Alma Mater
Hail to Grove City Glorious Alma Mater
Here 'neath the Gold and White
We pledge our deep devotion,
The Pine ever sturdy stands,
A guiding post before us, (Grove City)
Hail to Grove City High!

Hail to Grove City Glorious Alma Mater
Four years of life and youth,
Spent within thy learned walls,
The Eagle, our mascot,
Leads us on to victory (Grove City)
Hail to Grove City High!
Grove City Area School District Mission Statement

Our mission is to equip all our students for successful futures. We’ve designed our programs so that students can attain the knowledge and skills that are necessary for them to pursue their dreams. After receiving a rigorous core program that focuses on reading, mathematics, writing, science and technology in the elementary and middle schools, our high school freshman study about career education and work. Through this in depth study, students begin to crystallize their dreams for their futures and to select the courses they will need to turn their dreams into reality. Our primary goal is to help students find and unite their talents and passions so they can lead a purposeful and meaningful life.

PA Law Requires Pledge or National Anthem

A Pennsylvania law requiring the recitation of the Pledge of Allegiance or the singing of the national anthem in public and private schools each day is in effect. The law also requires that the American flag be displayed in classrooms. Students in public or private schools may decline to recite the pledge or salute the flag, though school administrators will have to notify their parents. Private and religious schools may be exempt from the law for religious reasons.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Map</td>
<td>Inside Front Cover</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Faculty and Staff</td>
<td>4</td>
</tr>
<tr>
<td>Activities &amp; Clubs/Student Council</td>
<td>5</td>
</tr>
<tr>
<td>Assemblies</td>
<td>6</td>
</tr>
<tr>
<td>Arrival</td>
<td>6</td>
</tr>
<tr>
<td>Attendance Regulations and Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Behavior Expectations</td>
<td>8</td>
</tr>
<tr>
<td>Building Evacuation and Usage</td>
<td>10</td>
</tr>
<tr>
<td>Bullying and Cyber Bullying</td>
<td>10</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>12</td>
</tr>
<tr>
<td>Cheating and Plagiarism</td>
<td>13</td>
</tr>
<tr>
<td>College Courses</td>
<td>14</td>
</tr>
<tr>
<td>Computer and Internet Policy</td>
<td>14</td>
</tr>
<tr>
<td>Dances</td>
<td>18</td>
</tr>
<tr>
<td>Disciplinary Measures</td>
<td>18</td>
</tr>
<tr>
<td>Dress Code</td>
<td>19</td>
</tr>
<tr>
<td>Drug and Substance Abuse</td>
<td>20</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>22</td>
</tr>
<tr>
<td>Eligibility – Athletic/Co. Curricular</td>
<td>23</td>
</tr>
<tr>
<td>Employment Certificates/Work Permit</td>
<td>24</td>
</tr>
<tr>
<td>Faculty Rooms</td>
<td>24</td>
</tr>
<tr>
<td>Fireworks</td>
<td>24</td>
</tr>
<tr>
<td>Gaming</td>
<td>24</td>
</tr>
<tr>
<td>Grading System</td>
<td>24</td>
</tr>
<tr>
<td>Hall Passes/Restroom Passes</td>
<td>25</td>
</tr>
<tr>
<td>Harassment</td>
<td>25</td>
</tr>
<tr>
<td>Health Services</td>
<td>27</td>
</tr>
<tr>
<td>Homebound Instruction</td>
<td>28</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>28</td>
</tr>
<tr>
<td>Insurance</td>
<td>28</td>
</tr>
<tr>
<td>Library</td>
<td>28</td>
</tr>
<tr>
<td>Lockers</td>
<td>29</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>29</td>
</tr>
<tr>
<td>Lost or Damaged School Materials</td>
<td>29</td>
</tr>
<tr>
<td>Make-Up Policy</td>
<td>29</td>
</tr>
<tr>
<td>Obligations</td>
<td>30</td>
</tr>
<tr>
<td>Outside of the Building</td>
<td>30</td>
</tr>
<tr>
<td>Parking on School Property/Student Drivers</td>
<td>31</td>
</tr>
<tr>
<td>Program of Studies</td>
<td>32</td>
</tr>
<tr>
<td>Report Cards</td>
<td>32</td>
</tr>
<tr>
<td>School Closing</td>
<td>32</td>
</tr>
<tr>
<td>Guidance and Counseling Services</td>
<td>33</td>
</tr>
<tr>
<td>Sportsmanship</td>
<td>34</td>
</tr>
<tr>
<td>Student Assistance Program (SAP)</td>
<td>34</td>
</tr>
<tr>
<td>Student Activities</td>
<td>34</td>
</tr>
<tr>
<td>Student Council</td>
<td>34</td>
</tr>
<tr>
<td>Study Hall</td>
<td>34</td>
</tr>
<tr>
<td>Textbooks and Supplies</td>
<td>35</td>
</tr>
<tr>
<td>Theft</td>
<td>35</td>
</tr>
<tr>
<td>Tobacco, Possession and Use</td>
<td>35</td>
</tr>
<tr>
<td>Transportation Services</td>
<td>35</td>
</tr>
<tr>
<td>Vandalism</td>
<td>37</td>
</tr>
<tr>
<td>Weapons</td>
<td>37</td>
</tr>
</tbody>
</table>
ADMINISTRATION
Dr. Rae Lin Howard .................................................................Principal
Mr. Casey Young ........................................................................Athenletic Director
Mr. Brendan Smith ......................................................................Assistant Principal

SCHOOL COUNSELORS
Mrs. Deanna Christopher and Ms. Courtney Hartman

SECRETARIES
Mrs. Rebecca Moore ............................................................... Principal’s Secretary
Mrs. Barbara Lucido ..............................................................Counselors’ Secretary
Mrs. Annette Eccles ...............................................................Attendance Secretary
Mrs. Cheryl McKee ............................................................... Health Office

CUSTODIAL / FOOD SERVICE
Mrs. Deborah Snyder ...............................................................Head Custodian
Mrs. Linda Hunter .................................................................Food Service Director

FACULTY
Refer to the District website for individual faculty e-mail addresses.
Mr. Vincent Anastasi ............................................................ English & Gifted
Mr. Richard Andrews .......................................................... Science
Mrs. Julia Basel ......................................................................Study Hall Supervisor
Mr. Nathan Barber .............................................................. Science
Mr. Christian Bauer ............................................................. Art
Mr. Brian Brown .....................................................................English
Ms. Katelyn Burk................................................................. French/FACS
Mrs. Susan Decker ..............................................................Math
Ms. Amanda DiAlesandro ...................................................Art
Ms. Traci DeGarmo ..............................................................Spanish
Mrs. Tammy Fritz ............................................................... English/Yearbook
Mr. Trevor Gardner ............................................................Science
Mr. David Gatewood ............................................................Special Education
Mr. John Habarka ...............................................................Music/Band Director
Mr. Robert Haggart .............................................................Social Studies
Mr. Michael Hardenburg .....................................................Math
Mrs. Ashley Henshaw ..........................................................Special Education
Mr. Jared Henshaw ..............................................................Industrial Technology
Mr. William Herman ...........................................................Wellness
Mrs. Deborah Houston ...................................................... English
Mr. Bruce Irvin ......................................................................Social Studies
Ms. Hannah Jaskiewicz ......................................................Music/Chorus Director
Mr. Brian Lego ...................................................................Math
Mr. Derek Lettich ..................................................................Wellness
Mrs. Hailee Leveto .............................................................Business Education
Mr. William Logan ..............................................................Science
Mr. Patrick McElroy ........................................................... English
Mrs. Stephanie McGahey ....................................................Spanish
Mrs. Susan Miklos ............................................................. Math
Mr. Thomas Mourtacos .......................................................Industrial Technology
Mr. Gregory Mulato ............................................................Special Education
Mr. Jason Myers .................................................................Special Education
Mrs. Sara Newton ..............................................................Special Education
Mr. Dennis Ranker .............................................................Social Studies
Mr. Richard Samsa ..............................................................Science
Mrs. Beth Sciullo .................................................................Wellness
Mrs. Janine Stuart ..............................................................Math
Mrs. Jennifer Vanucci ..........................................................English/Communication
Mrs. Jennifer Welsh ...........................................................Social Studies
Ms. Laura Wienand ..............................................................Librarian
ACTIVITIES AND CLUBS
Students are encouraged to get involved in some of the many activities and clubs offered at the High School. Colleges like to see in-depth participation in a few activities rather than superficial membership in many. Activity involvement is included on each student’s permanent school record. Students can participate in the extracurricular opportunities listed below.

Advanced Video Club
Aevidum
Band
Choir
Dance Line
French Club
Gay-Straight Alliance
Grove City HS Student Volunteers
Interact Club
Jazz Ensemble
National Honor Society
Project Peers
SADD (Students against Destructive Decisions)
Show Choir
Ski Club
Spanish Club
Student Council
Thespians
Wellness Club
Yearbook

STUDENT COUNCIL

President. Sienna Vogel
Vice President Will Kemeny
Secretary Camryn Skibinski
Treasurer Zane McDonald

**CLASS OFFICERS TO BE ANNOUNCED IN THE FALL

All policies contained in the Student Handbook are subject to change based on the adoption of new policies and revision of current procedures by the School Board.
**ASSEMBLIES**
Assembly programs will be scheduled by the Administration, Activities Director and a committee of the Student Council. Students are required to attend all assemblies. Failure to attend an assembly will be considered a class cut.

**ARRIVAL**
Once a student has arrived on school property (including the student parking lot) in the morning they are not to leave. Students are to report to the cafeteria and remain in the cafeteria until the 7:55 a.m. bell. The cafeteria staff offers a breakfast menu for students each morning.

**ATTENDANCE: REGULATIONS/PROCEDURES**

**Absence from School**
Regular attendance at school by each student is a specific requirement of the School Laws of Pennsylvania. The following attendance regulations are followed at Grove City High School.

A. The school day is from 8:04 a.m. to 3:00 p.m. Parents will be notified of absences by a computerized call service. Calls are made at 3:00 p.m. on the day of the absence.

B. A student who is absent from school must bring a written statement from his/her parents stating the exact reason for the absence and the exact dates of the absence. This statement must be presented to the office on the morning following the absence.

C. Students who fail to submit a written parental excuse within four (4) school days following an absence will be charged with an unexcused absence.

D. When a student is absent for more than three consecutive days of school, the student or parent should contact the School Counseling Office to obtain assignments and class work. Students are responsible to make-up missed work. (Refer to section on make-up work.)

E. A cumulative record of student attendance is maintained on a fractional day basis. Attendance is recorded as .2, .5, .7 or full day. This will include students who attend school, leave for a portion of the day and return to school.

**Excused Absences**

A. Medical excuses: All doctor's excuses for whatever reason should be submitted on doctor's script or letterhead and include the doctor's office phone number.

B. Parental excuses for personal illness, quarantine, or other exceptional or urgent reasons up to a total of ten (10) days absent per school year will be accepted. Parents may not excuse absences beyond ten (10) days. More than ten (10) days absent in any class for any reason will be considered unexcused, unless verified by a doctor's excuse.

C. Notification letters are sent home as a courtesy after the sixth (6th) excused absence.

D. Notification of a doctor's excuse is sent home as a courtesy after the ninth (9th) excused absence.

**Other Approved Absences**

A. Absence for Urgent Reasons: When it is necessary for both parents to travel and take their children, absences must be approved in advance. Requests should be made in writing. Requests for Legal Absence forms may be obtained from and returned to the high school office. Students are permitted to make-up work in accordance with this policy.

