

# **JUNIATA VALLEY**

JUNIOR-SENIOR HIGH SCHOOL

STUDENT HANDBOOK  
2017 - 2018



## **MISSION STATEMENT**

Juniata Valley School District prepares our students for life.

## **ALMA MATER**

Hail! Hail! to thee, our Juniata Valley!  
School that we love and always will revere  
Sing now these praises to our Alma Mater.  
In Memory, thy name we hold dear.  
Hail green and white, our voices shout thy glory.  
Our echoes rising o'er every hill and dale.  
With joyful pride, we raise aloft our emblem.  
Singing thy praises, hail, J.V. hail!

Ethel Farrar  
Lester Garman

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## **Juniata Valley is an equal access school**

This handbook has been prepared as a guide for you who attend Juniata Valley High School. Please read it thoroughly with the understanding that rules and regulations are necessary to make useful decisions so that you may be an informed and understanding citizen of our school.

We urge you to participate actively in the organizations and activities of Juniata Valley and to become an integral part of the total school program. We hope this handbook will be helpful and useful in setting forth the guidelines of Juniata Valley Junior-Senior High School.

### **Board of Education**

Dennis Johnson	President
Aden Russell	Vice President
Krista Reihart	Secretary

### **School Board Members:**

Tom Culp	John Hutton
Timothy Deihl	Tim McCrum
Kathy Soder	Dain Davis

### **Administration**

Michael Zinobile	Superintendent
Michael Estep	High School Principal
Jessica Quinter	Elementary Principal
Lisa Coble	Director of Student Services
Josh Wakefield	Director of Information Technology

### **Service Personnel**

Hope Smith	School Counselor
Jennifer Cutshall	High School Secretary
Erica Boonie	Guidance Secretary/PIMS
Rodney LeCrone	Maintenance Supervisor

# GRADUATION REQUIREMENTS

Graduation from Juniata Valley High School will be based on the achievement in the four years represented by grades nine, ten, eleven, and twelve. Graduation requirements follow the state mandated requirements including a graduation project and additional requirements established by the Juniata Valley School District.

1. 4.0 credits of **English**

2. 4.0 credits of **Social Studies** to include the following:

- a. 9<sup>th</sup> Grade Early U.S History (1.0 credit)
- b. 10<sup>th</sup> Civics and Government (1.0 Credit)
- c. 11<sup>th</sup> Grade American History (1.0 credit)
- d. 12<sup>th</sup> Personal Finance / Economics (1.0 credit)
- e. World Cultures elective – any grade (1.0 credit)

3. 4.0 Credits of **Mathematics** to include Algebra I and Geometry or Algebra II, Consumer Math, Math for the Trades or Basic Accounting I.

- a. Students who complete programs at the HCCTC will earn 1.0 Mathematics credit.

4. 2.0 credits of **Fine Arts and Humanities**

- a. Students who complete programs at the HCCTC will only be required to take 1 year of Fine Arts and Humanities (.5 or 1 credit)

5. 4.0 credits of **Science** to include Biology (1.0 credits) and Ecology (1.0 credits)

- a. Students who complete programs at the HCCTC will earn 2.0 elective credits in science.

6. 1.00 of **Physical Education**

- a. Grade 9 or 10 – (.5 credits)
- c. Grade 11 or 12 – (.5 credits)

7. 1.0 credit of **Health**

- a. Senior High Health 1– (.5 credits)

b. Senior High Health 2 – (.5 credits)

9. 1.0 credits of **Business, Technology, and Computer Software** to include Computer Applications 9

10. 5.0 credits of Electives (Once a requirement has been met in a discipline, elective credits will be issued for additional courses.)

a. Students who complete programs at the HCCTC will earn 3.0 elective credits.

**Total: 26.00**

***\*Any three or four credit college course counts as one high school course in the appropriate area above.***

The minimum number of credits needed for promotion to tenth grade is six (6), to eleventh grade is twelve (12), and to twelfth grade is eighteen (18). A subject must be fully completed to earn credit. Partial credit will not be given. Six credits must be taken during the senior year.

