

Forbes Road Junior-Senior High School

2017-2018  
Student Handbook

**Mission**

The mission of the Forbes Road School District is to provide an exemplary educational program which serves the Community, the State, and the Nation by enabling students to develop respect for self and others, acquire basic knowledge, develop learning and thinking skills, develop talents and abilities, and become independent lifelong learners and responsible citizens.

This agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Student No. \_\_\_\_\_

Forbes Road School District is an equal rights and opportunity educational service agency and will not discriminate on the basis of race, color, national origin, ancestry, sex, handicap, age or religion in its activities, educational or vocational programs or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of

1973 and the Pennsylvania Human Relations Act of 1955 as amended.

All activities and courses, including vocational-technical education, home economics and physical education courses offered by programs operated by the Forbes Road School District are available to all students as required by Title VI, Title IX and Section 504. If there are any prerequisites, they are based on a student's ability and aptitude, not on race, color, national origin, ancestry, religion, sex or any handicapping conditions. If a student is physically or mentally handicapped, the student may qualify for special services and instruction, and equipment modifications so he/she can successfully complete the course or participate in an activity.

Questions about equal rights and educational opportunities or complaints of harassment or discrimination should be directed to the Superintendent, Equal Rights and Opportunity Coordinator, at Forbes Road School District, 159 Red Bird Drive, Waterfall, PA 16689. Phone: 814-685-3866.

# FORBES ROAD HIGH SCHOOL HANDBOOK

## Table of Contents

	Page
Personnel/Board Members	4/5
School Calendar	5/6
School History	7
Pennsylvania's Goals of Quality Education	10
Behavior	13
General Information	14
Curriculum	25
School Activities	57
Class Gifts	62
Notice of Special Education Services/Programs	62
Index	68

## FORBES ROAD HIGH SCHOOL PERSONNEL

Mrs. Black ..... Art Grades K-12  
Ms. Bookheimer..... English  
Mrs. Booher.....Ag/Science  
Ms. Bruening.....Chemistry/Science  
Mr. Barkman.....Social Studies  
Mrs. Daniels .....Algebra, Blended Schools  
Mr. Doyle ..... Physical Education, Health  
Mrs. Gelvin ..... Spanish, English  
Mr. Hollinshead .....Dean of Students, Social Studies  
Mr. Horton.....AP Calculus, Trigonometry, Algebra  
Mrs. Keegan...Family/Consumer Science, Learning Support  
TBD..... Band Director, General Music  
Ms. O’Neal..... Physical Education  
TBD..... Learning Support  
Ms. Sakala.....Reading Specialist  
Mrs. Smith .....English, Business Careers  
Ms. Weaver.....Learning Support Aide  
Mrs. Yoke.....Geometry  
Ms. Crouse ..... School District Nurse  
Ms. O’Neal .....Athletic Director/Wellness Coordinator  
Mrs. Tammy Fraker.....School District Secretary  
Mr. Randy Gelvin.....Principal  
Mrs. Kristie Hohman ..... High School Secretary  
Ms. Hykes..... Guidance Counselor  
Mr. Mark Loucks.....Superintendent  
Mr. John Mixell.....Facilities Manager/Trans. Director

## **BOARD MEMBERS**

Mr. Kirby Shoemaker, President  
Chanin Rotz-Mountz, Vice President  
Mrs. Margaret Bolinger, Treasurer  
Dr. Merrill Arnold  
Mrs. Kathy Baker  
Mr. Brian Barton  
Mr. Byron Helsel  
Mrs. Staci Keller  
Mr. Damon Schoen

## **2017-2018 SCHOOL CALENDAR**

<b>August 21, 22</b>	<b>Teacher In-service</b>
<b>August 23</b>	<b>First day for students</b>
<b>September 4</b>	<b>No School - Labor day</b>
<b>October 20</b>	<b>No school</b>
<b>November 10</b>	<b>Veteran's Day—No school for students/Act 80 for staff</b>
<b>November 21</b>	<b>Half day for Students 1:00 Dismissal Parent Teacher Conf (Act 80)</b>
<b>November 22</b>	<b>Half day for Staff A.M. Parent/Teacher Conf (Act 80)</b>
<b>November 23, 28</b>	<b>Thanksgiving break</b>

**2017-2018 SCHOOL CALENDAR (Cont'd)**

<b>December 22</b>	<b>1:00 p.m. Dismissal</b>
<b>December 25-January 1</b>	<b>Christmas vacation</b>
<b>January 15**</b>	<b>No School - Martin Luther King Day/ Snow make-up day #1</b>
<b>February 16, 19**</b>	<b>Mid-winter break - 2/16 snow make-up day #2</b>
<b>March 28</b>	<b>1:00 p.m. Dismissal</b>
<b>March 29 - April 3**</b>	<b>Spring break – 3/29 snow makeup day #3 – 4/3 snow makeup #4</b>
<b>May 28</b>	<b>Memorial Day</b>
<b>June 1</b>	<b>Last Day of School/10:30 Dismissal/Graduation 7:00</b>
<b>June 4</b>	<b>Last Day for Staff</b>

**\*\*Snow make up days: 1/15, 2/16, 3/29, 4/3. Any additional snow days would continue to be added beyond the scheduled school calendar.**

## **SCHOOL HISTORY**

The “new” building was open during the 2005-06 school year. The “old” building was constructed in 1959 with the first class graduating in 1960 and the last in 2005. Prior to 1959 high school had been available to northern Fulton County students at Fort Littleton School, at Hustontown High School, and Smith High School in Yellow Creek.

The School colors, blue and gold, are carryovers from the Hustontown High School. They were chosen in the late 1920’s by Principal Bruce B. Shcats whose alma mater, Bucknell University, has the same blue and gold. The school mascot, the Cardinal, is also a vestige from Hustontown. The story is told that the school, in search of a mascot in the 1940’s, chose a winner - the Cardinal of the St. Louis baseball team, then recent World Series champions. The suggestion was left to a vote by the students who favored the Cardinal as a local bird as well.

The name Forbes Road comes from the military route carved from Carlisle through the wilderness by British General John Forbes in a 1753 French and Indian War campaign against the French at Fort Duquesne. Forbes’ route entered what is now Fulton County near the current northern parking lot in Cowan’s Gap State Park and through the present village of Burnt Cabins to a fort at the settlement of Sugar Cabins, now called Fort Littleton. From there the General and his troops followed a route coincident with today’s Forbes Trail near the Cromer Farm and on to the area now populated as Hustontown. His path continued along what is now North Hess Road (LR29025), out past the old Edwards residence and up Sideling Hill where Mt. House Road (LR29023) is now located. From there the troops camped at “Raes Town” and built Fort

Bedford. General Forbes was a winner, too. His campaign eventually resulted in the expulsion of the French from Fort Duquesne.

Contributed by: Miss Fredith Nolan, Faculty, 1971; Michele Houck, Class of 1982; LaTasha Gelvin, Class of 1999; Lobby Wall Mural by Phillip Black, class of '89.

**SCHOOL COLORS**

Blue and Gold

**SCHOOL MASCOT**

Cardinal

**SCHOOL YEARBOOK**

“The Cardinal”

**ALMA MATER**

Midst the hills of Fulton County,  
With her view so grand;  
Stands our noble Alma Mater  
Known throughout the land.

Sing, oh sing, ye youths and maidens,  
Let her praises rise;  
Crowned with majesty and honor  
Hail to Forbes Road High.

‘Neath the dome of Heaven’s wonder  
Proud she lifts her head,  
Mingled with the clouds of glory  
Flushed with victory red.

Sing, oh sing, ye youths and maidens,  
Let her praises rise;  
Crowned with majesty and honor  
Hail to Forbes Road High.

**BELIEFS**  
**FORBES ROAD SCHOOL DISTRICT**  
**(From Strategic Plan)**

WE BELIEVE THAT...

- Each individual is unique and has self-worth.
- All people deserve fair and consistent treatment.
- Earned success promotes self-esteem.
- Every person has the right to an education which will provide the opportunity to improve one's quality of life.
- Expectations influence achievement.
- Challenge is important to achieve one's potential.
- Trust promotes cooperation and productivity.
- Giving and receiving love is a basic need.
- A positive environment instills the desire to learn.
- Excellence is an on-going goal.
- Education is a cooperative effort among schools, the family, and community.
- Unstructured time, as well as structured time, is critical for healthy human development.
- Schools are responsible for educating the total student by providing planned activities in and beyond the classroom.
- It is essential to read well.
- Planning and preparation are processes necessary for effective change.
- Rights imply responsibilities.

