- Transparent or immodest clothing which attracts undue attention, including, but not limited to low-cut shirts (front and back) and bare midriff tops are not permitted.
- Pajamas and/or slippers are not to be worn to school.
- No head coverings that cover the crown of the head, except for those worn by a person in accordance with the requirements of his or her religious beliefs, shall be worn in the building during the school day (7:35 AM-2:35 PM).
- Students must wear shoes at all times while in the building.
- Sunglasses are not to be worn to cover eyes in the building during the school day.
- Dress code requirements may exist for specific classes. For instance, technology education classes may require closed-toe shoes for safety purposes.
- Building principals may institute additional dress restrictions for the building.

🐾 STUDENT NETWORK AND INTERNET USE REGULATIONS 🐾

See *Northeastern York School District Anytime-Anywhere Learning (AAL) Student and Parent Handbook* and NESD Acceptable Use Policy on NESD website.

🐾 WEAPONS AND DANGEROUS INSTRUMENTS POLICY 🐾

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited with a ten (10) day out-of-school suspension, and presented to the Board for a formal expulsion hearing in accordance with Pennsylvania School Code. The term weapon refers to any loaded or unloaded firearm (including pellet guns, B.B. guns, and look-alike firearms); any explosive device of any kind; any Bowie knife, Dirk knife, lock-blade knife, hunting knife, or any other similar knife; or any other tool or instrument that is not reasonably related to education such as, chains, brass knuckles, nightsticks, etc. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, any school event held away from the school, or while the student is on his/her way to or from school.

Any professional staff member or school employee shall immediately inform the principal who will conduct the complete investigation. Upon confiscation, the principal must immediately notify and/or summon:

1. The local police.

2. The Assistant Superintendent and Superintendent.
3. The parents of any and all students involved in the incident. Upon reasonable suspicion of possession of a weapon, the principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the principal will immediately summon the police and request assistance in this matter from the local police. Parents will be notified as soon as possible.

The principal will collaborate with the Superintendent and develop a public statement as well as determine the most effective method for informing school personnel. The Superintendent will inform Board members as soon as measures have been taken to eliminate any immediate danger associated with the incident.

Investigation Responsibilities

The principal will coordinate the investigation, securing written statements, witness statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code, with the assistance of the Assistant Superintendent. The principal will also coordinate the informal hearing procedure.

Any comments made relevant to the use and/or possession of weapons on school property is also strictly forbidden. These incidents will be immediately investigated and handled on a case-by-case basis to ensure student safety and a climate for learning.

HONOR SOCIETIES ELIGIBILITY GUIDELINES

🌸 NATIONAL ART HONOR SOCIETY 🌸

The National Art Honor Society was established in 1978 to recognize and inspire those high school students who have shown an outstanding ability in art. In order to become a member of this established organization you must meet the following qualifications:

- ❖ Have a minimum of one semester of art with at least an 85% average
- ❖ **Maintain an 80% cumulative average (C)** in all other subjects.

While being a member you cannot fall below the following National Standards as defined in the Chapter Constitution.

DUES

Annual Dues of **\$3** will be collected from each member every year of membership

MEETINGS

Attendance is required at meetings to maintain membership and privileges. Only **5 meetings** may be **missed** in any **one school year** in order to count your membership for that year. Missing a meeting due to sports or other school events does not count as a missed meeting as long as the meeting is made up before the following Thursday.

EVENTS

All members must **participate in 50% of the projects, activities, and fundraisers.**

REMAINING ACTIVE

Members may remain active during such time when there are no visual arts on their class schedules as long as they fulfill all of the other requirements each year.

What are some of our activities?