In addition to courses offered at Juniata Valley High School, students may enroll in courses at the Huntingdon County Career and Technology Center, or other online providers such as Virtual Learning Network (possible fee required). Credits earned in all settings in grades 9-12 will be applied toward graduation. Students completing studies under an Individual Education Plan (IEP) and/or Gifted Individual Education Plan (GIEP) must achieve the goals of the IEP and/or GIEP to graduate, including those of the required transition plan.

**Beginning with the class of 2019, all students are required to perform at a proficient level or above as a graduation requirement on the Keystone Exam series, Algebra I, Literature and Biology.** Students that do not reach the proficient level or above by the end of the Junior year will be required to complete a Project Based Assessment developed by the Department of Education. This Project Based Assessment will be conducted at JVHS with a student advisor until the student completes the project at a proficient or above level.

# GRADING SYSTEM

## Academic Tutorial Session

Students in grades 9-12 who fail to complete classwork or homework assignments will be scheduled by faculty into an Academic Tutorial Session from 3:00 PM to 7:00 PM. Students will be required to serve a **minimum of one hour** after which they may be dismissed upon completion of their assignment(s). If assignment(s) are not completed within the required one hour the student must stay until the assignment is completed or the hour of 7 PM, whichever comes first. It is the job of the classroom teacher to contact parents prior to referring a student into an Academic Tutorial Session. Students will be removed from Academic Tutorial Session by the assigning teacher, when their work has been completed. If work is not completed in this session the student will not receive credit for the assignment.

## Citizenship Grade

A citizenship grade will be recorded every marking period. Every student will begin each marking period with 100 points. Students must maintain a minimum of 93 points for honors and merit.

The principal will use the following guidelines:

Morning Detention – five points.

Afterschool Detention – ten points.

Tutorial Detention – fifteen points.

Out of school Suspension – “F” for the marking period.

## Credit

A one credit course is one which meets five times per week for the entire year. Courses which meet five times per week for half the year or course that meet every other day for the whole year will receive one half credit. Quarter courses will be awarded .25 credit. No classes will be awarded less than .25 credit.

## Grading

The following grading system will be applied to all courses except those indicated by Pass/Fail. Final grades for all classes will be determined by using the average of the final grade for each marking period.

Grade	Normal	Dual Enrollment	Honors
A	4	4.33	4.165
A-	3.67	4	3.835
B+	3.33	3.67	3.5
B	3	3.33	3.165
B-	2.67	3	2.835
C+	2.33	2.67	2.5
C	2	2.33	2.165
C-	1.67	2	1.835
D	1.33	1.67	1.5
D-	1	1	1
F	0	0	0

P – Pass

F – Fail

W – Withdraw without penalty

X – Withdraw FAIL

I - Incomplete

(Not applied to final grade)

Students who must make a schedule change **after the first day** of class must have permission *in writing* from both a parent and the teacher. The schedule change must be made by the last school day in September in order to withdraw without penalty. Students who make changes after this date are subject to the following:

1. First **quarter** withdrawal: "X"  
(i.e. Withdraw Fail) for .25 credit;
2. Second **quarter** withdrawal: "X"  
(i.e. Withdraw Fail) for .50 credit;
3. Second **semester** withdrawal: "X"  
(i.e. Withdraw Fail) for entire course.

Note: If a course is only a semester course, a student must withdraw (without penalty) within the first month of the course. The above policy applies as in items #1 and #2.

\*All changes are subject to administrative review.