B. College Visitation, Educational Travel, School Related Field Trips, and Athletic Competitions must be pre-approved by the Administration. Request for Legal Absence forms are necessary for educational travel and college visits and are available in the main office and via school district website. Forms must be signed by all of the student's teachers so that any academic concerns may be noted and addressed. Classroom teachers will manage pre-approval of school related field trips and athletic competitions via internal communication. Work assigned for completion during the trip is due the day the student returns to school. Educational travel and college visits do count as absences, but are not included in the 10 Parent Excused Absences. College visits are limited to four per year. These trips will not be approved if scheduled during Keystone testing, AP testing, or final exams. If the school calendar changes for unforeseen reasons each request will be reviewed on an individual basis.

C. Funeral (family member)

D. Religious observance.
Penalty for Noncompliance
A. It is expected that students will make up all missed work immediately following their absence(s) from school. If a student missed one day, the student has one day to make up the work, if a student missed two days, the student has two days to make up the work, etc. (See Other Approved Absences on page 6 concerning Educational Travel and College Visitations.) Teachers will provide assignments to the students upon their return to school. All work will be collected within the appropriate time frame and will be graded. Being absent for any reason the day before a previously announced exam or assignment due date does not excuse a student from taking the exam or completing and turning in the assignment on the due date.
B. Three (3) unexcused absences will result in a first violation of the compulsory school attendance law. A letter will then be sent home explaining the student’s attendance status.
C. Prior to filing charges with the magistrate, the assistant principal, nurse and/or counselor will discuss the student’s attendance record.
D. Four (4) or more unexcused absences will result in a referral to the District Magistrate’s Office
E. The Administration will look at each case on an individual basis. Please call with individual concerns. It is the student’s responsibility to see each of his/her teachers about making up any work he/she may have missed during an absence. Since it will not always be possible for a student to make up this instruction time or school work, the number of days a student spends out of school must be kept to a minimum and should be limited to the reasons stated in the School Code as “excused absences.”
F. The Administration may also issue an attendance contract for students with excessive absences.

Tardy to School
A. A student will be considered tardy if he/she is not in first period when the bell rings at 8:04 a.m. Students must present a parental note with date and time in the main office when entering school tardy. If coming from a medical appointment, the student should bring a dated medical excuse on the doctor’s script or letterhead with doctor’s phone number or a parent note. The first three (3) tardy episodes per semester, if accompanied by a parent note will be considered Excused. Thereafter, each tardy will be considered Unexcused unless a medical excuse is provided.
B. Without a parental note or medical excuse (limited to three (3) per semester), unexcused lates to school will be dealt with by the following:
   1. 4th unexcused late: 1 hour detention
   2. 5th unexcused late: 2 hour detention
   3. 6th unexcused late: 2 hour detention and revocation of extracurricular privileges.
      a. STUDENTS HAVE ONE WEEK TO SERVE ASSIGNED DETentions. Failure to serve the detention will result in some form of suspension and automatically placed on an attendance contract.
      b. The Administration, upon appeal from the student and for good cause (medical condition) shown, may forgive the detention
   4. 7th unexcused late: student will be placed on an attendance contract. An attendance contract will result in the loss of the following privileges: Prohibited from attending or participating in all school sponsored activities, loss of driving privileges for a minimum ten (10) days, and any other restrictions determined by the Administration.
C. Because emergencies and the unexpected happen, the attendance secretary will accept three (3) parental excuses for tardiness to school per semester. It is expected that such emergencies will be the exception, not the rule, so after three (3) parent excused tardy episodes per semester, all other tardiness will be considered unexcused without a medical excuse.
D. When late to school, regardless of the time of day, students must secure a green admittance slip from the high school office and this must be presented to the teacher for admittance to class.

Tardy to Class
A. School halls are to be clear and all students are to be in their rooms before 8:04 a.m. Any student who is not will be recorded as absent by the high school office. Any student who is tardy three times to class (periods 2-8) is assigned a detention by the teacher.
B. Tardiness is considered an illegal absence in accordance with the following:
   1. Before 9:30 a.m. - .2 day illegal absence
   2. After 9:30 a.m. but before 11:30 - .5 day illegal absence
   3. After 11:30 a.m. – Full day illegal absence

Cutting Class and Study Hall
Illness is the only acceptable excuse for not reporting to class, study hall, and a scheduled activity. If a student becomes ill he/she must report to the school nurse immediately. Spending the class period in the rest room is not acceptable. Irregular attendance will hamper normal class progress; therefore, the penalties for the violation will be severe and are as follows:
   1. Class cuts - “F” for any work or exams missed. The teacher will send a referral form to the Administration.
   2. One day of ALC (Alternative Learning Center) per period missed will be assigned by the Administration. The number of days assigned to ALC will not exceed three days for multiple class cuts.
   3. Subsequent cuts of the same class or excessive cuts will result in additional discipline: revocation of extracurricular privileges, and/or out of school suspension.

Early Dismissal
   A. Students are not permitted to leave the school building without first receiving permission from the school nurse or administration, regardless of the reason. Any student who violates the rule will be considered “unexcused” from all classes missed. Requests for early dismissals must be submitted to the office before 8:00 am.
   B. Early dismissal request must contain the following information:
      1. Full name of student and home phone number
      2. Date of early dismissal
      3. Precise time of early dismissal
      4. Reason for early dismissal
      5. Signature of parent or guardian
Failure to provide the above information will result in a denial of the request.
   A. Students should request doctors and dentists to make appointments after school hours, except in case of emergency. Students must present a note on doctor’s script or letterhead including the office phone number of the doctor or dentist upon their return to school in order for the absence to be recorded as a medical excuse.
   B. In compliance with the Pennsylvania School Laws, early dismissals for purposes of any type of employment will not be considered except for a Co-op Employment Program.
   C. All students being dismissed early must sign out and exit the building by the main office.

BEHAVIOR EXPECTATIONS
Conduct
A climate for learning must be maintained throughout the school. Students who threaten this climate with inappropriate behavior will be dealt with promptly, consistently and fairly. Penalties may vary with the frequency and seriousness of the infraction. (Refer to the Code of Conduct.) All rules of conduct apply to any school-sponsored event including those that are held off of school property.

Alternate Learning Center (ALC) Requirements
Students assigned to ALC are assigned for the entire day. Students are to report at the beginning of school and remain for the entire school day. Refusal to serve ALC will result in a minimum 1 day out-of-school suspension and must serve the day of ALC upon return to school. Students in ALC are ineligible to participate in any extracurricular activity for the remainder of that day and including that evening.
All students are required to follow all rules and procedures as outlined in ALC. Students not fulfilling ALC requirements may be:
   1. Required to repeat an additional day of ALC.
   2. Suspended out-of-school until a parent conference is held.
   3. Assigned to a different location.
   4. Recommended for other disciplinary action including expulsion from school.
Students not assigned to ALC are not permitted in the ALC room during and/or between classes. Students are reminded that the ALC teacher is not permitted to discuss school matters with a student except by special arrangement.

Anti-Violence Policy
It is the policy of the Grove City Area School District to maintain an environment free from threat and/or violence. Threatening and/or violent behavior is hereby prohibited in the learning environment, at all school sponsored activities, on transportation to and from school and school sponsored events, on the way to and from school and on school property. Any student in this district who engages in conduct which constitutes violence as defined in this policy will be subject to discipline up to expulsion and/or legal action.

_The following behavior constitutes violent behavior: assault, battery and fighting, terroristic threats and physical and verbal intimidation, the use, possession, display or transferal of weapons and vandalism. Weapons are defined as any firearm, explosive, knife, dangerous instrument or any instrument represented as such._

Consequences of violation of the policy: The appropriate disciplinary sanctions shall be determined by the building principal. Building procedures will be based on the following: federal and state laws, severity of misconduct, age level, effect on the victim or victims, persistence of the misconduct and the intent of the perpetrator.

Authority of Teachers
Teachers are considered to have the same authority over students in school that parents have in the home. In case of a difference of opinion, students should not make matters worse by a show of belligerence. Situations can usually be corrected if the problem has not been aggravated by hasty words usually spoken in anger. A good attitude is the best insurance against misunderstanding, maladjustment, and wasted opportunities. Students are encouraged to discuss differences after class with the teacher, counselors and principals.

Fighting: All students have a right to attend school in a safe environment without being threatened. Student behaviors exhibited that specifically intend to physically do harm to another student are considered to be fighting. When a student feels threatened, or feels that a fight may occur, he/she should immediately seek help from a staff member. An assault should not be confused with fighting. In an assault a person or people initiate a direct physical attack upon another. If a student attempts to defend himself/herself upon being assaulted and does not retaliate with physical aggression, he/ she will not receive disciplinary action. However, if both parties react/respond or act in a physically aggressive manner, both students will receive appropriate disciplinary action, regardless of who initiated the contact. All fights are reported to the police for investigation. Furthermore, students must realize that, criminal charges for assault may be initiated by the victim's parent/guardian. Therefore, fighting is considered a major infraction of school rules. Students involved in fighting will be assigned a minimum 3 day out-of-school suspension and the police will be notified. The local District Magistrate will then determine possible fines and/or further legal action, guilt or innocence. (See Disorderly Conduct, PA Crimes Code Sec. 5503 and Aggravated Assault, Act 167.) The school differentiates among harassment, assault and fighting. Assault and fighting begin with physical action. The person who makes initial physical action will be determined to be the cause of the fight (or assault). Verbal harassment will not be considered as an appropriate cause for physical action. Harassment should be brought to the attention of a counselor and/or the assistant high school principal to permit follow-up action. Any type of racist remarks would be considered harassment. Harassment may result in detention or suspension.

Hall behavior: Students are not permitted food, snacks, pop, cans, and bottles of drinks, etc. in the halls during the school day. Any such food and drink items will be confiscated and dealt with as trash. Public displays of affection during the regular school day and/or any school sponsored activity (including transportation) are inappropriate for the school setting and are prohibited.

Obscene language: Teachers and fellow students have the right to expect the use of appropriate language at all times. Teachers may make referrals to the office for any situations involving language they consider to be inappropriate. Detention, ALC or suspension may be assigned by the teacher or the principal.

Pep banners, posters, etc.: may be posted upon completion of arrangements with the principal's office. The cafeteria bulletin board has been designated for this purpose.
**Removal from classroom:** Students who are requested to leave the classroom for disciplinary reasons are to report to the ALC classroom immediately. Students will remain in the ALC classroom until the end of the period. At the conclusion of the period students will report to their next scheduled class. While in ALC students are to follow all ALC rules and procedures.

**BUILDING EVACUATION AND USAGE**

**Evacuation:**

A. Familiarize yourself with the building floor plan, emergency exits and the evacuation route that is posted in each room. Students are to assume the responsibility for learning the evacuation routes for the rooms they frequent most often. Evacuation plans vary depending on the nature of the emergency.

B. When the alarm sounds, close doors and windows as you exit.

C. The teacher will direct the students to the exits.

D. All rooms will exit in double file in a quiet, orderly fashion and are to follow the route listed on the evacuation plan.

E. Should an exit be blocked? Students are to raise both hands fully extended over their heads and turn around. Once the entire line is turned, the line will proceed to an alternate exit.