- ❖ Promoting art within the school and assisting with art related needs/requests
- ❖ Organizing visits to local art museums, galleries, and other art events
- ❖ Volunteering locally and participating in community service projects
- ❖ Attending or participating in art-related fundraisers

🌸 NATIONAL FRENCH HONOR SOCIETY 🌸

General Eligibility Requirements to be met by all students:

- Membership shall be based on scholarship in general and scholarship in French in particular, leadership in French activities and interest, either in a group or as an individual.
- Membership shall be restricted to those students actively engaged in the study of French in a secondary school.
- Candidates must be enrolled in the fourth semester of French or higher, i.e. the second semester of Level II or the equivalent in quarters or trimesters.
- Candidates must be in the 10th, 11th or 12th grade of high school. Exception is made for 9th grade students who meet the requirement “c” above because of work at the middle school level.
- Transfer students must have spent at least one full semester in the high school before becoming eligible.
- Selection of candidates may take place at any time during the academic year.

Scholastic Eligibility Requirements to be met by all students:

- Candidates must have maintained an A- (minus) average or higher in French during the semester of selection, and averaged cumulative grade of A-(minus) or higher for all French work awarded secondary school credit.
- Candidates must have maintained a B- (minus) average or higher in all other subjects during the semester of selection, and an averaged cumulative grade of B-(minus) or higher in all other subjects for work awarded secondary school credit. French may not be used to calculate this average.

🌸 NATIONAL HONOR SOCIETY 🌸

General Eligibility Requirements to be met by candidate:

- ❖ Must be a junior or senior with a GPA of 93.5 or higher
- ❖ Exemplary service as measured by participation in school and service activities at a pre-determined level.
- ❖ Strong leadership as shown through demonstrated leadership activities at a pre-determined level.
- ❖ Outstanding character as demonstrated through recommendations from staff and community members.

🌸 NATIONAL SPANISH HONOR SOCIETY 🌸

General Eligibility Requirements to be met by all students:

- ❖ Devote myself to the study of the Spanish language each year in order to master it someday;
- ❖ Promote Spanish in our school and community by actively participating in the honor society activities and projects;
- ❖ Remember that a language can be a strong tie between persons of differing origins, race, or religion;
- ❖ Maintain good character with an overall high school grade point average of at least 85% and an overall Spanish average of 90%; and
- ❖ Promote friendship and understanding between my country and the other lands of the world.

🌸 RHO KAPPA SOCIAL STUDIES HONOR SOCIETY 🌸

To be considered for Rho Kappa, must have a 93% unweighted GPA in social studies courses and a 90% unweighted cumulative GPA.

Requirements for continued membership in the Honor Society include, but are not limited to maintaining a 90% GPA in Social Studies classes, passing all classes each quarter and maintaining an overall 90% cumulative GPA. Additionally students are required to regularly attend meetings, and participate in fundraisers and community service related to the social studies field.

🌸 TRI-M HONOR SOCIETY 🌸

Requirements for admittance and continuing membership in Tri-M chapter 6272:

- ❖ Participation in at least one curricular music ensemble for the duration of the school year
- ❖ 93% or higher grade average in all music ensembles
- ❖ 85% grade average or higher in all other subjects
- ❖ Character and strength that includes demonstration of service, leadership, and cooperation with other students and faculty for the duration of the school year
- ❖ Regular attendance and participation in monthly Tri-M meetings
- ❖ Performances at both the Tri-M Induction ceremony (held in October or November) and at the Solo/Small Ensemble Recital (held in April)
- ❖ Minimum 2 hours volunteer work at a district concert or cultural event

- ❖ Proof of attendance at- or participation in- at least one music-based cultural event not sanctioned by or held within the Northeastern School District (ticket stub or program accompanied by a short write up of the event on the designated form)

STUDENT SERVICES

🐾 *SOCIAL WORK SERVICES* 🐾

Northeastern School District has two social workers on staff to assist families and students experiencing hardships. Ms. Reed services students in grades 6-12. She can be reached at the high school.

🐾 *YORK COUNTY CHILDREN AND YOUTH SERVICES* 🐾

Any student who is experiencing situations of abuse or neglect is encouraged to speak to any staff member who can refer the situation to York County Children and Youth Services.

🐾 *YORK COUNTY CRIME STOPPERS* 🐾 *UNDERAGE DRINKING HOTLINE*

You can save the life of a friend and report underage drinking - CASH REWARDS - *ALL CALLS ARE ANONYMOUS!* - (717) 755-TIPS (8477) or 1-800-722-0991.