## Make-Up Work

**When students are absent from school for any reason, they are permitted to make up work to receive a grade.** It is the responsibility of the student to see subject teachers to determine necessary make-up work. As a general rule, the following guidelines should be used:

1. The teacher should have materials prepared for distribution for absent students upon their return from an absence.
2. A student has two days after returning to school from a one or two-day absence to make up any missed work including tests.
3. Work missed because of an absence of three to five days is to be made up within one weeks' time of returning to school.
4. Work missed because of an absence of six to ten days is to be made up within two weeks.
5. Special arrangements are to be made between pupil and teacher for longer periods of absence.
6. When possible, students should attempt to make up all work prior to going on a field trip. Student work missed due to field trip experiences should be handed in **the first day** a student returns to class after the missed day.
7. Board Policy will be followed for student make-up work and tests. See Board Policy 213: Grading of Student Progress

For long-term projects, it is expected that the student will submit the completed work on or before the established deadline. All make-up work is expected to follow the above guidelines.

## Marking Periods

	<b><u>Begins</u></b>	<b><u>Ends</u></b>
1 <sup>st</sup> Marking Period	Aug 23	Oct 26
2 <sup>nd</sup> Marking Period	Oct 27	Jan 16
3 <sup>rd</sup> Marking Period	Jan 17	Mar 23
4 <sup>th</sup> Marking Period	Mar 26	May 30

## Report Cards

Reports of students' grades will be mailed to parents/guardians at the end of each quarterly marking period (every nine weeks). Report cards will be withheld if students owe fees such as library fines or cafeteria fees. Report cards will be mailed or given to parents directly upon satisfaction of the obligation.

## Scholastic Honors

High Honors – Students earning A's in all subjects and maintaining a citizenship grade of 93 or higher.

Honors – Students earning A’s and B’s in all subjects and maintaining a citizenship grade of 93 or higher.

Merit – Students earning a 3.0 or higher grade point average with no failing grades (F’s) and maintaining a citizenship grade of 93 or higher.

Graduation Honors – Seniors graduating must get Advanced or Proficient on the following Keystone Exams: Algebra I and Literature and have at least a 3.4 cumulative GPA.

## ATTENDANCE

Tardy	-8:05- 9:00 AM
Half Day	-In attendance four (4) full class periods
Full Day	-In attendance <b>less than</b> four (4) full class periods.
Early Release	-Leaving after 2:00 PM

Regular and punctual attendance at every session of school is expected of all pupils. Upon re-entering school after an absence, the student will present to the office a written excuse signed by the parent or guardian as required by the Pennsylvania School Code. This excuse must state the date or dates and the reason for the absence. Students will receive their attendance card along with a class admission slip. This attendance card is to be returned to the homeroom teacher and the admission slip will be kept by the student to present to each classroom teacher as he/she moves from class to class.

Students who forget their excuses must report to the office for an admission slip. Failure to present an excuse before the end of three days will result in the absence being considered unexcused.

Students must be in attendance for at least two full periods to get credit for a half day of attendance.

Students who are absent **may not** participate in or attend any after school activity.

Students who leave school during the day due to illness **may not** participate in or attend after school activities.

School To Work: When a school to work student is absent from school, they are marked absent a full day. If the student goes to work, it is their responsibility to notify the school office-which will change to a ½ day absent from school.

According to the Pennsylvania School Code, an absence must be excused for the following reasons:

1. Personal illness.
2. Quarantine.
3. Death in the immediate family.
4. Impassable roads.
5. Exceptionally urgent reasons which affect the child and ordinarily do not include work at home.

Any absence not meeting one of these criteria will be considered unexcused, but student will not be penalized academically for not meeting this criteria.

Once a student of compulsory school age (16 or under), reaches ten (10) days of absence during the school year, he/she may be issued a medical letter. This notification requires that for any absence during the remainder of the school year to be excused, the student must furnish a note from a doctor. The note must indicate that the student was seen by the doctor, and that he/she was too ill to attend school on the day(s) in question. Prior to the issuance of the medical letter, the parents will be issued a warning letter after five (5) days of absence reminding them of the number of days missed and the potential consequences of continued absences. After the issuance of the medical letter, any absences not accompanied by a doctor's note will be counted as unexcused.