F. Students are to move as quickly as possible without running toward the assigned exit.

G. All students should continue to move away from the building to allow room for emergency traffic.

H. Under no circumstances are students to return to the building. (In a drill, an administrator will direct the students to return to the building.)

I. Should the alarm sound during a change in class, students should proceed to the nearest exit. Be alert - if blocked utilize another exit. Teachers will report to the student parking lot. Each student is to report to his/her first period teacher (all students must be accounted for by law).

**Use of the building:** All students are required to leave the school building upon completion of the school day unless involved in a scheduled activity. Students are not permitted to stay over an extended period of time waiting for an activity to begin. Those students in the building for scheduled activities, including meetings with individual teachers and counselors, are required to obey all building and school rules and are required to behave in an appropriate manner. Students should plan to be in attendance for activities no earlier than 15 minutes before and/or after the scheduled activity. The school building is open from 7:55 a.m. to 3:00 p.m. for regular school activities. Students should plan their arrival and departure accordingly.

**Use of exits (students):** Students entering the building are required to enter through the main entrance (near the cafeteria) or the activity entrance (near the auditorium and gymnasiums). All other exits are emergency/fire exits. Students entering or leaving the building during the school day are required to use the main entrance and to register in the attendance office. Students leaving the building without permission will be considered as having an unexcused (illegal) absence and will result in 3 days of ALC. Students using emergency exits will be assigned a minimum of one day of ALC.

**BULLYING and CYBER BULLYING**

**Purpose:** The Board is committed to maintaining an educational environment for all students which is free from any type of bullying.

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 bullying and cyber bullying in any form shall not be tolerated.

**Definitions:** Bullying includes, but is not limited to, harassing, teasing, intimidating, threatening, or terrorizing another person or persons (and effects the school setting) by sending intentional electronic or written messages, performing verbal or physical acts or series of acts that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening, intimidating or harassing environment.
3. Substantial disruption of the orderly operation of the school.
**Cyberbullying** includes, but is not limited to, intimidating, harassing, teasing, threatening, or terrorizing another student or employee of the District by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. Bullying, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Authority:** The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

**Delegation of Responsibility:** Each staff member shall be responsible to maintain an education environment free of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

**Guidelines:** The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

**Education**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

**Complaint Procedure and Administrative Actions to be Taken**

1. A student shall report a complaint of bullying or cyber bullying, orally or in writing, to a School District employee.
2. The Grove City Area School District employee will investigate the alleged conduct that occurred.
3. The Grove City Area School District employee may ask assistance from other School District employees in the investigation process.
4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

**Consequences For Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.
11. Development of a supervision plan with the student's parents/guardians.

CAFETERIA

A. All students are required to report to the cafeteria during scheduled lunch periods. Students have the choice of purchasing lunches prepared by the district cafeteria services or carrying bag lunches. The cafeteria is not permitted to sell food items after bus hall is over at 7:55 a.m. Students are expected to conduct themselves as they would in any restaurant. Theft in the cafeteria is considered a retail theft and it will be treated as a criminal action.

B. Uniform rules have been developed for cafeteria behavior:
   1. Arrive on time.
   2. No commercially prepared food is permitted in the cafeteria (deliveries).
   3. No throwing food (any item in the air is considered throwing).
   4. No moving chairs and tables.
   5. Signed passes from teachers are required to leave the cafeteria.
   6. Hats and coats are not permitted.
   7. Personal music players are permitted as a privilege.
   8. No tipping of chairs (automatic referral to the office and one day suspension of cafeteria privileges).
   9. Restroom passes are limited to one male and one female at a time. Restrooms next to the cafeteria must be used.
   10. No visitors are permitted in the cafeteria without permission of the administration.
   11. Food/drinks are not permitted out of the cafeteria.

C. Failure to follow established rules for conduct in the cafeteria may result in disciplinary actions and/or forfeiture of the privileges to eat in the cafeteria.

D. The cafeteria has a computerized cash register system for all meals purchased in the district's cafeterias. Every student will have his/her own personal lunchroom account. Parents are encouraged to put money in their student's account for purchase of school meals. You may send any money at any time and then you no longer have to be concerned with giving your student the exact change every morning before school. Lunch lines also should move faster when the meals are prepaid, thus providing students extra time to enjoy their lunch period. We recommend that parents send in checks rather than cash. All monies should be submitted only to cafeteria personnel. Checks should be made payable to Grove City Area School District Food Services. Please include the child's name on the check.

E. Account balances may be monitored for free over the internet at www.mynutrikids.com. A thirty day transaction history may also be accessed so that parents are able to monitor how their student is spending money on their account. In addition, for a small fee, parents may deposit money directly into their student's account, eliminating the need to send money to school. Instructions are available on the school website.

F. Free and reduced price lunches are available for eligible students. Applications for approval for free and reduced price lunches are sent home with every student on the first day of school. Otherwise, applications may be secured in the Food Service office anytime during the school year. If your income changes during the school year an application may be submitted or be re-submitted at that time. Applications may also be submitted over the internet at www.compass.state.pa.us. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, sex, color, national origin, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1-202-720-7704 (voice and TDD). USDA is an equal opportunity provider and employer.
G. Charging a Meal: Students will be permitted to charge only three (3) reimbursable meals of their choice when they reach zero ($0.00) balance in their account. Parents/Guardians/Students are responsible for all the money owed for the reimbursable meals that are charged.

H. After three (3) charged reimbursable meals are used and no form of payment has been received, students will be issued a predetermined meal at the Food Service Director's discretion. (Meal may consist of cheese on wheat bread, fruit, and milk.) Parents/Guardians/Students will continue to be responsible for the money owed for these charges.

I. No ala carte purchases will be permitted when a student has a negative balance in his/her meal account.

J. Administration may restrict or eliminate open and uncapped drink containers in the school or carried in the halls. Students are expected to accept responsibility for these containers and any mess associated with them or else these privileges will be limited or restricted. Teachers may restrict open containers in their individual classrooms.

CHEATING AND PLAGIARISM

Cheating and plagiarism in any form involving curricular and extra-curricular activities are strictly prohibited. Giving or receiving information during an examination, disclosing examination items to other students, providing completed assignments (or parts of assignments) for other students and/or doing assignment for other students are considered cheating. A teacher will assign a “0” for any of the above situations. Copying the work or using the ideas of others without giving reference to the source is considered plagiarism. Any student guilty of plagiarism will be given the opportunity to resubmit the assignment and will receive 50% of the value earned. If the assignment is not successfully resubmitted, the student will receive a “0” for the nine weeks. The school counselor and the principal will be notified in all cases of cheating. Parents will then be informed by the teacher.

Plagiarism: What It Is and How to Recognize and Avoid It

What is plagiarism and why is it important to understand it?
We are continually engaged with other people's ideas: we read them in texts, hear them in lecture, discuss them in class, and incorporate them into our own writing. As a result, it is very important that we give credit where it is due. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information.

How can students avoid plagiarism?

To avoid plagiarism you must give credit whenever you use:
1. another person's idea, opinion, or theory;
2. any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge;
3. quotations of another person's actual spoken or written words; or
4. paraphrase of another person's spoken or written words.

How to recognize unacceptable and acceptable paraphrases

Here's the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family Crime in the 1890’s by Joyce Williams et al.: The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Borden’s lived) which became the centers of production as well as commerce and trade.

Here's an UNACCEPTABLE paraphrase that is plagiarism:
The increase of industry, the growth of cities, and the explosion of the population were three large factors on nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came urbanization the growth of large cities like Fall River where the Borden's lived which turned into centers of commerce and trade as well as production.

What makes this passage plagiarism? The preceding passage is considered plagiarism for two reasons:
1. The writer has only changed around a few words and phrases, or changed the order of the original's sentences.
2. The writer has failed to cite a source for any of the ideas or facts. If you do either or both of these things, you are plagiarizing.

_Here's an ACCEPTABLE paraphrase:_

Fall River, where the Borden family lives, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers. (Williams 1). Why is this passage acceptable? This is acceptable paraphrasing because the writer:

1. Accurately relays the information in the original by using her own words.
2. Lets her reader know the source of her information.

**COLLEGE COURSES**

Students may enroll in a local college during their junior or senior year. All costs incurred through the course will be paid by the student/parent. Students must provide their own transportation. All arrangements must be made through the Guidance Office with the Principal’s approval.

Requirements:
1. Student must be in good standing to Grove City Area High School policy.
2. Student must maintain a full time schedule (i.e. 4 full time high school courses/1 college course, 3 full time high school courses/2 college courses).
3. Transcripts must be submitted to the Guidance Office at the end of the college semester.

**COMPUTER & INTERNET POLICY**

_Purpose:_ The Board supports use of the computers, Internet and other network resources in the District’s instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The District provides students, staff and other authorized individuals with access to the District’s computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

**Definitions:** The term _child pornography_ is defined under both federal and state law. _Child pornography_ - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

_Child pornography_ - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term _harmful to minors_ is defined under both federal and state law. _Harmful to minors_ - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.
**Obscene** - any material or performance, if:
1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

**Authority:** The availability of access to electronic information does not imply endorsement by the District of the content, nor does the District guarantee the accuracy of information received. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the District's internet, computers or network resources, including personal files or any use of the District's Internet, computers or network resources. The District reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by District users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The District shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the District's internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:
1. Defamatory
2. Lewd, vulgar, or profane
3. Threatening
4. Harassing or discriminatory
5. Bullying
6. Terroristic

The District reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the District operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

**Delegation of Responsibility:** The District shall make every effort to ensure that this resource is used responsibly by students and staff.
The District shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the District website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of District networks or District-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the District uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the District and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the District’s computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Guidelines: Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety
It is the District’s goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors’ access to materials harmful to them.

Prohibitions
Users are expected to act in a responsible, ethical and legal manner in accordance with District policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

Security
System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, these guidelines shall be followed:
1. Employees and students shall not reveal their passwords to another individual.
2. Employees and students are not to use a computer that has been logged in under another student’s or employee’s name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Copyright
The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

District Website
The District shall establish and maintain a website and shall develop and modify its web pages to present information about the District under the direction of the Superintendent or designee. All users publishing content on the District website shall comply with this and other applicable district policies. Users shall not copy or download information from the District website and disseminate such information on unauthorized web pages without authorization from the building principal.

Consequences For Inappropriate Use
The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.
DANCES
Basic requirements for all school, student council, or club sponsored dances and the prom:
1. Students who owe obligations (includes disciplinary and financial) may not attend.
2. All dances will begin at 7:30 p.m. and end no later than 10:30 p.m., with the exception of the prom.
3. Doors (admission) close 15 minutes after the start of the dance.
4. Students are not permitted in the instructional areas and related halls of the building.
5. All school rules and policies will apply and its code of conduct will be in effect.
6. Behavior problems may result in students being removed, parent notification and cancellation of the dance (and future dances). Students are not permitted to loiter in the parking lot.
7. Students must have a ticket to enter the dance.

Dress- boys:
1. Shirt, tie, dress slacks and dress shoes. No hats, work boots, or hunting boots.

Dress- girls:
1. Appropriate – gown, dress, skirt or pants suit.
2. If a student arrives inappropriately dressed he/she will not be permitted into the dance.
3. Students are expected to dance appropriately. Sexually explicit dancing such as grinding, or any other type of dancing which could be construed as vulgar or provocative, is prohibited.