**VISION**  
**(From Strategic Plan)**

We see ourselves as a quality district where all achieve success by:

- Designing an educational program that meets the needs of the individual student.
- Participating in pre-school readiness.

- Preventing dropouts.
- Participating in vocational technical education, and in applied academics for technical preparation.
- Making the best of all revenues-local, state, and federal.
- Having a safe learning and working atmosphere.
- Excelling in math, science, communications, and citizenship.
- Providing for health, PE, foreign language, music, art, homemaking, and technology education.
- Involving parents, business and industry, higher education, and government in the most important enterprise on the planet
- The education of our children and youth.

## **PENNSYLVANIA'S GOALS OF QUALITY EDUCATION**

### **THE COMMON CORE GOALS**

1. **SELF-WORTH** - public schools should help students develop capabilities, talents, self-understanding, and feeling of self- worth, and acknowledge students for effort and achievement.
2. **INFORMATION AND THINKING SKILLS** - public schools should help students develop the skills necessary to locate and manage information, solve problems, and make decisions, including the processes of analysis, synthesis, creativity, and evaluation.
3. **LEARNING INDEPENDENTLY AND COLLABORATIVELY** - public schools should encourage students to become independent life-long learners and to collaborate with others in developing knowledge, skills, and new ideas.

4. ADAPTABILITY TO CHANGE - public schools should prepare students to grow and develop in a world in which change is normal and constant.

5. ETHICAL JUDGMENT - public schools should teach students the importance of making ethical judgments for the common good.

6. HONESTY, RESPONSIBILITY, AND TOLERANCE - public schools should convey to students the need for honesty, integrity, individual responsibility, and tolerance.

### **THE ACADEMIC GOALS**

1. COMMUNICATION SKILLS - Each student shall become proficient in reading, composition, listening, speech, understanding, interpreting, analyzing, and synthesizing information.

2. MATHEMATICS - Each student shall become proficient in the use of varied mathematical processes and applications to solve challenging problems and to create new ways of understanding information.

3. SCIENCE AND TECHNOLOGY - Each student shall become proficient in applying the processes of analysis, synthesis, and evaluation to the solution of challenging scientific problems and in the application and understanding of technology in society.

4. ENVIRONMENT AND ECOLOGY - Each student shall understand the environment and the student's ecological relationship with it in order to recognize the importance of the quality of life in a healthy and balanced environment.

5. CITIZENSHIP - Each student shall understand local, state, and United States history, geography, systems of government and economics, and their relationship to the history, geography, systems of government and economics of other countries in the world, and shall acquire and have opportunities to practice, in the school and in the community, the skills necessary for active participation in civic life.

6. ARTS AND HUMANITIES - Each student shall understand and appreciate the breadth of human accomplishment through the arts and humanities and shall have opportunities to practice creativity of thought and action and to demonstrate talent in the arts.

7. CAREER EDUCATION AND WORK - Each student shall explore varied career options and develop the skills and work habits needed to be a productive, contributing member of society and the understanding that lifelong learning is necessary to maintain those behaviors, skills, and attitudes.

8. WELLNESS AND FITNESS - Each student shall acquire and use the knowledge and skills necessary to produce individual and family health and wellness.

9. HOME ECONOMICS - Each student shall understand and apply principles of money management, consumer behavior, and child health to provide for personal and family needs.

**BEHAVIOR**  
**(From Board Policy 520)**

Learning is impossible unless order is maintained. Therefore, the Principal and teachers in the Forbes Road School District are directed to maintain such order in the school as will facilitate learning by the pupils. All students and pupils enrolled in the Forbes Road School District are expected to conduct themselves in accordance with the rules of the system and individual school. Such rules require proper conduct, regular attendance, acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students and pupils to maintain such conduct.

1. Pupils shall conform to the rules of the school, be obedient and respectful to their teachers, be courteous, and polite to one another and be clean in person and dress.
2. Pupils shall not use profane, boisterous, or indecent language, or use or possess tobacco, narcotics or alcoholic beverages on or near the school grounds.
3. Pupils shall not mark school furniture, walls, ceilings, floors or equipment with pens, pencils, paint, markers or any other instrument. Neither are they to tamper with fire alarms, fire extinguishers, or electrical systems.
4. Pupils who ride school buses shall abide by school bus rules, and the directions and rules of their drivers.
5. All rules and regulations are not included in this handbook, but the most important ones will be found herein.

## **GENERAL INFORMATION**

### **Activity Fund**

The High School's Activity Fund is set up for the use of all clubs, classes, and other school organizations. All monies involved in school activities must be run through this account. All deposits should be counted before being brought to the Office. Bills for all checks must be turned in to the Office. Each organization's records must be checked periodically against the general ledger in the Office.

Funds raised for an activity sponsored by a class, club, or team belong to that organization and are not the personal funds of the individuals raising the monies. If a student ceases participation in an organization, any and all funds raised by that student for the organization remain in that organization's treasury.

Students raising money for an organization are obligated to submit that money within the deadline set by the coach or advisor. Class, club, and team treasuries are deposited to earn interest. Report cards could be withheld if the money is not turned in prior to the end of the marking period.

### **Arrival at School/First Period**

On arrival, students will wait in the lobby until 8:00 and then report to homeroom. A tardy alert bell will ring at 8:10 at which time announcements will begin. Announcements will be followed by the National Anthem, Pledge of Allegiance, and a moment of silence

Students entering homeroom after 8:10 will be marked tardy. Excessive tardiness to homeroom will result in the loss of driving privileges and/or lunch detentions.

### **Assemblies**

Assemblies will be scheduled throughout the year. All students will be paged from their classes to the assembly. Students should conduct themselves in a quiet, orderly manner while going to and from the auditorium. Each student must use self-control in his and her talking and behavior. The success of the assemblies will depend upon the audience conduct and the courtesy extended to those who are presenting the program.

### **Attendance (From School Code, Board Policies 510 and 511, and administrative practices)**

It is the duty of the Commonwealth to require that every educable child shall receive at least elementary and secondary education. If the parent will not insist that the child take advantage of the free education opportunity offered, it becomes the duty of the State to require that this may be done so that a democratic government may be assured of a population well educated to appreciate the responsibilities of citizenship.

Recognized reasons for absence from school include, illness, family emergency, pre-arranged doctor and dentist appointments, and authorized school activities. Any other reason for absence can be viewed as illegal for students under the age of 17, and as unexcused for those 17 or older. Examples of unexcused, illegal absence include, funerals for other than immediate family, oversleeping, shopping trips, hunting/fishing, hair appointments, etc.

**When a student returns from an absence, be it excused, unexcused, or illegal, he or she is to present a note from the parent to the Office explaining the reason for the absence and the date(s). Without a note, there is serious question as to the student's whereabouts during the absence, and associated liability.**

**If an excuse for an absence is not presented within three days upon return to school, the absence will automatically be labeled illegal or unexcused. However, the student is still responsible for presenting a note to the Office. Again, without that note, the question of truancy arises.**

**After a cumulative total of seven days for compulsory-age students (those under 17) and ten days for older students, such doctor's excuses are required for any further absences.**

Any time that a student sees a doctor during an absence from school, it is highly advisable to get a doctor's note to excuse that absence. A student must actually see a doctor in order for the school to recognize the doctor's excuse for absence. Otherwise the excuse will be treated as a parent note. An exception is allowed in the case where a phone contact to a doctor results in a prescription.

After three unexcused/illegal days of absence by a student of compulsory age, a notice will be sent to the parent or guardian. The first notice serves as a reminder that 3 illegal days have been missed and that additional illegal absences will make the parents or guardians liable for a fine. In accordance with Act 138, after three (3) unexcused/illegal student absences, the school must hold a School

Attendance Improvement Conference to create a School Attendance Improvement Plan. Parents will be invited to the conference to participate, but if parents do not attend, the school is mandated to proceed with both the conference and plan. Further illegal absences will result in notification to the District Justice for formal charges.

State law has established substantial fines or illegal absences. In our District Justice's jurisdiction, fine plus costs for the first offense typically totals more than \$60.

### **Attendance, Athletes**

The athlete must be here by 11:30 (1/2 day) with a legal absence. If the athlete has an illegal absence, he/she will not be permitted to participate in the game. Any illegal absences during the day of a game will make the athlete ineligible for that event.