**After a student has three days of unexcused (or unlawful) absences, the parents will be notified via certified mail that the three day limit has been reached. Upon the next unexcused absence your family will be referred to Raystown Developmental Services to be entered into the Huntingdon County Truancy Elimination Program.**

Students, age seventeen (17) and older, are required to make-up all unexcused absences over five (5) days. The make-up days will be scheduled from 3:00 PM to 7:00 PM on school days. Seniors who fail to make-up the days prior to graduation will not be permitted to participate in graduation ceremonies or receive their diploma until the days are made up. Underclassmen will not receive credit for their course work until the days are made up.

Any student aged seventeen and older who is absent from school for an excessive number of days will have his/her absences reviewed by a committee consisting of the Superintendent, Building Principal, and Classroom Teachers. If the committee determines that the absences are not due to health reasons, the student will receive no credit for all courses being taken.

The minutes absent during Tardies and Early Releases will be calculated. Once the minutes reach 200 minutes absent, a student will be charged with a half-day absence.

## **Lunch**

All students will receive a full 30-minute period of time for lunch daily.

## **Early Dismissal**

Excuses to leave school for doctor and dental appointments will be permitted when a student presents an excuse from a parent/guardian, or the parent/guardian arrives at the high school office to transport the student. Excuses for early dismissal must be presented to the office before school on the day the absence is to take place. When the student returns to school, a note from the doctor/dentist must be given to the office. Students must be signed out and signed in at the office by the person picking them up and dropping them off.

No student shall leave the school without permission previously given to the office, or verbal permission given to the High School Office by a parent or guardian. Failure to abide will result in an unexcused absence and possible disciplinary action.

## **Educational Trips**

A student will be permitted to take one excused educational trip per school year provided the parents/guardians comply with the following guidelines:

1. When an educational trip requiring a student to be absent from school is planned, a request in writing should be completed and sent to the principal no later than one week prior to the trip.
2. The request should include an itinerary of the trip and the educational value to the student.
3. The student should contact each of his/her teachers in advance of the trip and request assignments for the length of the absence.
4. Neglecting to gain prior approval and/or the student's failure to get assignments will result in the recording of unexcused absences for the days absent.
5. Upon the student's return to school, a log of the trip must be presented to the high school office within three days detailing the daily events and their educational value to the student. The trip will not be excused unless documentation is turned in.
6. Absences of six or more days must have prior approval from the Superintendent.

## **Illness at School**

Students must have a signed pass from their teacher to go to the nurse's office. If a student needs to be sent home, parents will be notified first. If parents cannot be reached, alternates designated by the parents will be called.

## **Medical Services**

The school nurse or LPN can be reached at either:

JVHS 669-4401 ext. 4517

JVES 669-4422 ext. 4517

## **Emergency Cards**

Emergency cards must be turned in by the end of the first week of school. The card must be completed on the front and back side.

Emergency cards are necessary for the health and safety of your child. We must be able to contact you or an alternate in the event of a serious illness or injury.

Parents must designate two alternates to assume responsibility of the student in the event that a parent cannot be reached. Please include work and cell numbers.

**Students who do not have a signed and completed emergency card will not be allowed to attend field trips or participate in other extracurricular activities.**

# **PSYCHOLOGICAL TESTING**

Psychological testing is made available through the District School Psychologist. This service is provided to see how we can better help your child educationally through the use of psychological testing administered by a specialist in testing, the school psychologist. Recommendation for the testing process is usually initiated through a Child Study Team Process. Parent consultation is requested and written permission required before psychological testing can be done.

A committee may consist of the following: classroom teacher, special education teachers, guidance counselor, psychologist, building administrator, or any another necessary personnel, and parents make up the child's team to assure the proper placement of the child in the appropriate academic setting.

## **SCREENING AND EVALUATION**

The district, as prescribed by section 1402 of the School Code, routinely conducts screening of a child's hearing, visual, speech, and language acuity. Each of these procedures is done on a pre-determined basis or on a referral basis. New students are screened annually. Classroom teachers on an ongoing basis assess gross and fine motor skills, academic skills, and social-emotional skills. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents, and only to school officials who have legitimate "need to know" information about the child.