Guests / Grove City High School:
1. If guest are permitted, one member of the couple must be a current Grove City High School student.
2. No other outsiders are permitted to attend.
3. Grove City students who wish to bring a guest from another high school must first provide the guest with a permission slip to be signed by an administrator from the guest's school. Permission slips for dances may be obtained from the main office or the dance sponsor and must be returned to the dance sponsor no later than 3:00 p.m. on the day before the dance.
4. If the non-Grove City student is not enrolled in a high school, the Grove City student must fill out the permission slip and have it signed by a Grove City High School Administrator. Guests may be refused.
5. Non-Grove City students must have photo ID when entering the dance.
6. Students must be at least in ninth grade to attend a high school dance. Under no circumstances will a junior high school or middle school student be permitted to attend. No guest over 20 years old may attend.

Early Departure:
1. Once a student leaves he/she may not return.
2. Guidelines for each individual dance will be added to these rules.
3. Complete dance rules will accompany the ticket purchase. Certain variation of the basic requirements may apply.

Homecoming: Homecoming is planned by the Student Council each year in the fall. This event includes an election of a senior girl as homecoming queen, a half-time football game crowning and presentation of the queen, and a dance.

Prom: Each spring a Junior-Senior Prom is scheduled the first week of May. This is a formal dance and a major event of the year. The junior class magazine sale is the major fund-raiser for this event. The school will provide transportation to and from the dance site. Students are not permitted to drive themselves to prom.

Winter Festival: Every year the Student Council sponsors a Winter Festival Dance. A queen is selected from the junior girls and is crowned and presented during a half-time program at a basketball game.

DISCIPLINARY MEASURES
A. Detention: Students have one week to make-up their detention without loss of privileges. (i.e. interscholastic athletics, clubs, plays, etc.) Students will be given an additional week to serve detention, however privileges will be suspended until the detention is served. Failure to serve 1 hour detention will result in a 2-hour detention.
B. Failure to serve a 2-hour detention will result in 1 day of Alternate Learning Center (ALC) and loss of extra-curricular privileges until the 2-hour detention has been served.
**2-Hour Detention:** Students will be assigned a 2-hour detention for failure to serve weekly detentions.

**Lunch Detention:** Students may be assigned lunch detention at the discretion of the Administration. Lunch detention will be served during the student's assigned lunch period. Students that are assigned lunch detention will report directly to the high school office. Students that purchase their lunch will purchase their lunch first in the cafeteria and then report to the high school office.

**Suspension:** The Alternative Learning Center (ALC) is an in-school suspension program that requires attendance for the entire school day. An out-of-school suspension may be assigned for a period of one to ten days in extreme cases or when other actions fail. The student must be accompanied by a parent or guardian in order to return to school in the following instances:
1. Suspension for the second time for the same offense.
2. Suspension for more than 3 days.

**Expulsion:** Permanent removal from school for remainder of the school year is reserved for the most critical situations.

**Behavioral Contract:** Once a student receives ten discipline referrals, they will meet with the assistant principal and be given a behavioral contract. The contract will outline acceptable behavioral expectations and will be customized in order to promote positive behavior of the student. This contract could include the denial of all school sponsored activities including, but not limited to, sports participation and events, band activities, prom/dances, field trips, academic challenges, driving privileges, and other privileges as deemed fit. Failure to adhere to the contract could result in ALC or out-of-school suspension. Students have the opportunity to arrange an appointment with the assistant principal to review their status. Students who exhibit positive behaviors over an extended period of time can possibly have privileges reinstated.

**DRESS CODE**

The students and parents of Grove City Area Senior High School are expected to use their good judgment with regards to proper dress and appearance for school. Every student is expected to be neat, clean, and well groomed. As a student of the High School, you represent the school district and the community and should dress appropriately. Safety, health, and modesty are important considerations for choosing clothing for school and school activities. Students are urged to dress for weather conditions because in the event of an emergency, students may have to leave the building. With these items in mind, standards for school dress include but are not limited to:

1. Apparel that reveals or exposes the abdomen, lower back, or sides of the torso is considered inappropriate. Also inappropriate is clothing made of sheer or see-thru fabric, clothing which does not cover backs, clothing that exposes cleavage, clothing that is off the shoulder and clothing which reveals undergarments. Tank tops are not allowed. Any sleeveless top must have 2 inches of fabric on the shoulder.
2. Apparel that contains profanity, ambiguous phrases, sexual innuendo, potentially offensive symbols, and alcohol, drug, or tobacco messages is prohibited.
3. Excessively large or extremely tight clothing is not allowed. It is expected that clothing will be clean and without holes or fraying. Any pants with holes above the knee, students will be required to change. Shorts, skirts, and dresses must be mid-thigh length or lower. Fingertip length or below is a good rule to follow for most students.
4. Trousers that reveal underwear, that inhibit leg mobility, or that can be readily pulled down or fall down are prohibited. Pants that are so long, and/or wide, as to pose a safety hazard are prohibited.
5. Footwear must be worn. Footwear should be safe for use in our building.
6. Jewelry or other accessories that could be considered dangerous or that could damage furniture are not permitted. Examples include (but not limited to): dog collar chokers and long chains.
7. Coats are not to be worn during school.
8. All dress code regulations also apply to all school functions, including all dances. Remember: It is at the staff’s discretion whether they feel a student is in violation of the dress code.
Disciplinary Response
The following actions will be taken for violations of the dress code policy. These violations will accumulate over the school year. A copy of the notification form will be sent home for each offense.
First Offense: The teacher will complete a notification form and send the student to the office. At the office, the student will be given the opportunity to call home and have different clothing brought in; or, he/she can choose an item of clothing out of the school stockpile to change into for the remainder of the school day. The offending item of clothing must be given to the secretary and can be picked up at the end of the day.
Second Offense: Same as the first offense with the addition of a detention.
Third Offense: Same as the first offense and the student will be assigned a day of ALC.

DRUG AND SUBSTANCE ABUSE
Purpose: The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.
Definitions: For purpose of this policy, controlled substances shall include all:
1. Controlled substances prohibited by federal and state laws
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as, but not limited to, glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over the counter) medications, except those for which permission for use in school has been granted pursuant to Board Policy.

For the purpose of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

For purposes of this policy, possession shall include possessing or holding without any attempt to distribute any alcohol, drug, mood altering substance or look-alike drug determined to be illegal or as defined herein.

For purposes of this policy, distribution shall be to deliver, sell, pass, share or give any alcohol, other drug, mood altering substance or look-alike drug as defined by this policy, from one person to another or to aid therein.

Authority: The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Off-Campus Activities
This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:
1. The conduct occurs during the time the student is traveling to and from school whether or not on school district transportation or traveling to and from school-sponsored activities, whether or not via school district provided transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.

3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.

5. The conduct involves the theft or vandalism of school property.

6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Guidelines: Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

1. The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

2. The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable.

3. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident.

4. The Superintendent or designee shall document attempts made to reach the parent/guardian.

5. In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

6. No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a breathalyzer test.

Administrative Procedural Sequence

The student initially will be suspended for up to ten- (10) school days pending an expulsion hearing by the Board of School Directors. Written verification indicating that parents have received written notice of the date, time, and location of the informal hearing must be obtained from the parents. (Certified mail is acceptable)

The Administration shall offer to hold an informal hearing within five-(5) days with the student, his/her parents or guardian, any witness the student might want on his or her behalf, and the school administration. As a result of the meeting, the administration may recommend or require one or more of the following:
1. Referral to the Board of School Directors or a committee thereof for an expulsion hearing unless administration recommends and parents and/or student agree to sign a waiver in lieu of a formal Board hearing. Any such waiver shall be consistent in outcome with the sanctions described in connection with formal Board proceedings.
2. Referral to the appropriate law enforcement agency.
3. Referral to the school’s Student Assistance Team.
4. Prompt assessment by a licensed drug and alcohol facility acceptable to the Administration, within 10 days where possible.
5. Compliance with all recommendations of that licensed facility.
6. Compliance with all School District requirements.

ELECTRONIC DEVICES

Purpose: The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Definition: Electronic devices shall include all devices that access the school internet.

Authority: The Superintendent or designee monitors the use of electronic devices that are registered with the District and use of the District’s network during the school day; during the time students are under the supervision of the District; and on District property. The District shall not be liable for the loss, damage or misuse of any electronic device.

Electronic Images and Photographs
The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
Because such violations may constitute a crime under state and/or federal law, the District may report such conduct to state and/or federal law enforcement agencies.

Off-Campus School-Sponsored Activities
This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:
1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student’s attendance at school or school-sponsored activities.

Guidelines: Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.

Possession of Pagers/Cell Phones
School law (Pa. Code Sec. 1317.1) prohibits the possession of telephone paging devices (beepers) on school grounds. Exceptions in the law are provided for those students who receive permission from the principal. Students are allowed to have cell phones in their possession. While in the classroom, the use of the cell phone must be for academic purposes and under the direction of the teacher; otherwise the use of the cell phone is prohibited. If a student is caught in possession of any communication device in the classroom, the result will be:
First Offense: Confiscation of device, warning.
Second Offense: Confiscation of device, detention.
Third Offense: Confiscation of device, one day of ALC, parent notification.
Fourth Offense: 1 day out-of-school suspension and 2 days of ALC, parent notification, have to turn in cell phone to office daily.

If a student is caught in possession of a cell phone or any communication device during class when any type of assessment is going on, the student will automatically receive a zero on the assessment, the device will be confiscated and the student will be in ALC for 3 days.

ELIGIBILITY-ATHLETIC/ CO-CURRICULAR
Disciplinary Obligations
A. Any student holding a “Disciplinary Obligation” will not be eligible to participate in any co-curricular activities including, but not limited to the following:
1. Athletic Events
2. Athletic Practices
3. Club Meetings
4. School Sponsored Dances, Social Events & Prom
5. Practice or Performances for Band, chorus, etc.
6. The Musical
7. Commencement
B. “Disciplinary Obligation” is acquired by failing to attend and appropriately complete assigned detentions and is not removed until the student fulfills the assigned disciplinary obligation. Students have one week to satisfy assigned detentions. If not served, the student is ineligible to practice or play until detention is served. If assigned ALC, students must serve a complete day and are ineligible athletically on the assigned day. This includes practice and competition.
C. Students must be present by 11:30 (a minimum of four full academic periods not including lunch) in order to participate that day or evening in athletics or any other school related activities as described in Section A above. Students who are sent home by the nurse due to illness may not participate in after school or evening events as noted in Section A.
D. An athlete is required to be in attendance for a full day following an athletic event under normal circumstances. If a student is ill, normal procedures are to be followed. In unusual conditions when teams arrive back at the school late, students must report to school 9 hours after returning to school the night before. Example: A midnight arrival time back to school will require student/athletes to report to class the following day no later than 9:00 a.m.

Athletic/Co-Curricular Eligibility
Students must fulfill the requirements of the school as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA) and/or District 10.

Grove City students must be passing a minimum of four (4) full credit subjects, not be failing more than one course, on a weekly basis, and have a minimum GPA of 2.0. The Administration may revoke the privilege of participating in athletics/co-curricular activity at any time for disciplinary reasons, flagrant misconduct, poor sportsmanship, excessive absenteeism, and/or failure to meet minimum scholastic eligibility standards. Suspensions are considered absences from school and are applied to the eligibility requirement. (See the Athletic Director for questions relating to athletic eligibility information and other athletic policies.)