### **Attendance, Leaving School Early**

For a student to be excused early from school, a parental permission note must be presented to the school nurse no later than before morning homeroom period of the day the student is leaving.

Following this procedure will get the student's early dismissal marked in Powerschool. If a student is missing from class or homeroom and is not marked absent in Powerschool, concern arises in regard to the student's whereabouts and well-being.

Parent permission over the phone will not be permitted; however, written parental permission will be accepted via fax (814) 685-3159 or email to mcrouse@frsd.info. If a student leaves the building without written permission, their absences will be considered illegal and they will not be permitted to return that day. After three illegal absences, additional consequences will be assigned.

### **Attendance, Tardiness to School**

If a student arrives late to school, he or she is to report to the high school office to sign in and obtain a pass from office staff or administration. A note from the parent explaining the tardiness is required. Excessive tardiness to homeroom will result in loss of driving privileges.

### **Attendance, Sign In/Sign Out**

Anytime a student arrives late to school, re-enters the building after being away, or leaves the building, he or she is to indicate this in a book in the high school office, *and obtain a signature from office staff or administration.*

### **Attendance, Educational Family Trips**

If parents wish to excuse their children from school to participate in a trip or vacation, they must request permission, in writing 15 days in advance. Such absence is considered as a legal absence from school. Students must make every effort to obtain assignments in advance. Failure to receive prior approval for such trips categorizes the absence as illegal (for compulsory age students) or unexcused. Upon the return of the trip, an educational journal must be completed within the number of days

absent for the trip in order for the days to be considered excused.

### **Make Up Work, Legal or Illegal Absence**

--Any student who turns in a late assignment within the week following the due date will lose 25% points.

--Any student who turns in a late assignment more than a week past due will lose 50% points.

--All assignments must be submitted by the end of the marking period in which they were assigned.

INCOMPLETES will be given if the student misses a test or work the week grades are due. All incompletes must be made up by the last day of the marking period in which the incomplete is given. Students who have legal absences the last week of the marking period will be allowed a one day extension beyond the marking period for each day missed to complete work.

It is the student's responsibility to check teachers' lesson plans via the school website on their first day back in school to determine what work was missed and must be made up.

Assignments not made up by the end of the marking period will result in a zero for the assignment.

### **Attendance**

Excessive and Illegal absence consequences:

This is a sample letter you may receive in the event you are excessively absent or have reached the maximum number of illegal absences:

In a letter to you dated..., we stated that after 10 days of absences for..., he/she would be required to have a doctor's excuse. Any day after 10, without a doctor's excuse, will be considered illegal.

...now has illegal absences, which will carry the following consequences. The first illegal absence will result in a meeting with the principal. The second illegal absences will result in serving 3 lunch detentions. The third illegal absence will result in 1 hour of after school detention and a parent meeting to develop a Truancy Elimination Plan. With the 4th illegal absence, students will lose their driving privileges for one week. The fifth absence will result in in-school suspension one day (ineligible for athletics). With the sixth illegal absence students will serve one day out of school suspension (ineligible for athletics). The 7th day of illegal absence the student will be in danger of losing course credit for the year.

- Meeting w/ Principal Verbal Warning (1st)
- 3 Days of Lunch Detention (2nd ill. Absence)
- Detention 1 hour (3rd illegal absence) and meet with parent to develop Truancy Elimination Plan
- Loss of driving privileges for 1 week (4th illegal absence)
- 1 Day In-School Suspension (5th illegal abs.)
- 1 Day Out-of-School Suspension (6th illegal absence)
- 7th illegal day possible loss of credit

#### **Attendance: Excessive Absences**

It shall be the policy of the Forbes Road School District that any student who misses over 35 days of school may

not be promoted to the next grade level or granted permission for graduation. Students 17 or over who miss more than 35 days of school may not be permitted to walk with their class at graduation.

### **Truancy**

Unexcused absence from compulsory school attendance. Truancy includes non- attendance of part or all of homeroom, core academic classes, study hall or other school assignments without permission.

### **Habitually Truant**

Students may have up to three unexcused absences. The fourth unexcused absence would be considered habitual. All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three calendar days of the absence. An unexcused absence is defined by school policy and occurs when no written notification by a parent/guardian is provided to the school.

### **Bus Safety and Rules**

The rules for student behavior on the bus are simple to understand. They are intended to insure safety and comfort for all riders:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the bus driver.
6. Do not smoke or use or possess tobacco.

7. Do not be destructive.
8. Stay in your seat, facing forward.
9. Keep hands, head and feet inside the bus.
10. The driver is authorized to assign seats.

The bus driver is in charge of the bus. Students must obey the driver and the rules. Anyone in violation may lose bus-riding privileges.

Students are to exercise the same rules of behavior at bus stops as at school. Students breaking school rules at bus stops (e.g., smoking, fighting, etc.) will not be allowed to board the bus. The parents of students in these circumstances will be notified when the bus driver reports the incident to the dean of students.

### **Backpacks and Sling Bags**

Backpacks, sling bags, satchels or other carrying cases must be placed in the student's locker on arrival and remain there until dismissal. Students may not take these items to class or carry them around the school.

### **Breakfast**

Breakfast is available during homeroom. Students who are eating breakfast should report directly to the cafeteria upon arrival to school. All students eating breakfast must remain in the cafeteria until the first period bell. Students will not be permitted in the cafeteria during breakfast unless they are eating the meal provided. In the event of a two hour delay, breakfast will not be served.

## **Cafeteria and Lunchtime**

Junior High students (7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>) eat during the first lunch period and Senior High (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>) during the second.

Students will report from class to the gym for dismissal to cafeteria by grade.

Students are expected to clear their place of trays, dishes, papers, etc., and dispose of them properly in the specified areas. Students who leave messy places, or who throw or intentionally drop or spill food, will lose cafeteria privileges and may be subject to more severe penalties. All food is to be eaten in the cafeteria only, and not elsewhere in the building or on the grounds.

Any student who has a negative balance of more than \$5 will be served a tuna fish sandwich, fruit and milk rather than the regular lunch until the balance is paid. Parents are responsible for maintaining student lunch account balances. Students who have a negative balance cannot buy a la carte or extra food items. Students who receive free or reduced lunches will be charged for any extras that they take above and beyond the regular lunch. All charges are to be paid in full before a student can receive a report card.

Students have a chance for some recreation at lunchtime, in the gym. Students are to stay within specified areas and are not free to wander around the grounds or in the halls. Pupils who rough-house during this time of recreation, or who violate common-sense rules of safety, will be isolated from the rest of the student body, and will be suspended from the gymnasium.

## **Cell Phones/Electronic Devices**

Use of cell phones/electronic devices during school hours is not allowed. *This includes texting/receiving texts and calling/receiving calls from parents and/or guardians.* Cell phones, iPods, and all other electronic devices should be kept in their hall lockers. Students who violate this rule will have the following consequences:

1st offense: Cell phone/electronic device will be confiscated until the end of the day.

2nd offense: Cell phone/electronic device will be confiscated until the dean of students has a phone conference with parents.

3rd offense: Cell phone/electronic device will be confiscated for one week. The dean of students will meet with parents before returning it.

4th offense: Cell phone/electronic device will be confiscated for one month. The dean of students will meet with parents to create a student behavioral contract.

In the event of an emergency, students may request permission to use the school phone or their cell phones in the high school office.

## **Cheating (from Board Policy 527)**

Students caught cheating face stiff penalties. A 1st offense results in a grade of 0 for the assignment and a meeting with the principal. A 2nd offense results in a failing grade in the course for the marking period, detention, loss of activities and trip privileges, and will be referred to counseling. A 3rd offense means a failing grade for the course, and a hearing before the School Board. Parents and

teachers are notified in all cases. Offenses are cumulative, not course-by-course.

### **Class Organization**

A president, vice-president, secretary, treasurer, and homeroom representatives are elected at the first class meeting. Candidates are nominated from the floor. In the case of a vacancy during the year, the seat will be filled by class election. Class meetings will be conducted by the class president with a class advisor present. Class dues build an interest-bearing treasury that helps in the typical costs of a class and gives class members an incentive to work together toward common goals (e.g., trip, prom, yearbook, graduation.) Dues are to be paid to the class advisor in order for students to participate in class activities/events/trips.