Transportation: School District policy requires that students to ride District supplied transportation to and from all District sanctioned athletic events. If parents wish to transport their son/daughter, a travel release must be obtained through the Athletic Office prior to the event. If parents insist on taking their son/daughter from an event, at the completion of competition and have not previously obtained a waiver, a release of liability must be obtained by the coach/advisor. It is the responsibility of the coach/advisor to make sure that all athletes and parents are aware of this policy. If athlete fails to abide by the policy on the way to an event, the athlete may not participate in the event. The athlete's parents will be notified by the coach/advisor. The athletic director will be notified of the infraction.
A. If an athlete fails to abide by the policy on the way home from an event, the athlete may not partici-
   pate in the next event. The athlete’s parents will be notified by the coach/advisor. The athletic director will be
   notified of the infraction.

B. Exceptions will be considered. Repeat violations by an individual athlete may result in loss of ath-
   letic privileges. The coach/advisor, appropriate building principal, athletic director, assistant super-
   intendent/ 
superintendent will meet to determine the appropriate sanction.

EMPLOYMENT CERTIFICATES/ WORK PERMITS
Any student between the ages of 14-18 must, by law, secure an age and school permit for any employment
whether or not work interferes with school hours. Forms for the “work permit” are available in the high school
office. To obtain an application for a work permit it is necessary to bring one of the following forms of identi-

ication: birth certificate, driver’s license, driver’s permit, baptismal record, or passport to the office. Once the
application has been signed by the parent/guardian, it must be returned to the high school office to obtain the
official work permit.

There are two kinds of work permits. One is the **Vacation Employment Certificate** generally used in the summer
and for part-time work which does not interfere with going to school. The other is the **General Employment
Certificate** issued to students who are 17 years of age or older and who do not wish to continue in school. At age
17, a student must have the knowledge or signature of his/her parents and of the principal before withdrawing
from school for regular employment.

FACULTY ROOMS
No students are to be admitted into faculty rooms unless accompanied by a teacher.

FIREWORKS
No student attending the Grove City Area Senior High School is permitted to have in his/her possession any
device of the type generally referred to as smoke bombs, firecracker, sparkler, M-80 or any other incendiary and/
or explosive device while under the authority of the school. This includes travel on a bus and transportation on
school-sponsored field trips and/or activities. Penalties for possession of incendiary devices:

1. Notification of parents
2. Notification of police
3. Minimum three-day suspension
4. Filing of legal charges

Repeated violation and/or hazardous violations may also result in further actions up to and including a recom-
mendation of expulsion to the Board of Education.

GAMING
No gaming, Gambling or wagering is permitted in school.

GRADING SYSTEM
Grove City Area Senior High School utilizes a percent marking system to indicate level of achievement. A grade
that is accompanied by an incomplete comment is a temporary grade until work missed is made up. Marks is-

ued are based upon percentage calculations determined by the teacher according to the following table:

<table>
<thead>
<tr>
<th>Percent Equivalent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-91</td>
<td>A</td>
</tr>
<tr>
<td>81-90</td>
<td>B</td>
</tr>
<tr>
<td>71-80</td>
<td>C</td>
</tr>
<tr>
<td>61-70</td>
<td>D</td>
</tr>
<tr>
<td>0-60</td>
<td>F</td>
</tr>
</tbody>
</table>
HALL PASSES/RESTROOM PASSES

Students are required to have signed passes (by teachers, counselor, principal, etc.) to be away from their assigned room or other activity at any time other than during class changes. This pass should indicate the time the student was excused, the room, the date, and the destination. Passes are a privilege and are to be used in a mature, responsible manner. Any alteration of a pass, including the addition of names or the misuse of a teacher's signature will result in disciplinary action and the loss of pass privileges. 

Teachers also require students to register on a room log (signed by all students with time leaving and returning). Teachers have the right to refuse any request to use a pass at any time, unless it is an emergency situation.

A. Restroom: Students are permitted to utilize the restrooms only with a signed pass during class periods.
B. Loitering is not permitted and will be handled as a class cut. If an emergency develops, it should be reported immediately to the nurse or main office.
C. Teacher conferences: Students are permitted to be excused to confer with a teacher only when that teacher has issued that student a request to be excused from study hall.
D. Student conferences: Students are not excused from school activities to confer with other students unless approved by the teacher or administration.
E. School Counselor: Students with a pass are permitted to visit the school counselor from study hall. Other use of counselors during scheduled classes is limited to counselor discretion.
F. Telephone: Students are permitted to use the office telephone before and after school and during class changes. At other times, a pass from the teacher of the scheduled class is required. The telephone is provided for emergency use only. Calls are limited to 5 minutes.
G. Office: Students are permitted in the office during scheduled classes only with a pass.

HARRASSMENT

Purpose: 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.

The Board prohibits all forms of unlawful harassment of students and third parties by all District students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definition: For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to every child, without exception, when such conduct is sufficiently severe, persistent or pervasive that it:

1. Substantially impairs or adversely affects an individual's ability to participate in or benefit from educational activities or programs or creates an intimidating, threatening or abusive educational environment.
2. Substantially impairs or adversely affects an individual's academic performance or progress.
3. Substantially impairs or adversely affects the District's ability to provide educational activities, services or programs to individuals.
4. Denies an individual equal access to the District's educational resources, services or programs.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile or offensive educational environment.

Responsibility: In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent, or designee, as the District’s Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and District employees to ensure an atmosphere free from all forms of unlawful harassment.

The building principal, or designee shall, be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that he/she may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting: A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation: Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint, or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report: The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.
The complainant and the accused shall be informed of the outcome of the investigation, including the recom-
mended disposition of the complaint.

**Step 4 – District Action:** If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

**Appeal Procedure:**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, he/she may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation, investigative report, and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse, or modify any finding or corrective action as part of the appeal procedure.

**HEALTH SERVICES**

At the beginning of the school year, students will be given an Emergency Medical Information Form. This is to be taken home, filled out, signed by a parent/guardian, and then returned to the school. This information is vital in treating a student for a medical problem. Without it, proper medical attention cannot be given.

The nurse is available for emergencies, first aid treatment, routine tests, and advice on general matters of health. Students who are injured or become ill, must report to the health suite. Under no circumstances are ill or injured students to spend a period (or periods) in the restrooms. This is a safety issue and it is also a class cut.

Students are not to report to the nurse's office during class changes. Students are to report directly to their assigned class, receive a signed pass to report to the nurse's office and then report directly to the nurse's office. Students are required to sign in when entering and/or leaving the nurses office. Violators will be considered missing from class and penalties for such will be enforced. If the nurse is not available, report to the principal's office.

Students are not permitted to use the telephone. If a student's condition is such that he/she should not remain in school, the nurse will contact the parents, make arrangements for dismissal from school, and transportation. Students are not to leave the building without the supervision of the nurse. The nurse also assists in planning and placement for adaptive physical education.

**Medication Procedures**

No medications, including over-the-counter as well as prescribed drugs, are to be kept in student lockers, classrooms, pockets, backpacks, gym bags, etc. Exceptions to the medication procedures include: Epi-Pens & rescue inhalers may be carried by students with permission of a physician.

Students should take their medication before and after school, whenever possible. Students required to take medication during the school day or while under the jurisdiction of the school, must follow these procedures:

1. Obtain a Medical Form from the school nurse. This form must be completed. A physician's signature may be required.
2. Parents must provide medicine to be stored in the original container or an approved container.
3. The District will not assume responsibility for stored medicine.

Nurses will not prescribe and/or administer medication, except within the guidelines of the district policy. In all cases, failure to follow medication procedures may result in a violation of the District's Drug & Alcohol Policy. **Written permission is required before any medication is taken.**
HOMEBOUND INSTRUCTION
For those students who are ill for at least 20 school days, provisions are made for homebound instruction. Ar-
rangements are completed through the guidance office. Instruction is provided at no cost to the parents. Pro-
cedures are as follows:

1. The parent should request homebound by calling the student’s counselor. Forms are available from the
counselor.
2. The student’s doctor must certify the student’s need to be instructed in the home.
3. Instruction is approved by the Superintendent of Schools.

Instruction consists of 5 hours of instruction each week in the home setting and typically consists of tutoring.
Marks are assigned by the homebound instructor at the conclusion of the homebound instruction.

HONOR ROLL
Any student achieving an average of 86% will be on the honor roll. Those students achieving an average of 91%
or higher will be on the high honor roll.

INSURANCE
Pupil accident insurance plan is available to students at the beginning of each school year. Enrollment in these
plans is voluntary. However, students engaging in any program of interscholastic athletics of inter-school sports
in Grove City Area Schools are requested to have accident insurance. Parents who do not wish to purchase must
sign a waiver in order for children to participate in the sports program.

LIBRARY
Students are encouraged to utilize the Grove City Area High School Library/Media Center. The library/media
center has print and non-print resources available for specific assignments as well as recreational usage. The
Grove City Area School District has an online library catalog entitled Destiny for each of the school libraries.
The catalog may also be reached through links on the school district; webpage.

The library/media center is open to students before school beginning at 7:30 a.m. and throughout the school
day. Students are encouraged to use the library media center for reference work and class related assignments.
When students enter the library, they must report to the main circulation desk and sign in with a pass from a
classroom teacher.

Working on Library Related Assignments
Students reporting to the library from a study hall must first report to the study hall. Students must have a pass
from their subject teacher to go to the library and the computer lab. The study hall teacher will then send stu-
dents to the library. Once sent, students will have up to 3 minutes to arrive at the library. Restroom stops will
not be permitted. A listing of those students who reported will then be sent back to the study hall teacher for
verification. Failure to report altogether will be dealt with as a class cut.

Circulation Procedures for the Grove City Area High School Library/Media Center
The Grove City Area High School Library/Media Center’s online library catalog, entitled Destiny, has an auto-
mated circulation system. Students are responsible for all materials borrowed and any subsequent library fines
or charges on their personal library accounts. Unpaid fines will result in a financial obligation.

Additional Policies
A. Students are expected to behave in a mature, respectful, well-disciplined manner at all times.
B. Books, magazines, and materials from the open shelves that have been used during the period are to be
returned to their proper places by the students who have been using them.
C. Defacing or damaging library property will not be tolerated. Offenders will be required to pay for damages.
D. Students are to use the main library/media center door, by the circulation desk.
E. Concealed library materials and materials found in lockers that have not been signed out will be con-
sidered stolen property.
F. If a student realizes that he/she has mistakenly taken a book without signing it out, the student is to return it immediately.

G. Unfortunately, library space and resources can be limited. Although we do our best to accommodate everyone's need, when there is a high demand for resources, classes will be given priority access.

H. Food and/or drink is prohibited in the library.

LOCKERS
Lockers are the property of the Grove City Area School District, and their use is a student privilege. Therefore, students should not have an expectation of privacy on their part in their lockers. Lockers are loaned to the student for use during the school year and are subject to inspection by authorized persons at any time and for any reason. In addition, students' lockers will be randomly and periodically searched without regard to suspicion or alleged infraction of school rules. Responsibility for the locker and contents rests solely with the student. Under no circumstances should students' money or valuables be contained in lockers. Foodstuffs, perishables, gym bags, etc. are not permitted in lockers for longer than one school day. Cigars, cigarettes, intoxicants, drugs, etc. are not permitted in lockers. School officials may conduct a reasonable search of a particular locker when there is reasonable suspicion that the locker contains contraband. Blanket or random searches may also be conducted by opening and searching lockers or through the use of drug detecting dogs or other means of detecting contraband. Lockers, vehicles and all personal belongings are subject to be searched. Money or other valuables should not be left in lockers or desks. The student will be assessed for locker damage at the end of the school year. Lastly, under no circumstance should students share a locker.