### **No Public Displays of Affection**

The Forbes Road Discipline Policy lists public displays of affection as inappropriate. With our “NO PDA” policy, students will refrain from physical contact of any type. All violators of the “No Touch Policy” will serve one period of lunch detention for each offense.

## **CURRICULUM**

### **Philosophy of the Schedule/Course Selection**

In today’s ever-changing, fast-paced, global environment, we feel to best prepare the students for life after high

school; we need to expose them to as many experiences as possible. These experiences will give students better options upon graduation. Our scheduling/course offerings have two main goals:

1. Prepare the students for post-secondary success (college, military, work force)
2. Prepare the students to score at a proficient level in the PSSA testing process.

In order to meet these goals, we have to continue to monitor, evaluate and raise the expectations of all parties involved. If you have questions, please feel free to contact Courtney Hykes, Counselor @ (814) 685-3866 ext 1108, or Randy Gelvin, Principal @ (814) 685-3866 ext 1131 for further explanation.

One major modification is the requirement of four years of the main academic areas: English, Math, Science, and Social Studies. Again, with the changes in Pennsylvania standards and testing, we must ensure we are preparing our students to be the best they can be upon graduation.

Any schedule questions/requests for changes must be done over the summer during the counselor's summer office hours. **ONCE SCHOOL STARTS, NO CLASSES WILL BE DROPPED OR ADDED UNLESS TEACHER RECOMMENDED.**

Course placement will be based on previous standardized test scores, placement tests, teacher input, and current grades in course prerequisites.

## **PROMOTION/RETENTION**

Seventh and Eighth Grades – Pupils in the 7<sup>th</sup> and 8<sup>th</sup> grades are promoted if they pass 70% of their class credits. For example, if a 7<sup>th</sup> grader is taking 8 credits, he or she must pass 5.6 of those credits in order to be promoted to the 8<sup>th</sup> grade.

Ninth to Tenth – A 9<sup>th</sup> grader must pass 4 major subjects and 1 minor subject, and earn at least 5 credits to become a sophomore.

Tenth to Eleventh – A sophomore must have earned at least 10 credits in grades 9 and 10, 8 of which must be major subjects, in order to become a junior.

Eleventh to Twelfth – A junior must have earned at least 15 credits from 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades, 13 of which must be major subjects, in order to become a senior.

## **2017-18 Bell Schedule**

8:00 - 8:17	AM Homeroom
8:20 - 9:00	1 <sup>st</sup> Period
9:03 - 9:43	2 <sup>nd</sup> Period
9:46 - 10:26	3 <sup>rd</sup> Period
10:29 - 11:09	4 <sup>th</sup> Period
11:12 - 11:52	5 <sup>th</sup> Period
11:55 - 12:25	<b>Jr High Lunch</b>
11:55 - 12:36	6 <sup>th</sup> Period – Sr High
12:28 - 1:09	6 <sup>th</sup> Period – Jr High
12:39 - 1:09	<b>Sr High Lunch</b>

1:12 - 1:53	7 <sup>th</sup> Period
1:56 - 2:37	8 <sup>th</sup> Period
2:40 - 3:15	Plus Period
3:13 - 3:20	PM Homeroom

### **Graduation Requirements**

Proficiency in the State’s Academic Standards, completion of a career portfolio, proficiency in Algebra I, Biology, and Literature Keystone Exams, and complete a total of 24 or more credits.

<b>Subjects Required</b>	<b>Years</b>	<b>Credits</b>
English	4	4
Mathematics	4	4
Science	4	4
Social Studies	3	3
P.O.D.	1	1
Health	1	.5
Physical Education	4	2
Computer Applications	1	.5
Electives	4	5

### **Career Planning Portfolio**

All students are required to complete a Career Planning Portfolio during their high school career. Students will explore career interest areas, participate in job shadow experiences, and learn about post-secondary options, the military, and the workforce. Seniors need to turn in their Career Portfolio to the Guidance Counselor by October 31<sup>st</sup>. Students who do not complete their portfolio by October 31<sup>st</sup> of their senior year may be ineligible for

activities such as school dances, prom, senior trips and other school related activities.

**Commencement Exercises:** Commencement exercises may be scheduled any time after the last day of school for seniors. The last day of school for seniors shall be set by the administration. Students shall be permitted to participate in commencement exercises if they (1) meet the requirements for a diploma, (2) have fulfilled their financial obligations, and (3) meet other conditions, established by the school district, which meet the standards of clarity, reasonableness, and justifiability. To walk at graduation, students must attend all graduation practices for the duration of each practice.

### **Valedictorian**

A student must meet the following criteria to be considered for class valedictorian ONLY:

Must have attended FRHS 3 out of 4 years, taking the traditional in-class curriculum.

Must have had the following classes: Chemistry, Chemistry II or Physics, Trigonometry, and Academic English 12 or Eng 101/Speech 101

Must have a minimum of 24 credits

### **Grades, Report Cards, and Graduation Requirements**

The high school grading system is as follows:

90 - 100	A
80 – 89	B
70 – 79	C

66 – 69	D
65 and below	F*

\* Under extenuating circumstances, the Superintendent may authorize a teacher to change a severely failing grade to 50% to make it possible for a student who puts forth real effort to improve grades to pass the course.

With the increase in global competitiveness and requirements of NCLB, we believe all students can learn and we will provide the opportunities for that to happen. It is our expectation and requirement that all students will become proficient by their Senior year (based on the State tests in math, reading, writing, and science). In order to better prepare students for this goal, grades in all courses must carry more rigor and relevance. In an effort to assist our students to excel, we believe we must raise the bar to motivate students to achieve at a higher level. Grades that are reflected below average are only setting up students for failure in their future years and it is our commitment to the student that we must prepare them to be globally competitive.

In an effort to communicate with parents, student grades are available through Powerschool, an online grade program available to parents and students. Additionally, progress reports will be sent home four weeks into each quarter and report cards will be issued to students every nine weeks. Report cards may be held for financial obligations; please tend to these promptly.

### **Graduation Project**

Students will complete a four year career-research project as one of their graduation requirements. The completed

project is due to the Dean of Students no later than the end of the first semester of a student's senior year. Copies of the Student Graduation Project handbook are available from the guidance office on request.

### **Vocational-Technical School Curriculum**

Forbes Road is a member of the Fulton County Area Vocational Technical School. Students may enter any one of the AVTS programs in grade 10 or 11. Programs include Agriculture (Production & Mechanics), Construction Trades, Child Care, Drafting, Allied Health, Welding, Engineering Technologies, and Computer Networking & Repair as available.

### **Weighted Grades**

The following courses will be weighted: (courses will be reviewed on an annual basis)

- Academic Courses will have an added value point of 1.04 – Academic English, Trigonometry, Physics, Chemistry II, Academic POD
- Honors courses will have an added value point of 1.05 – AP Calculus
- Dual Enrollment Courses will have an added value point of 1.06 – Eng 101, Speech 101, Computer Lit 101, Biology 101 with Lab, Psychology, Statistics

### **Dances (Board Policy 545) Adopted Aug. 23, 1987**

545.1 The basic purpose of dances at Forbes Road is to provide students an opportunity to participate in wholesome recreation. Through this recreation we hope

that students will learn the graces of etiquette. Keeping this purpose in mind, the following rules will govern dances:

545.1a The dance must be sponsored by a school class, club or organization.

545.1b There shall not be more than one dance per month..

545.1c Dances should not be held for money-making purposes, but as a social service to the school.

545.1d Two chaperones, one male and one female from the High School Faculty, must be present for the dance.

545.1e The number of security guards present will be at the discretion of the principal.

545.1f A club, class or organization of the school must make an application and submit it to the principal two weeks prior to the date of the dance.

545.1g Dances will be no later than 10:00pm on school nights and no later than 10:30pm on other nights.

545.1h A student departing the school building during the dance will not be re-admitted.

545.1i Any student who comes to the dance one-half hour or more after it has begun will not be admitted.

545.1j Drinking and smoking are undesirable and will not be tolerated.

545.1k Students and their guests must be at least junior-senior high school age. No elementary school students or guests will be admitted, nor will anyone twenty-one years of age or older.

545.2 A student wishing to bring a guest must adhere to the following standards:

545.2a Juniors and seniors may invite two persons.

545.2b Underclassmen may invite one guest.

545.2c All invited guests who are not enrolled in the school district must:

545.2d1 secure a pass in the Office.

545.2d2 register name, age and address

545.2d3 be the responsibility of the student who invites them

545.3 The junior-senior prom is a formal dance sponsored by the junior class in honor of the senior class.

545.3a Attendance at the prom is restricted to students and guests who are enrolled in a ninth grade or higher grade.

545.3b Because of the formal nature of the prom, guests will be limited to one per student.

545.3c No one twenty-one years of age or older will be permitted as a guest to the prom. All outside guests will be required to show a proof of age and be in good standing.

545.3d All other rules regarding dances are in effect for the junior-senior prom.

### **Discipline (from board policy 522)**

One of the recommendations found in the “Student Bill of Rights and Responsibilities” is that schools inform all students of unacceptable behavior and a description of the punishments that will be enforced for such behaviors.

The student will find many offenses listed as examples, and an attempt has been made to define the punishments for such violations.

The rules established by the school district are meant to maintain safety and order, enable the school to comply with state laws, and create a setting where all students have the opportunity to obtain an education. It must be remembered that the school cannot allow a few people who misbehave to interrupt the educational process of others.

Misbehaviors which interfere with orderly classroom procedures or orderly operations of the school are categorized as Group 1 offenses. These misbehaviors are usually handled by the individual in immediate authority or

are referred to the dean of students. The following are listed as examples of Group 1 misbehaviors and are not intended to be an all-inclusive list:

### **GROUP 1 OFFENSES**

1. Loud behavior in the halls.
2. Use of profanity; inappropriate language
4. Cafeteria misconduct.
5. Use of forged passes, or hall-pass abuse
6. Inappropriate dress - obscene or dangerous
7. Failure to do homework.
8. Late to school or class
9. Violations at extra-curricular activities
10. Violation of the “No PDA” policy
11. Unprepared for class

### **GROUP 1—DISCIPLINARY OPTIONS**

A detailed rubric is available at the office upon parent request.

More than one disciplinary option may be used, and this is by no means an all-inclusive list. Repeat offenders will serve a more severe punishment.

Misbehaviors which interrupt the learning climate of the school are listed in the Disciplinary Policy as “Group 2” offenses.

### **GROUP 2 OFFENSES**

1. Fighting
2. Smoking, and/or possession of tobacco or vape pens
- 3 Throwing objects

4. Bus misbehaviors.
5. Cheating
5. Cutting class
6. Truancy
7. Driving violations
8. Disrespect to persons in authority
9. Excessive disciplinary referrals
10. Leaving school without permission
11. Violation of No Touch Policy
12. Misconducts which endanger the safety and well-being of others
13. Unmodified Group 1 behaviors
14. Forged notes from parents
15. Bullying/Harassment \*See Olweus Guidelines

## **GROUP 2 DISCIPLINARY**

A detailed rubric is available at the office upon parent request.

Acts of violence which result in injury to another or damage to property, or pose a threat to the safety of others, or misbehaviors which disrupt the climate of the school are categorized as “Group 3” misbehaviors.

## **GROUP 3 OFFENSES**

1. Assault on a staff member or student
  - a. ... Assault - a threat of bodily harm
  - b. ... Battery - carrying out the threat
2. Arson
3. Bomb Threat
4. Theft
5. Vandalism
6. Extortion/harassment/sexual harassment

7. Possession of weapons
8. Use, possession or being under the influence of drugs, alcohol or stimulants or distribution of the same
9. Unmodified, continuing Group 2 misconducts

### **GROUP 3—DISCIPLINARY OPTIONS**

A detailed rubric copy is available at the office upon parent request.

**In-School and/or Out of School Suspension will result in loss of participation in any extra-curricular activities during the suspension.**

#### **Discipline - Examples of Typical Disciplinary Actions**

- Possession or use of tobacco - citation before District Justice (typically, fine + costs equals more than \$125)
- Vulgarity Toward Staff - 10 days Out-of-School Suspension.
- Cheating on Test - a grade of 0 (see separate policy, Page 20) Truancy – See Illegal Absences pp.19
- Fighting - Out-of-school suspension
- Use/possession of drugs/alcohol - 10 days Out-of-School suspension + a hearing before the Board.
- Use/possession of weapons - 10 Days Out-of-School suspension + a hearing before the School Board.
- Sexual Harassment - Out-of-School suspension 5-10 days.

## **Bullying**

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another.

- **Direct bullying** A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing, and calling names.
- **Indirect bullying** Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person's wishes. This also includes cyber bullying.
- **Relational aggression** Describes behavior which can undermine or destroy relationships and is often used when identifying "female" bullying.

However, it should be noted that both genders can engage in direct or indirect bullying, and it can be either physical and/or psychological in nature. Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students.

The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber bullying is being used to describe bullying behavior which occurs on the Internet.

The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: (1) There is intent to harm - the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and (2) There is intensity and duration – the taunting continues over a period of time, and is not welcomed by the target.

### **Dress Code (from Board Policy 526)**

Students are to dress and groom appropriately for school and related activities. The purposes of the Dress Code are to provide an atmosphere that promotes the educational process and to insure the health and safety of all those involved. School officials may impose limitations on dress or articles that cause a disruption of the educational process or constitute a health or safety hazard.

**Skirts and shorts** must be long enough to reach the length of the student's fingertips when standing with arms down at sides. Short- shorts, mini-skirts, skorts (any skirts with slits above the knee) are prohibited.

**Hats** are to be taken off indoors. Bandannas and head coverings of any kind should not be worn in the building.

**Coats:** Outer coats are not to be worn inside. Coats and jackets will not be worn during school (unless a heating problem occurs or approved by administration and staff). Trench coats may be worn to school only, not to classes.

**Hair:** Students have the right to govern the length and style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style causes a disruption of the educational process or constitutes a health or safety hazard.

**Clothing: Clothing, buttons, accessories, or other insignia which condone or encourage the use of alcohol, drugs, or tobacco are prohibited.** Apparel which promotes violence, sex, or which expresses profanity is forbidden. Attire with messages meant to mock, ridicule, or demean others because of race, religion, national origin, or individual views is forbidden.

No spaghetti straps, halter, tube, mesh, strapless, bare midriff, bareback, low-cut, see-through blouses or shirts, tops that expose shoulders are prohibited. Shirts with deeply cut arm holes or that have only one shoulder are also prohibited.

**Sunglasses** should be kept in student's locker. Sunglasses are not permitted to be worn in class.

**Pants** must be worn at waist level and, if necessary, secured with a belt. Undergarments are not to be visible to others, especially when seated. Students are not permitted to wear pants with leg bottoms that drag under the feet. Pants with holes must meet skirt requirements, no holes above mid-thigh and worn areas of the pants need to be moderate in nature. Leggings, yoga pants, athletic shorts and other tight-fitting pants must be covered by a shirt that reaches the length of the student's fingertips when standing with arms down at sides.

**Earrings and body rings** worn in locations other than the ears are not allowed unless they are clear. (These include rings worn in the nose, eyebrow, tongue, cheek or any other visible location besides the ears.)

**Chains worn on wallets** will be no longer than 12 inches.

**Footwear:** Shoes and sandals with back-straps are approved. Students are also permitted to wear flip-flops. Substantial footwear is a must in the shops. Periodically, there occur special dress days (e.g., Spirit weeks, etc.). Students are encouraged to participate in these occasions, but are still bound by the dress policy of the school district.

**Pajama pants** are only approved during school spirit weeks as designated. They are not to be worn during a regular school day.