Use of Student Lockers
Students are not permitted to use physical education or athletic lockers as general lockers. Students are assigned a locker for their personal use. Students are not permitted to use lockers other than those assigned to them. Students should keep all their supplies, books, etc. in their general locker and transfer items to gym lockers as needed. The administration will not investigate the theft of valuables if they are not locked up in a locker. Going to a locker is not an acceptable excuse for being late to a class or study hall. All students have locks on their lockers to protect their possessions.

Students are reminded the locker and its contents are their responsibility. Therefore students would be well advised not to disclose their lock combination to anyone. Students are responsible for removing all materials and cleaning the locker at the end of the year.

LOST AND FOUND
A lost and found department is maintained in the main office. All articles which are found in school should be turned in at the office. Items are only kept for 30 days.

_The school cannot be responsible for theft of personal property. Students are encouraged to leave money and valuable items at home. If valuables are brought to school, they are to be locked in a locker. Valuables that are in a book bag and are unattended or left out in the open are not the school's responsibility. Valuables (money, cell phones, jewelry, clothing, etc.) that are not locked in a gym locker are not the school's responsibility._

LOST OR DAMAGED SCHOOL MATERIALS
Students are responsible for all school owned material that is entrusted to them. Therefore, it is the responsibility of the student or his/her parent to pay the replacement cost for any textbook or school material that is lost, stolen, or damaged while it is assigned to the student. No grades, transcripts or records will be released for any student who has a financial obligation to the District. Lost or damaged materials will be held as financial obligations and may impact a student's participation in activities. Students should carefully examine the condition of materials as soon as the materials are assigned to them and inform the teacher of any damage.

MAKE-UP POLICY
In accordance with District policy, all students are permitted to make-up work for excused, unexcused and unlawful absences and receive credit for class work done. Students cutting classes will not receive credit for work done during the class period.
Teachers do not have the authority to devise their “own” system of dealing with make-up work. The following procedures are to be used:

**Assignments Not Submitted On Time:** Until submitted, work not submitted is handled as a zero. A seven percent (7%) penalty is deducted for each day late the assignments are submitted. This does not permit students to routinely submit daily homework assignments late. “Assignment” here refers to reports, compositions, projects, major works, etc. It does not include daily homework (the purpose of which is independent practice that will be built upon during the next lesson.)

**Final Exams:** If a student misses a regularly scheduled final exam, he/she will be permitted to take a make-up final ONLY under these conditions:
1. Absence pre-approved by the Assistant Principal;
2. Students who have missed more than 10 days of school will need a doctor’s excuse;
3. Other excused absence according to school policy.

Any student who misses a final exam MUST see the Assistant Principal about a makeup exam.

Any student who fails to make up a final exam will receive an “X” grade, and will automatically fail the course for the year.

**Incomplete Marks:** Incomplete work is entered as a zero until work is made up in accordance with the make-up policy. Any report card mark including incomplete work is to be identified with a teacher comment (# 9).

**Multiple Day Absences (Excuses):** The length of time students have to submit assignments and complete tests missed due to multiple day absences is dependent upon the length of the absence. The following chart indicates the period of time available to complete work:

<table>
<thead>
<tr>
<th>Length of Absence</th>
<th>Period to Submit Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-5 days</td>
<td>1 day for each day absent.</td>
</tr>
<tr>
<td>6 or more</td>
<td>Arrangements are to be made through the guidance office.</td>
</tr>
</tbody>
</table>

**One Day/Partial Day Absence:** Students absent for one day are required to submit all of the work due on the day when they return to school. This includes any work missed due to a late arrival, or early dismissal that day. Any tests missed are to be completed on the day of return. (Tests not completed will be marked as a zero percent (0%). Work not submitted on the day of return is considered incomplete work and subject to the procedure for such.

**Out-of-School Suspension:** The student who is suspended out-of-school for a period of time may be allowed to make up work. Teachers will refer to the Multiple Day Absences section above to determine period of time allowed for completion.

**Preannounced Assignment, Projects, Tests:** All preannounced due date work that becomes due during an absence is required to be submitted on the day of return to school. Work not submitted on the day of return is considered work not submitted on time and is subject to the procedures for such.

**Tests and Quizzes:** All students present must complete the test, quiz, or project, or receive a zero percent (0%) mark for the assessment. If a student fails to report to class (class cut) on the day of an exam, he/she will receive a 0% on the exam. If a student is absent on the day of a test or quiz, it must be completed on the day of return unless other arrangements are made in advance between the student and teacher.

**OBLIGATIONS**
Obligations may be held by the School District throughout a student’s high school career. These obligations may forfeit the students’ opportunity to participate in school sponsored sports or activities. These include, but are not limited to: detentions, financial obligations, library fines, and sports equipment. At the end of each school year a letter will be sent home that identifies the obligations that students are responsible for before the start of the next school year. At the end of the student’s senior year, if obligations still exist, a diploma will not be issued.

**OUTSIDE OF THE BUILDING**
Students outside of the building during the school day without permission from a staff member will be suspended.
PARKING ON SCHOOL PROPERTY/STUDENT DRIVERS

Parking at school is a privilege and it must be treated as such. A parking permit may be suspended or revoked if a student's behavior in school is found to be inappropriate or unacceptable. Student drivers are subject to state and borough regulations when operating an automobile on school grounds. Application for student parking is only available to students with a valid driver's license. The regulations governing student drivers will be strictly enforced.

Driving privileges may be immediately revoked if/when the District becomes aware of any student driver being issued a warning or citation for any summary violation by law enforcement while traveling on or near school district property. The incident will be reviewed by school administration for sanctions such as warning, suspension, or revocation of the student's parking permit.

The school is not responsible for the safety and protection of vehicles parked on school property. Any violation of these regulations will result in notification of police, parent contact, loss of driving privileges, and a suspension. Students are required to register all vehicles to be driven to school and to display any identification stickers required. Any student vehicle parked in an undesignated area will be ticketed at the owner's expense. Vehicles without a parking sticker are also considered illegal and may be towed at owner's expense. Students are not to loiter in the parking lot but report directly to the building. Once a student is on school property, they are expected to attend classes. Leaving school property without permission will result in one day of ALC.

Please note, students that need to access their vehicles must sign in/out in the high school main office. Students are not permitted to access another student's vehicle without the owner and administrative approval, failure to do so could result in disciplinary action.

Guidelines for Parking on School Property

Rules Requiring Administrative Action:

Attendance / Tardy to School
1. Seven unexcused tardies results in permit revocation for a minimum of ten (10) school days.
2. Issuing of an attendance contract could include revoking the permit for the school year.

Obligation
1. Excessive monetary obligation(s) will result in a permit suspension until obligation(s) are paid.

Inappropriate Behavior – The following list of infractions may constitute a permit suspension for a minimum of two weeks, with the potential of a parking permit revocation.
1. Leaving school without permission
2. Excessive referrals to the office for behavior in school/classroom
3. Multiple suspensions from school

Expulsion from school for any reason will result in an automatic permit revocation

Rules:
1. Applicant must have a valid driver's license.
2. Students must obey all traffic laws.

Minor Infractions, resulting in permit suspension for a minimum of two weeks, include:
1. Parking issues for permit holders that are not reported to the office.
2. Parking permits not displayed from the rearview mirror of the car.
3. Parking in areas that are not student parking as denoted by the yellow lines.

Major Infractions, resulting in revocation of a parking permit include:
1. Repeated minor infractions
2. All traffic violations – speeding, not adhering to street signs (one way, stop signs), passing a school bus when stop lights are activated.
3. Careless and reckless driving.
4. Damage to other cars or property without notification to GCHS office.

Students that use multiple vehicles may transfer the pass as long as all vehicles are registered for that permit in the high school office.
Miscellaneous Rules and Procedures
1. Permission for riders is the responsibility of the driver and the parents of drivers and riders.
2. Students are not permitted to be in the parking lot any time during the school day without authorization from a teacher or administrator.
3. Student drivers are responsible for any items found in their vehicles during a search by school personnel or persons acting as agents of the school. Vehicles are subject to search by school administrators and police canine units under the authority/supervision of school administration. The school district is not responsible for damage to a vehicle during a search.
4. Any unauthorized vehicles may be towed or detained at the owner’s expense.

PROGRAM OF STUDIES
Each year the guidance department publishes an electronic program of studies posted on the District’s website. This lists all the courses to be offered the following year with a description of the courses.

Students and parents frequently ask what courses students should study. Because of the wide variety of student interests there is no set answer to this question. In an effort to help, the administration and the guidance counselors have organized suggested course sequences to be followed by students. Each sequence is designed to prepare a student for a different career, goal, or objective after high school. These are not required programs. They are, however, recommendations for meaningful programs of study relative to various student interests.

REPORT CARDS
Teachers are responsible for determining the mark awarded to each student. (Flexibility is permitted to enable teachers to vary practices according to the needs of a particular group, the type of material being learned and the nature of the course.)

Marks for students measure achievement in the instructional material and concepts included in the course. All homework, tests, class work, projects, laboratory experiences that are to be evaluated are included in the mark awarded for the marking period.

Report cards are issued to every student on a 9-week basis indicating the quality and quantity of achievement during the particular marking period. Each teacher determines a percentage mark for each student assigned to his/her class.

Report cards are handled through the guidance department. Grove City Area Senior High School utilizes a computerized report card system.

SCHOOL CLOSING
The district utilizes “Blackboard System”, an automated calling system to inform parents and students of certain events, including school cancellations, and delays. Please go to https://grovecity.bbcportal.com/ if there is a need to update the parent’s and or student’s emergency number.
If school is closed or delayed, announcements will also be made over the following broadcast stations:

KDKA Channel 2 -- Pittsburgh
WTAE Channel 4 -- Pittsburgh
WPXI Channel 21 -- Youngstown
WKBN Channel 27 -- Youngstown

Please do not call the District. The District’s telephone lines are needed to maintain communications with contractors, weather sources and for intradistrict coordination of activities.
SCHOOL COUNSELING SERVICES

The school counseling department is located beside the main office. Facilities include a resource room and two private counseling offices. In the resource room, printed materials relating to career, college, and other post-high school opportunities are provided.

Two school counselors are available to all students, grades 9-12. One school counselor is designated for grades 9-10 and one for grades 11-12. However, students may choose to see either school counselor.

School counseling services include career information, individual and group counseling, student scheduling, Mercer County Career Center coordination, homebound instruction, and withdrawals.

Students are given assistance in making long- and short-range plans, in setting realistic goals, and in using different strategies for dealing with everyday problems. Students and parents are encouraged to take advantage of the school counseling department.

Summer Hours: Tuesdays from 8:00a.m. - 3:00 p.m.

The following major services are provided to students and are available upon request:

Group Counseling: Group Activities are conducted to help students become acquainted with high school, vocational opportunities, scholarships, testing procedures, and proper procedures to follow in making applications. Students are encouraged to visit the counselors whenever they feel the need for a conference.

Information Service: A wide variety of information regarding the world of work, educational opportunities, and personal/social data is collected, maintained, and dispersed.

Parent Conference Service: The guidance department aids in the initiation, planning of, and participation in parent-teacher conferences as the need arises. Appointments can be made by calling 724-458-5456.