### **Driving to School Procedures**

The school's small parking lot limits student drivers to those who have a demonstrated need. We are able to provide parking for those students who regularly stay after school for athletic practices and activities meetings, for those involved in the County AVTS Co-op program, and for those others who need to get pre-arranged doctor and dentist appointments or to work. Students who drive on a regular basis will be required to obtain a student drivers pass and have a Drivers Permission Form on file in the Office. Holders of these Permission Forms will have assigned parking spaces and are required to pay a \$10 parking fee. Those who drive only occasionally will need a permission note from their parents for that particular day. Students are not to be in the parking lot during the school

day. Passengers with student drivers are allowed with both parents' written permission. All student drivers will turn keys in to the front office upon arrival to school and should not arrive prior to 7:45am. Student drivers must be in homeroom by 8:10. Excessive tardiness will result in revocation of driving privileges

### **STUDENT DRUG TESTING POLICY**

Forbes Road School District considers participating in athletic competition to be a privilege and not a right. Students choosing to participate in athletics are expected to accept the responsibilities, which accompany the privilege. Among these responsibilities is the obligation to be drug, alcohol, and nicotine-free on a year-round basis, for safety reasons. Toward this end, students participating in Forbes Road School District athletics are required to cooperate with and agree to test for drugs in accordance with this policy. (Supreme Court Ruling Action vs. Veronia). As an athlete a student is a representative of the school district and the community-at-large. The district recognizes athletes as role models for younger students who frequently model their own conduct and lifestyle on that of the student athlete. Thus, when a student chooses to participate in athletics, he or she has also chosen to accept to be a role model, and with that choice comes the responsibility of living a drug, alcohol, and nicotine-free lifestyle. This reasoning is because of safety factors and impaired facilities can be detrimental while participating in sports. The district wants to provide a legitimate excuse for students to refuse to consume or use drugs, alcohol, or nicotine and to provide assistance for those who have a problem with the substances. It is not the intention of this policy for school district officials to report any positive test

results to the law enforcement, or any officials outside the school district, without subpoena.

### **REASONABLE SUSPICION TESTING**

When district officials, including but not limited to administrative and/or professional employees, observe a student who reasonably appears to be under the influence of illegal drugs and/or controlled substances, or unfit for school or extracurricular activities, who poses a potential health and safety threat to him/herself or other substance abuse, they shall notify the Superintendent or Building Supervisor and/or his/her designee, who will observe the student before requiring him/her to be tested for drug and/or other controlled substances. The reasonable appearance of being under the influence of drugs, controlled substances or of other substance abuse shall be determined by personal observations of factors, including, but not limited to the appearance, behavior, speech or body odor, etc. of the student by district officials.

Refusal to submit to drug testing when the nurse and/or administration has determined reasonable suspicion will be considered an admission of guilt. Corresponding school discipline will be applied and the State Police will be called.

### **RANDOM TESTING**

Testing will be done without prior warning to the student. The dates of testing, the number of tests to be performed, and the identity of the students to be tested shall be determined by the district in its sole discretion, and may be performed at any time. This means that the random testing may occur before, during or after the sports season. Testing

may also occur as many times throughout the year, as the district deems necessary.

The district may test up to 70% of each season's athletes randomly. Students selected for testing will be chosen at random by the administrative staff of the district. Testing can only be done by the testing agency contracted by the district or the district staff. Prior to any student being permitted to practice or participate in an athletic event, both the student and his/her parent or guardian must sign a consent form agreeing for the student to participate in drug testing, at any time during the athletic year as defined in this policy. If any student or parent/guardian declines to sign the form, then the student shall not be permitted to participate in a sport, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

Sanctions are intended to apply to participation in P.I.A.A. sanctioned interscholastic sports and to a Forbes Road School District sponsored or sanctioned sports activity. If a student's test indicates that this policy has been violated, or if a student has been observed in possession of drugs or using drugs, or if a student refuses to take a test upon request, then the following sanctions shall apply:

**First Offense:**

The student shall be suspended from his/her team for the balance of the season, including playoffs, for the particular sport wherein a positive test result is discovered.

Require the student, under parental supervision, to undergo D & A counseling with an outside professional agency approved by the district, without expense to the district.

The student will be tested prior to resuming athletic competition (practices and/or games).

Second Offense:

The student shall be prohibited from participating in interscholastic athletics for the duration of the year.

Nothing in this policy shall curtail or render ineffective any other existing policy of this district with regard to the possession or use of illegal substances or paraphernalia or those policies dealing with expected behavior of students on school property or while engaged in school sanctioned activities.

Reinstatement to student athletics – the student athlete will be required to take a drug test, at parent/guardian expense from a certified lab/hospital, and return a negative reading before reinstatement to any athletic competition will occur.

## **DRUG AND ALCOHOL TESTING FOR STUDENT ATHLETES**

### **PERMISSION TO TEST**

The Forbes Road School District is committed to providing a safe, drug and alcohol free athletic program. We appreciate your support, encouragement, and cooperation. The cost of the test will be covered by the Forbes Road School District. Tests will be confidential. The selection process will be done by a random sampling process or by a reasonable suspicion.

Please fill out the provided form and return to your coach. Please print your name, address and your son/daughter's name. If any student or parent/guardian declines to sign the form, the student will not be permitted to participate in this sport. If a student moves into the district after the first practice begins and wishes to participate in a sport, the student shall be required to provide a properly executed consent before being allowed to practice or participate.

I hereby give permission for the Forbes Road School District and/or designated Hospital to perform a drug and alcohol screen on my son/daughter. I realize the purpose and ramifications of the testing and will follow the guidelines set forth for positive tests.

I understand that my son/daughter will not be punished by suspension or expulsion for a positive test result; however, they will be disqualified from participation in the activity. I also understand that my son/daughter will be required to comply with specific guidelines for further athletic consideration as set forth in this policy.

### **Emergency School Closings**

Local radio stations, plus TV stations in Altoona and Johnstown regularly carry news of school closings due to emergencies. An automated SchoolReach call will be made to all parents/guardians who have their current phone numbers on record. Do not obstruct communications by phoning faculty or staff members. Tune into one of the radio or TV stations or the district website at [www.frsd.info](http://www.frsd.info) for news.

### **Emergency Drills: (Fire, Tornado, Critical incident planning)**

A fire drill may be called at any time. Fire drills are very important and regular practice will ensure your child's safety. Pupils who interfere with the efficiency of fire drills endanger the lives of everyone.

In addition, anyone who causes a false alarm is guilty of a misdemeanor and subject to a fine and/or imprisonment. When the fire alarm sounds, it is a signal for the pupils to line up and walk quickly and quietly to the exit which the pupils are located. Information concerning the assigned fire exits for all rooms are posted in every room.

**Weather Exercises-** exercises such as tornado drills may be exercised in conjunction with local and state EMA agencies to ensure proper procedures and safety.

**Critical Incident Planning** – There are many events that may happen in the course of any school setting. Exercises may be conducted to ensure safety is practiced in such an event. Some exercises may involve local authorities to ensure communication and coordination of parties to ensure safety of students.

**Drug Dogs may be used in the event of suspicious acts.**

### **Field Trips/Extra Curricular Travel**

Chaperones attending ANY field trips must have current Criminal History and Child Abuse clearances on file two weeks prior to the date of the field trip. Students who ride the bus to an extra-curricular activity or field trip destination must also ride the bus on the return trip to

school. Parents may take students directly home only with prior approval from the coach or advisor of the activity, building principal, or superintendent. Requests should be made at least one week in advance unless it is an emergency.

### **Hall Conduct**

Good conduct and order in the halls at all times is desired. Keep to the right and keep moving in the hallways. Avoid running at all times and walk at a normal pace. Talk in a moderate voice.

### **Hall Passes**

Students must use the school-issued passes in their handbooks to request to leave a teacher's room. Teachers will not permit students to leave class without them.

Any teacher who wants to meet with a student at any time other than his or her class must write a pass requesting to see that student. Students should NOT be excused from a class without a pass for the purpose of obtaining one.

### **Homework**

Homework should be expected in all subjects as a part of the overall learning process. In some subject areas it might be expected as a nightly occurrence.

**Students are expected to complete and submit homework assignments on time. Students who have missed class are responsible for making up homework**

**in the same amount of days as was missed. (If a student is absent for one class, he or she has one class day to make up the homework.)**

### **The Library**

The school library is open most days of the school year. The library contains a set of reference books, fiction and non-fiction materials, and audio-visual equipment and software. In order to visit the library, a student must have a pass from a teacher. The library is a place for research, assignments, personal reading and audio-visual use.

A student may borrow 2 fiction books and as many non-fiction books as needed, if doing a report. Books are checked out for a period of 2 weeks. The fine on overdue books is 10 cents per day and 50 cents on reserved material. All bills to the library are to be paid promptly and certainly by the end of each marking period. Report cards of students not paying fines will be withheld.

No materials are to be removed from the library until they have been properly checked out. The mutilation or defacing of library books, magazines, or other property is inexcusable. Students guilty of this will automatically lose their library privileges, and full restitution for damages will be required.

Students who do not obey library regulations will lose library privileges for an appropriate length of time. Considering the amount of library work assigned within the curriculum, it behooves students to behave in the library and not risk being barred during a time when the student needs the library for research.