Placement Service: Students are aided in researching and making choices concerning college, trade and technical schools, armed services, and employment opportunities.

Psychological Services: Grove City Area School District recognizes that some students have personal or family problems they would like to discuss with a school psychologist. Therefore, services are available to any student. Arrangements can be made to speak with the school psychologist through the school counselors. All discussions are kept strictly confidential. However, in cases of suspected abuse, neglect, or instances where a student may be harmed, counselors are required by law to report information.

Pupil Appraisal and Record Service: A student’s permanent record card and cumulative records are maintained. Interpretation of a student’s test scores and other factual data is readily available to the students. Standardized tests are administered to assess progress, help individualize programs, and to place a student at his/her program level.

Resource Coordination Service: The identification of school and community resources and referrals to those resources are provided. Referrals can be made through the counselor.

School Counseling Service: This service is a helping relationship in which the counselor assists the student in making interpretations, planning and adjusting to life experiences leading to self-understanding, and the development of a life plan.

Student Assistance Program (SAP) Team: Students with serious personal/social problems or serious academic difficulties are encouraged to seek help of the SAP Team through any school staff member. All discussions are kept strictly confidential. Any student who feels that another student may need help, should discuss this situation with one of the school counselors.

The purpose of the team is to assist students through an in-depth case study approach, using in-house resources or referring to outside agencies. The SAP team has a close working relationship with the Mercer County Behavioral Health Commission, and other counseling and helping agencies. SAP consists of teachers, two school counselors, the school nurse, the school psychologist and the assistant principal. Students may contact any of these individuals.
SPORTSMANSHIP
All students who attend any interscholastic contest must behave appropriately. Attendance is a privilege and not a license to verbally assault others and be generally obnoxious. Remember, you are representing Grove City Area High School, therefore, we expect you to act in a mature manner. Show respect for the opposing players, coaches, officials, spectators and support groups. Refrain from criticizing officials, name calling, use of profanity, throwing objects, and/or any other rude behavior. Any student or students who behave in a manner as described above will be asked to leave the contest and possibly be suspended from future events, as well as receive disciplinary action as identified in our student code of conduct.

STUDENT ASSISTANCE PROGRAM (SAP)
Students with serious personal/social problems or serious academic difficulties are encouraged to seek help of the SAP Team through any school staff member. All discussions are kept strictly confidential. Any student who feels that another student may need help should discuss this situation with one of the school counselors. The purpose of the team is to assist students through an in-depth case study approach, using in-house resources or referring to outside agencies. The SAP team has a close working relationship with the Mercer County Behavioral Health Commission, and other counseling and helping agencies.
SAP consists of four teachers, two counselors, the school nurse, the school psychologist and the assistant principal. Students may contact any of these individuals.

STUDENT ACTIVITIES
Only recognized clubs related to school activities are permitted in the school setting. All clubs must be supervised by a senior high school staff member.

Activity Fund: Only authorized student activity groups may maintain activity accounts. The Grove City Area School District has established guidelines for the control and use of such funds. Only authorized persons may expend funds as approved by the activity group. These funds are subject to state audits.

Fund Raising: Fund raising activities are limited to the Student Council and clubs approved by the School Board. All fund raising activities must be approved by the administration in accordance with School Board Policy 229. Student fund raising forms are available in the high school office.

STUDENT COUNCIL
Student Council is a school service organization. It is responsible for fostering school spirit, encouraging good citizenship, and promoting mutual respect and cooperation between the student body and the administration and staff. Student council may also serve as a link between the students and the administration in a continuing effort to maintain a positive learning atmosphere in the school.

Student Council is responsible for student clubs, for homecoming activities, winter festival, parent recognition nights for senior athletes, posting information on the school marquee, and other responsibilities delegated by the school administration or student council advisor.

STUDY HALL
Study hall periods are available to students seeking a quiet work period to conduct research, seek assistance and complete class assignments. Students are expected to use this time productively and to abide by the following rules while in study hall:
1. Students must report first to study hall before going anywhere.
2. Students must bring academic material to work on during study hall period.
3. Students are expected to work quietly.
4. Students must request permission and acquire a pass from the study hall facilitator/teacher to leave the study hall for any reason. No more than one student at a time may be issued a pass to leave study hall.
5. Students who wish to leave study hall to access the library must obtain a pass from their teacher prior to reporting to the assigned study hall. The study hall facilitator/teacher will then dismiss the student to the library.
6. Students are expected to follow all rules and policies defined by the study hall facilitator/teacher.
7. Food and/or drink is prohibited in study hall.

TEXTBOOK AND SUPPLIES
All textbooks, paperbacks, etc. are loaned to the student for use during the school year. Texts are the property of the Grove City Area School District. Students are responsible for texts issued to them and may be required to pay for loss or damage. Students must return the textbook that was originally assigned to them at the start of the class. Texts that are returned and were not originally assigned to the student will still require payment for loss.

THEFT
Theft of any kind is a suspendable offense and may be prosecuted under the criminal code. Local law enforcement will be notified of any illegal activity.

TOBACCO, POSSESSION AND/OR USE
A. Possession and/or use of any tobacco product on or around school property or while attending or traveling to or from any school related function is strictly prohibited. Violations of the District Tobacco Use Policy No. 222 will be prosecuted under the provisions of the BOCA, (Basic Fire Prevention Code.)
B. Possession of any tobacco product is punishable by a fine through the district magistrate. Following citation by the administration, those convicted by the local magistrate may be subject to a fine.
C. Students using a tobacco product on or around school property or while attending or traveling to or from any school related will be subject to the following:
   1st Offense: 3 days suspension (1 day out-of-school; 2 days ALC)
   2nd Offense: 5 days suspension (3 days out-of-school; 2 days ALC)
   3rd Offense: 10 days suspension (7 days out-of-school; 3 days ALC) Items containing tobacco products will also be subject to legal charges
D. Possession of a lighter or matches will result in a Level II disciplinary consequence.
E. Any contraband will be confiscated and not returned to the student.

TRANSPORTATION SERVICES
The Grove City Area School District transports the majority of its pupils to and from school each day. In addition to normal transportation, many pupils are transported on field trips and extracurricular activities. The safety and welfare of all pupils being transported on District-operated buses is of vital concern. Drivers have the authority to assign seats, to insure the safety of the riders, and to provide an orderly atmosphere on the bus. Only authorized pupils are permitted to ride a bus.

Disorderly conduct or persistent refusal to follow the district bus regulations or submit to the authority of the bus driver shall be sufficient reason for the pupil to be denied transportation.

Misbehavior on the school bus will be viewed as endangering the safety and welfare of others and will be treated seriously. Students are expected to ride only their assigned bus. Passes to ride another bus will not be issued unless an emergency exists and prior approval is given by the Assistant Principal. The Transportation Coordinator can be contacted at 724-458-8958.

Bus Regulations:
1. Be ready on schedule; walk in front of bus when crossing road.
2. Always follow the directions of the driver and take assigned seat.
3. Pupils must refrain from annoying the driver and other passengers.
4. Remain in seat while bus is in motion.
5. Keep feet on floor of bus when seated.
6. Keep laughter, talk and noise at a low level.
7. Pushing or shoving while getting on or off the bus is prohibited.
8. Fighting is prohibited.
9. Swearing is prohibited.
10. Marking or writing on any part of the bus is not permitted.
11. Eating, drinking, smoking or the use of tobacco of any kind is not permitted on buses.
12. Do not extend hands or head out of window.
13. Do not put pressure on the back of the seat in front of you.
14. Loosening or removing screws, bolts or nuts is strictly forbidden.
15. Do not use emergency door unless there is an emergency.
16. Littering inside of bus with paper or other refuse is prohibited.
17. Pupils must have written permission to leave bus at other than regular stop.
18. No pupil is permitted to ride bus unless authorized to do so.
19. Transportation by school bus is a privilege and not a right. Pupils may be suspended from the bus riding privilege for violation of rules.
20. All bus regulations will be enforced by existing school policies. Riding the school bus is considered a continuation of the school day. Violations will be dealt with in a similar manner as in-school offenses (i.e. fighting, use of tobacco, profanity, back talk etc.).
21. Student(s) will be required to pay restitution for any damages to the bus that are a result of vandalism.

Mercer County Career Center Transportation
It is the responsibility of the student to find transportation to Grove City Area Senior High School if the calendars are not compatible. Transportation will be provided to the Mercer County Career Center from our high school. Mercer County Career Center students will follow the daily time schedule of Grove City Area Senior High School.

On normal school days transportation is provided from home to school and back. (No parental responsibility).

On Mercer County Career Center school days (no home school) transportation is provided from home school to Mercer County Career and return to home school. (Parental responsibility for transportation to and from home school at 11:40 a.m. and 3:00 p.m.).

On early dismissal days, transportation is provided from home school to Mercer County Career Center and back to home.

On days when there is no Mercer County Career Center transportation is provided to home school. (Parental responsibility for transportation home at 11:40 a.m.)

Mercer County Career Center students that have an authorized day pass to drive are only permitted to transport themselves. Students that transport other students or drive with another student to the Career Center will be suspended. The driver will also forfeit future day pass privileges. Green day pass permission slips can be obtained at the Career Center. Day passes must include the parent signature prior to administrative approval.

Student Drop Off and Pick Up Procedures
Morning Arrival from 7:00 a.m. to 8:03 a.m.
A. Vehicles dropping off students need to enter the Poplar Street and Highland Avenue entrance and drive to the main entrance of the building to drop off student(s).
B. After dropping off student(s) exit via the Rebecca Avenue and Highland Avenue exit.

Afternoon Dismissal
A. Those picking up students at dismissal time should not be parked in No Pick Up Zones of the school's parking lot between the hours of 2:45 p.m. and 3:15 p.m. This includes the No Parking Zones also.
B. Those picking up students at dismissal time can park in these designated areas while waiting for the student(s): Highland Avenue lot, District Office parking lot, and Main Street (auxiliary gym) lot.
C. Vehicles are not permitted to be parked in the lot facing the front of the building. In addition Poplar Street and Highland Avenue entrances will be barricaded during dismissal. For the safety of all, please adhere to the above procedures.

Students are dismissed from Grove City Area Senior High School at 11:40 a.m. to board the Mercer County
Career Center bus. Students are not to plan on re-entering the building upon return. Time is provided for transferring buses. All books, homework, etc. is to be carried with the student when dismissed from Grove City Area Senior High School.

All Mercer County Career Center students are required to attend Mercer County Career Center School in accordance with Mercer County Career Center calendar (not home school calendar). Unauthorized absences due to transportation will be considered unexcused and unlawful.

Students are not permitted to drive to the Mercer County Career Center unless they have a driving pass. The One-Day Drivers’ Pass must be obtained from the Mercer County Career Center. No passengers are permitted. Grove City Area Senior High and Mercer County Career Center, both discourage students from driving as transportation is provided. Violations will result in ALC.

VANDALISM
Students responsible for vandalizing school property may be suspended from school and will be held responsible for paying the full cost of the damages (repair/replacement).

WEAPONS
No weapons of any kind or replicas of any weapons should be brought on or around school property or while attending or traveling to or from any school related function. Students in possession of a weapon or replica will receive a full suspension and possible expulsion from school. Section 912 of the PA Crimes Code reads:

912. Possession of Weapons on School Property

a. Definition - Notwithstanding the definition of “weapon” on section 907 (relating to possessing instruments of crime), “weapons” for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, pepper spray, and any other tool, instrument, or implement capable of inflicting serious bodily injury.

b. Offense defined – A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.

c. Defense – It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course or is possessed for other lawful purpose.
Code of Conduct
2016-2017
STUDENT RIGHTS AND RESPONSIBILITIES

Freedom of Expression
Students have the responsibility to avoid the following whenever they speak or write:

- Obscenity
- Ridiculing or causing a person to be ridiculed
- Damaging a person's reputation
- Causing unlawful behavior or serious disruption to normal school operation
- Using minority or racial slurs

Searches
The administration may authorize a search of a student, a student's lockers, a student's vehicle or other belongings if there is a reasonable suspicion that there is a possible threat to the health, welfare and/or safety of any student or staff member. All property is subject to being searched by canine units without prior notice.

- **Personal searches**—a student's person or personal property (purse, book-bag, jacket, trousers) will be searched whenever the administration has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials or dangerous substances.

- **Locker searches**—Student lockers are school property and remain at all times under the control of the school. Students shall have no expectation of privacy in their lockers, and the administration reserves the right to inspect lockers at any times by any means. Students are expected to assume full responsibility for the content of their lockers. Students will be given the opportunity to be present during a locker search when appropriate. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Students are encouraged to lock their lockers. Students must use the locks provided by the school.

Flag Salute
Every citizen should show proper respect for our country and its flag. Students who choose to refrain from the Pledge of Allegiance and Flag Salute shall respect the rights and interests of classmates who do wish to participate.

Confidential Communication
Statutes and regulations govern use of a student's confidential communications to school personnel in legal proceedings. Information received in confidence from a student may be revealed to the student's parents, the principal, or other appropriate authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy.

Unlawful Harassment
The Board prohibits all forms of unlawful harassment of all employees, students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the appropriate authorities.

Due Process Procedures for Exclusion of Students from School
The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the
Superintendent in writing when the student is suspended.

No student may be suspended without notice of the reasons for which he/she is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. Prior to the hearing, the student and parents must receive notice stating the nature of the alleged charges and all information to which they are entitled. Students are permitted to make up exams and work missed while on suspension.

Expulsion is exclusion from school for more than ten (10) consecutive school days, and it may be permanent. Expulsion proceedings require a formal hearing before members of the School Board. Appropriate notices and appropriate information to which students and parents are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

All students ages 6-21 are entitled to a free and full education in Pennsylvania.
HONOR CODE

Respect

For ourselves and others
As a member of the school community, I will do my best to make a positive contribution. Therefore, to show respect for others, and myself, I will

• dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect others or myself.
• avoid the use of any illegal or harmful substance that is in violation of school policy.
• present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
• not purposely hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his or her beliefs, choices, and/or behaviors.

For authority
To show respect in attitude and language to those in positions of authority, I will

• choose appropriate words.
• act and speak in a positive manner.
• avoid insubordinate behavior.
• question in a respectful manner.

For surroundings
I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will

• properly dispose of trash, waste, recycle when appropriate, and avoid any action that unduly contributes to pollution.
• not damage, deface, destroy or vandalize any community, school, or individual property.
• not take things that belong to others.

Responsibility
As a reliable person in the school community, I will accept responsibility

• for myself in what I do, say and in the choices I make.
• to treat others as I would like to be treated.
• to adhere to the K-12 Honors Code to maintain a safe and healthy learning environment.

Honesty
I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will

• do my own work, understanding that copying and cheating are forms of plagiarism.
• work cooperatively with others, and not take their ideas or work and present either as my own.
• act in a trustworthy manner, neither lying nor intentionally misleading others.

Accountability
I understand that the Codes of the Grove City Area School District are necessary to maintain a positive learning environment, and if I fail to follow these Codes, I will accept the consequences.
CONDUCT PROGRESSION LEVELS

Level I

Misbehavior on the part of the student which IMPEDES ORDERLY CLASSROOM PROCEDURES or INTERFERES with the ORDERLY OPERATION OF THE SCHOOL. These behaviors are usually handled by individual staff members but sometimes require the intervention of other support personnel.

Examples But Not Limited To:
- First offense class cut
- Non-defiant failure to complete or carry out directions
- Misconduct in school, at school sponsored functions, or on a school bus
- Excessive unexcused tardiness/Classroom tardiness
- Loitering
- Littering
- Inappropriate language
- Inappropriate public displays of affection
- Use of electronic devices
- Violation of dress guidelines

Examples of Disciplinary Options:
- Verbal or written reprimand
- Special assignment
- Written agreement
- Detention
- Denial of privileges
- Confiscation
- Warning
- ALC (Alternative Learning Center)
CONDUCT PROGRESSION LEVELS

Level II

Misbehavior whose frequency or seriousness tends TO DISRUPT THE LEARNING CLIMATE OF THE SCHOOL.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which DO NOT represent a direct threat to the health and safety of others, but whose EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH to require corrective action on the part of administrative personnel.

Examples But Not Limited To:
- Extreme Level I misconduct
- Continuation of Level I misconduct
- Open defiance of authority, willful refusal to do as directed, or any form of insubordination
- Violation of driving/parking privileges
- Harassment
- Bullying
- Being outside of the building without authorization
- Failure to serve assigned detentions
- Persistent violation of the dress guidelines
- Violation of the computer and internet policy
- Using forged notes or excuses
- Cheating/Plagiarism
- Excessive unexcused absences or unexcused tardies / Recurrent class cuts
- Possession of lighter or matches
- Possession and/or use of an electronic cigarette.

Examples of Disciplinary Options:
- Modified day
- Detentions
- Denial of privileges/extracurricular activities; social probation
- Behavior and/or Attendance Contract
- ALC (Alternative Learning Center)
- Suspension
- Confiscation
- No credit for assignment
- District Magistrate

In cases of suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled “Students Rights and Responsibilities”.

43
CONDUCT PROGRESSION LEVELS

Level III

Acts whose FREQUENCY or SERIOUSNESS tend to disrupt the learning climate of school and/or ACTS DIRECTED AGAINST PERSONS OR PROPERTIES and whose consequences COULD ENDANGER THE HEALTH OR SAFETY OR OTHERS IN THE SCHOOL.

Examples But Not Limited To:
- Continuation of or extreme Level II misconduct
- Retail theft
- Destruction of private or school property
- Violations of the school regulations on the use of tobacco
- Minority, ethnic, or racial slurs or intimidation
- Intimidating others
- Fighting
- Hazing
- Sexual harassment
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Lewdness or indecent exposure
- Possession and/or use of tobacco products, vapors, E-Cigarettes
- Possession of drug related implements
- Second offense of cheating and plagiarism
- Third offense truancy

Examples of Disciplinary Options:
- Detention
- Confiscation
- Temporary removal from class
- ALC (Alternative Learning Center)
- Suspension
- Denial of privileges/extra-curricular activities
- Social probation
- Behavior and/or Attendance Contract
- Restitution of property or damages
- Referral to police or district magistrate
- Referral to outside agency
- Cheating/plagiarism may result in a failing grade for the nine weeks
- BOCA code enforcement

In cases of suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled “Students Rights and Responsibilities”.

Accumulation of three or more Level II and Level III suspensions may be referred to Superintendent of Schools / School Board for a hearing.
CONDUCT PROGRESSION LEVELS

Level IV

Acts whose FREQUENCY or SERIOUSNESS tend to DISRUPT OTHERS OR DISRUPT the learning climate of the school. ACTS DIRECTED AGAINST PERSONS OR PROPERTY WHICH COULD OR DO POSE A THREAT TO THE HEALTH, SAFETY OR WELFARE OF OTHERS IN THE SCHOOL. Such acts will require administrative action, which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.

Examples But Not Limited To:
- Continuation of or extreme Level III misconduct
- Third offense of cheating and plagiarism
- Possession, sale or use of firecrackers or other fireworks
- Theft
- Engaging in conduct contrary to the criminal code of ordinances of the community
- Possession, sale, or use of drugs and alcohol on school property or at school sponsored functions, or being under the influence of drugs and alcohol on school property or at school sponsored functions
- Possession of a weapon
- Assault
- Terroristic Threats
- Terroristic Acts
- Arson or attempted arson
- Bomb threat or threatening phone calls
- Lighted or ignited objects
- Unauthorized use of fire alarm or equipment
- Retaliation against a student for reporting bullying or for assisting in an investigation

Examples of Disciplinary Options:
- Cheating/plagiarism may result in a failing grade for the year
- Confiscation
- Suspension
- Restitution of property or damages
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency
- BOCA Code enforcement

In cases of suspension or exclusion, students shall be entitled to due process rights as outlined in the section entitled “Students Rights and Responsibilities.”

A Level IV suspension may result in a School Board Hearing for further disciplinary action; possibly expulsion.
DEFINITIONS OF KEY TERMS

**BOCA Code:** the Basic Fire Prevention Code which makes it unlawful to smoke, throw or deposit any lighted or smoldering substance in places where No Smoking signs are posted

**Detention:** requiring a student's presence before or after the regular school day or during lunch time for disciplinary reasons

**Due Process:** a student's right to be informed of charges and be heard before the designated authority

**Suspension:** exclusion from school, for one day up to ten days of school, by the principal or designee, after a conference with the student and notification of the parent, suspensions of more than three days of school and not exceeding 10 days of school an informal hearing is offered to the student and the student's parents

**Expulsion:** exclusion from school, after formal hearing, for an offense for a period exceeding ten school days; this may be permanent expulsion from school rolls

**Modified Day:** a change designated in a student's daily schedule by the principal

**In-School Suspension:** a temporary exclusion from attending the regular school day for an offense for a minimum of one day, by the principal or designee, after a conference with the student. The student is assigned to the Alternative Learning Center (ALC) and is under the supervision of school personnel

**Weapon:** an instrument of offensive or defensive combat; something to fight with; anything used, or designed to be used in injuring someone else; the administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger

Below please find a list of the Board Policies referred to in this handbook:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Policy Title</th>
<th>Policy Number</th>
<th>Policy Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>204.0</td>
<td>Attendance</td>
<td>227.0</td>
<td>Controlled Substance/Paraphernalia</td>
</tr>
<tr>
<td>209.0</td>
<td>Health Examinations/Screenings</td>
<td>233.0</td>
<td>Suspension and Expulsion</td>
</tr>
<tr>
<td>218.0</td>
<td>Student Discipline</td>
<td>236.0</td>
<td>Student Assistance Program</td>
</tr>
<tr>
<td>218.1</td>
<td>Weapons</td>
<td>237.0</td>
<td>Electronic Devices</td>
</tr>
<tr>
<td>218.2</td>
<td>Terroristic Threats/Acts</td>
<td>247.0</td>
<td>Hazing</td>
</tr>
<tr>
<td>219</td>
<td>Student Complaint Process</td>
<td>248.0</td>
<td>Unlawful Harassment</td>
</tr>
<tr>
<td>221.0</td>
<td>Dress and Grooming</td>
<td>249.0</td>
<td>Bullying/Cyberbullying</td>
</tr>
<tr>
<td>222.0</td>
<td>Tobacco Use</td>
<td>815.</td>
<td>Computers and Internet</td>
</tr>
<tr>
<td>226.0</td>
<td>Searches</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For further information on the above-mentioned Board Policies, please refer to the Grove City Area School District’s website at http://www.grovecity.k12.pa.us or you may contact either the High School or the Administrative offices.