## **Lockers**

Student lockers are the property of the School District, not the private property of the students. Student lockers can be subject to random periodic inspection, and for inspection under suspicious circumstances.

At the beginning of the school year each student is assigned a hall locker. These lockers are for students' coats, book bags, books, and other school-related materials.

**LOCKERS ARE NOT FOR THE STORAGE OF OTHER PERSONAL VALUABLES OR MONEY. They are to be locked at all times for the protection of the student's and school's property. If a student loses or breaks the locker padlock, he or she should report to the homeroom teacher. Students will be charged for any lock that is purposefully damaged or lost.**

Students should not count on going to their lockers before and after every class--being at one's locker is NOT AN EXCUSE FOR BEING LATE to class, homeroom, study halls, etc. If a student can't get to class on time after going to a locker, he or she should not go to the locker. He/she may be assigned certain times to go to their locker if tardiness become an issue.

## **Lost and Found**

Students who find items not belonging to them are to take them to the office. Students losing property are to check with the office to see if such items have been turned in.

## **Nurse's Office**

The nurse's office is to be used for reasons of illness, not as a release from class. Students are not permitted to use the nurse's restroom unless it is an emergency. Before a student will be admitted to the nurse's office, he or she will have to have a pass from the teacher for that class period. If a student becomes sick and cannot attend classes for the remainder of the day, upon recommendation of the nurse and/or principal, parents will be called to come for the student. Students with medical conditions that require them to carry water must provide a doctor's note. Students may not bring open bottles of water or other beverages to school.

All students will be weighed and measured once a year. Vision exams will be conducted every year on every student. Physical examinations will be given to the juniors and all athletic team members. Any student refusing to be examined must supply the school with a form from their family doctor stating they have been examined. Dental examinations are provided for students in the seventh grade. The school nurse also performs hearing tests on students in grades seven and eleven once a year. St

## **Parent Conferences**

Teachers, counselors, and administrators will periodically ask parents for appointments to discuss their child. Parents wanting conferences are asked to call for appointments as well, because individual school personnel are committed to classes and other assignments most of the day.

## **Physical Education**

Students are required to wear a gym uniform (or equivalent) to participate in Phys Ed. Class. If a student is absent for any reason other than a school related activity or doctor's appointment, he/she is required to make-up the class. Students will have one week to make up the class. If a student has a medical excuse to not participate in gym class for more than 5 classes, alternative assignments will be given to the student.

## **Senior Trips**

### Senior Trip Guidelines

The senior trip is a privilege, not a right. While we feel it is an important part of the overall education process, we also feel you must display trust and good behavior while attending school in order to be considered a candidate to participate. You may be denied the opportunity based on the following criteria:

- Discipline referrals
- Not making academic progress, Violation of student Handbook and Illegal absences or tardies
- Excessive absences

Please note, that even after you are notified you may attend, any major negative actions prior to going on the trip may cause you to be denied and you will lose any money needed

for reservations. You will be financially responsible once reservations are made.

- Consequences for any behavior issues while on the trip;
- ISS upon return
- Saturday Detention, 3 hours minimal
- Police notification if action warrants (If over 18, you will be tried as an adult)
- Denied “walking” at graduation
- Staying all day when seniors get early dismissal after graduation practice
- Loss of driving to school privileges
- Denial of Senior Prom

### **Student Assistance Program - The Cardinal Care Team**

Help is available for students having difficulty in school because of their use of controlled substances, or because of mental health difficulties. Students may ask for help through any teacher who will in turn refer the pupil to The Cardinal Care Team. Parents may ask for help for their children as well. Included among the Team members are counselors provided to the school through various local agencies.

### **Student Behavior At Games - Good Sportsmanship**

Students are expected to exhibit good sportsmanship at athletic contests. The PIAA, the governing body for

interscholastic sports in Pennsylvania, demands that member schools have policies addressing fan behavior. This policy is brought to students' attention through morning announcements, announcements at games, and in sports programs. Violation of school and PIAA rules regarding fan decorum results in a ban from athletic events for one calendar year from the date of the infraction.

### **Student Insurance**

Insurance is made available to all students in the fall of the year from a local agency. All students participating in PIAA school athletics must carry insurance or be covered by a policy of their parents.

### **Student Records**

The Forbes Road School District, in compliance with federal and state legislation, maintains a variety of record files on students. The oft-mentioned "permanent record" includes biographical data, transcript of grades, attendance data, etc. These records are kept virtually forever.

Other files on discipline, health information, etc., are kept and periodically reviewed. Most students' discipline files are routinely destroyed annually.

Other files, primarily dealing with psychological testing and unevaluated disciplinary reports might also exist for some students. Depending upon periodic review, this information is either destroyed or transferred to other kinds of files above. Confidentiality of student files is strictly maintained.

## **Study Halls**

Study Halls, when provided, are for the purpose of completing homework, preparing for tests and mastering content. Students who sleep or are disruptive in a study hall will be referred to the Dean of Students for disciplinary action.

## **Tardiness to Class**

A little late is too late! Out of courtesy to, and respect for other students and teachers, pupils must develop good habits of punctual responsibility. If a student has been detained by school personnel, he or she should get a pass for late admission to the class. If a student reports late without a pass, it will be documented as tardy in Powerschool by the teacher, and the teacher will call home and document in Powerschool when three tardies are accumulated. After 5 tardies, the teacher will assign one week of lunch detention after meeting with the student, calling home and logging in PowerSchool.

## **Textbooks**

Textbooks issued to students are the property of the School District. Students are expected to take good care of these books and return them in good shape. Textbooks are recommended to have book covers. DO NOT stuff papers, pencils, notebook or other materials into them - you'll break the bindings.

The loss of textbooks and other materials is to be reported to the Office. If materials are not found, the student is

responsible for the cost. The formula for paying textbooks is 1/5 off per year used. The textbook never depreciates below 1/5 of its new cost.

### **Tobacco (From Board Policy 415)**

School policy and the law prohibit the use of tobacco in any form by Forbes Road students while on school property and/or participating in any school-sponsored event. Cigarettes, chewing tobacco, snuff, vape pens, etc., are all banned from the school for students. State law requires that students caught with or using these materials be subject to citation before the District Justice.

### **Two-Hour Delays**

In any event for which the school operates on a two-hour delay, breakfast will not be served. Vo-Tech students will report to assigned areas. Also, an automated SchoolReach call will be made to any parent/guardian who has provided the district with a current phone number.

### **Visitors**

Students are not allowed visitors during the school day. This tends to be disruptive to the educational process.

### **Weapons**

Students are not to have weapons anywhere on school property - in their vehicles, in their lockers, on their person

- nowhere! A violation of this policy will lead to a formal hearing before the School Board for consideration of expulsion from school. Expulsion is automatic by the virtue of state law in certain cases of weapons policy violations. Another state law, Act 17 of the Special Session of 1995, prohibits students caught with firearms on school property, or for any weapons violation, from owning a gun for 15 years or until he or she is 30 years old, whichever comes first.

### **Withdrawal From School**

No student shall be permitted to withdraw from school without following a procedure established through the high school office.

Students wishing to withdraw must have written parent authorization and are to obtain a withdraw form from the front office for all teachers to sign upon receipt of the student's textbooks. All monies owed to the school must be paid. Library books are to be returned. Students transferring to another school district should also follow this procedure.

### **Work Permits**

Child labor laws require that students under 18 years of age who hold a job have a work permit issued by the superintendent's office of the school district in which the child resides. Mrs. Hohman is the secretary who handles this procedure for the Forbes Road School District.

Students wishing to obtain a worker's permit are to present the secretary with their birth certificate or other proof of age. The application process cannot begin without submission of such evidence.

## **SCHOOL ACTIVITIES**

In order participate in extra-curricular activities, students must meet eligibility requirements. Advisors/Athletic Director will check grades weekly. Cumulative failure in two or more credits will render that student ineligible to participate in the activity for the following week. If report cards are below the school (or PIAA) requirements, the student will be ineligible for the first four weeks of the next marking period. All students must be in attendance the day of a game, practice, event, competition, program, or production by 11:30 AM with a legal excuse in order to participate.

### **Athletics**

Forbes Road High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and the Inter County Conference and Sideling Hill Leagues, and the Keystone Hockey League. All members of sports teams must pass a physician's examination, have insurance coverage, and parental consent, random drug testing consent, and comply with School and PIAA rules regarding eligibility.

### **Cheerleaders**

The cheerleaders take the lead in promoting school spirit

at athletic events, pep rallies, and throughout the school. Various squads are organized at different grade levels in accordance with the cheerleading by-laws and the rules of the school.

### **Band/Chorus**

The Forbes Road Cardinal Band performs in parades and concerts throughout the school year and during the summer. Membership in the Band carries with it the obligation to participate in performances during out-of-school time.

The choral organization consists of junior and senior high students who perform in concert various times throughout the year. Membership obligates the student to time beyond the regular school day.

### **Clubs/School Organizations**

Forbes Road High School provides students the opportunity to participate in a variety of clubs and organizations. All school policies and rules apply on and off school property while participating in school-affiliated activities

### **Drama Club**

The Forbes Road Drama organization was established in the Spring of 2010. This organization performs one production annually. Membership in Drama carries with it the obligation to participate in practices and performances during out-of-school time.

### **Envirothon**

Envirothon is a hands-on environmental problem-solving competition for high school-aged students. Participating teams complete training and testing in five natural resource categories: i.e., soils/land use, aquatic ecology, forestry, wildlife, and current environmental issues.

### **Future Business Leaders of America**

FBLA membership is open to students enrolled in any English class grades 9-12 at Forbes Road High School. The Forbes Road Chapter of the FBLA has become very active in recent years, offering a number of opportunities to let students test their skills against students from other schools in a variety of regional and state competitions.

### **FFA**

The FFA is open to all students enrolled in the Fulton County AVTS's Agriculture Science and Power Ag Mechanics curricula. FFA officers are president, first vice-president, second vice-president, secretary-treasurer, first assistant treasurer, second assistant treasurer, reporter, assistant reporter, sentinel, and chaplain. The FFA meets regularly. Points are awarded and so many are required to remain a member.

## **Family Career and Community Leaders of America**

The goal and purposes of FCCLA are “to help youth assume their roles in society through Family and Consumer Science education in areas of personal growth, family life, vocational preparation, and community involvement.” The officers of FCCLA are president, vice-president, secretary, treasurer, and historian. The Forbes Road chapter is active at a county level and has an annual leadership meeting and county banquet.

To become a member of FCCLA, you must be in grades 9 through 12 and pass a Junior Degree test. Each year you can take a test and receive higher degrees. Meetings are scheduled regularly, and special meetings will be announced.

\*Any changes will be submitted as an insert at the beginning of school year.

## **National Honor Society**

Forbes Road Chapter of NHS, established in 1977, is comprised of a select few students who have distinguished themselves scholastically, and who have been highly rated by the faculty in the attributes of leadership, scholarship, character, and service.

## **Stage Crew**

The stage crew runs the lighting and props of the stage for various school productions.

## **Student Council**

The purpose of this organization shall be:

- A. To establish high standards of scholarship, leadership, and school spirit.
- B. To promote better understanding between students and faculty and among the students themselves.
- C. To give the students of the school an opportunity, through representatives, to voice their views in a democratic form of student government.

The members of the Student Council shall be:

- A. Two representatives, one from each homeroom and elected by their class.
- B. The president and vice president of each class shall automatically be a member of the Student Council.

The officers of the council shall be president, vice-president, recording secretary, corresponding secretary and treasurer. The officers are to be elected by the Council members. The president shall be a senior at the time of election, and while holding office. The vice-president shall be a member of the 11th grade when elected. The secretaries and treasurer shall be chosen from the Student Council and may be members of any class. The Student Council shall meet regularly. Special meetings may be called by the president or the advisor.

## **TATU**

Students Against Tobacco Use... These students work with elementary students as well as within the community.

## **Varsity Club**

All students who have received a letter for athletics are automatically members of the Varsity Club, as long as their dues are paid.

## **Yearbook**

The school yearbook is The Cardinal. Students in grades 7-12 are encouraged to participate in the yearbook club through the guidance of the yearbook advisor.

## **Class Gifts**

A class may expend its treasury prior to graduation, or may take up to one year after graduation to determine a recipient for a donation. For example, members of a class may decide to spend their money on their class trip, or donate it as a gift to a worthy cause. A Class may no longer remove its money from the school's activity fund and reinvest it toward class reunions.

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students June 2017**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who

reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test

performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written

parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

### **Program Development**

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

### **Confidentiality of Information**

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any

personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

<b>INTERMEDIATE UNIT</b>	
Tuscarora Intermediate Unit 11 814-542-2501 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051
<b>SCHOOL DISTRICT OFFICES</b>	
Central Fulton School District 717-485-3195 Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road Elementary School Mrs. Maria Scott 159 Redbird Drive Waterfall, PA 16689

Huntingdon Area School District 814-641-2104 Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Ms. Lee Bzdil 75 South Seventh Street Mifflintown, PA 17059
Juniata Valley School District 814-669-4401 Juniata Valley High School Dr. Kim Connelly 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Ms. Tracey Jones 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District 814-447-5520 Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education 814-658-4024 Trough Creek Youth Forestry Camp #3 Mr. Ronn Bargiel 4534 Tar Kiln Road James Creek, PA. 16657
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>	
Tuscarora Intermediate Unit 11 Ms. Linda Dell 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
<b>CHARTER SCHOOLS</b>	
New Day Charter School 814-643-7112 Ms. Deb Goodman 256 South 5th Street. Huntingdon, PA 16652	Stone Valley Community Charter School 814-667-2705 Ms. Verna Etechells 13006 Greenwood Road Huntingdon, PA 16652
<b>PRISONS</b>	
Huntingdon County Prison 814-641-2104 Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Ms. Tracey Jones 201 Eighth Street, Highland Park Lewistown, PA 17044

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed,

marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## Index

### A

Activities 57-62	Assemblies 15
Activity Fund 14	Athletics 57
Attendance 15-21	Alcohol 36
Alma Mater 8	Arrival 14-15

### B

Backpacks/Sling bags 22	Behavior 13
Band 58	Beliefs 9
Bell Schedule 27-28	Bullying Policy 37-38
Breakfast 22	Bus Safety 21-22

### C

Cafeteria 23	Cheating 24
Calendar 5-6	Cheerleading 57
Career Planning Portfolio 28	Chorus 58
Cell Phones 24	Class Gifts 62

Class Organization 25	Curriculum 25-26
Clubs 57-62	Cutting Class 35
D	
Dances 31-32	Dress Code 38-40
Delays, Closings 45, 55	Driving to School 40-41
Drama 58	Discipline Policy 33-36
Drugs 36	Drug Testing 41-45
E	
Educational Family Trips 18	Eligibility, Activities 57
Emergency School Closings 45	Excuses for Absences 15-16
Extra Curricular Travel 46	
F	
Family Trips 18-19	Field Trips 46
FBLA 59	Fire Drills 46
FCCLA 60	FFA 59
G	
Goals of Quality Education 10-12	
Grades 29-30	
Graduation Project 30-31	
Graduation Requirements 28	
H	
Hall Conduct 47	Homework 47
Hall Passes 47	History of School 7-8
Honor Society 60	
I	
Illegal Absences 16-17, 20-21	

J

Junior-Senior Prom 33

L

Leaving School Early 17-18

Lockers 49

Lost and Found 49

Library 48

Lunch 23

M

Make-up Work 19

N

National Honor Society 60

No Touch Policy 25

Nurse's Office 50

P

Parent Conferences 50

Passes 47

Pennsylvania's Goals of  
Quality Education 10-12

Personnel 4

Prom 33

Promotion/  
Retention 27

R

Records 53

Report Cards 30

S

School Alma Mater 8

School Beliefs 9

School Calendar 5-6

Student Dress 38-40

Student Drivers 40-41

Student Insurance 53

Stage Crew 60

Student Assist. Prog. 52

Student Council 61

School Colors 8

School History 7-8

School Mascot 8

Student Records 53	School Vision 9-10
Senior Trip Guidelines 51-52	Sportsmanship 52-53
Sign In/Sign Out 18	Study Halls 54
T	
Tardiness to class 54	Textbooks 54
Tardiness to School 18	Tobacco 55
Truancy 21	
V	
Visitors 55	Varsity Club 62
Vocational-Technical School 31	
Vision 9-10	
W	
Weapons 55-56	Weighted Grades 31
Work Permits 56	Withdrawal 56
Y	
Yearbook 62	

Note: Forbes Road School District reserves the right to make changes to policies, rules, schedules and dates contained in this handbook during the school year without prior notice.