Information from records is released to other persons or agencies only with appropriate authorization that involves written-signed permission by parents. Parents with concerns regarding their child may contact building principals at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

If evaluations are completed, parents may be offered the opportunity to participate in a meeting to discuss the results. After the meeting, an Evaluation Report (ER) will be compiled and include specific recommendations for the types of intervention necessary to deal with the child's specified needs. If it is deemed necessary, an Individual Education Program (IEP) will be developed for specialized services for the student. Each service or program has specific criteria for eligibility as developed by the State and Federal Governments (Individual with Disabilities Education Act).

The Juniata Valley School District IEP Team must consist of the following: the Director of Student Services or building principal, special education teacher, regular education teacher(s), and related services providers. Others that may be in attendance could include the district's psychologist/coordinator, and other administrative and teaching staff when appropriate.

Parents are an integral part of the IEP Team and need to be physically present at the IEP meeting. The district will make every effort to insure parent participation. The district will notify the parents in writing, make documented phone calls, and make home visits, if necessary.

Information about Early Intervention, parental rights, mediation, Due Process Procedures, specific Special Education services and programs offered by this district, and the district's Educational Records Policy are available upon request from the building principal in a child's school.

A parent may request that the district initiate a screening or evaluation of their child's specified need at any time by contacting the building principal. Further information about these procedures may be obtained by calling the Juniata Valley High School Office at 669-4401.

## **WELLNESS POLICY**

In compliance with the Student Wellness Policy adopted by the Juniata Valley School District on May 2, 2006, the Juniata Valley High School is committed to providing a school environment that promotes wellness, proper nutrition, nutrition education, and regular physical activity as part of the educational experience. Further details may be found in the Wellness Policy mentioned above.

## **MEDICATION POLICY**

If it is necessary for your child to receive medication during school hours, the procedures listed below must be followed:

1. A medication permission form must be signed and completed by the physician and the parent for all prescription and non-prescription medications.
2. The medication must be delivered to the school nurse by the parent or other adult designated by the parents.
3. The medication must be in a container labeled by the pharmacy, doctor, or manufacturer.
4. Students may carry and self-administer inhalers for asthma if a medication/asthma inhaler permission form is completed by the physician and parent.

## **SCHOOL DELAYS AND CLOSINGS**

Snow Closing or Other Inclement Weather Closing/Delays: Snow or other severe weather conditions may require that we close school or delay school openings for the safety of our children. The announcement of a delay/closing will be made as soon as the decision is made usually before 6:30 AM. Announcements are made by the local media including radio, television, and the JVSD web site.

Early Dismissals: Occasionally, hazardous weather conditions develop during the day. We monitor weather information continuously and will close school early if conditions become hazardous. If this seems likely, please listen to your radio or television for instructions. School officials will stay at each school until all students

have left the building. If the procedure will be different than normal, parents need to discuss in advance with their children who will pick them up or what to do in case school is dismissed early. If your child needs to ride a different bus, please call the office.

Parents will also be notified of school delays, closing and early dismissals via an automated phone system. Please be sure your contact information is updated in skyward.

## **USE OF PRIVATE AUTOMOBILES**

School bus transportation is provided for all students in our district. However, students may be required to drive because of extra-curricular activities or employment-these students must register the vehicle and purchase a parking pass from the office. In addition, the student who elects to drive must follow these guidelines:

1. Written permission signed by parent/guardian to the high school office.
2. Approval by the principal.
3. Arrive to school on time and be in the first period class by 8:05 AM.
4. Park in student parking area only.
5. Students may not visit the vehicle without permission from the office during school hours.
6. Friends are permitted to ride with a student driver only if permission is given by the parents of the driver and passenger.
7. Any student driving in a reckless or unsafe manner on school property will have his/her parking privileges revoked.
8. Vehicles parked on school property without a valid parking sticker will be removed at the owner's expense.
9. All violations are subject to school discipline code.
10. Due to the limited number of parking spaces, seniors and juniors will be given driving and parking privilege priority.
11. Parking on school property is a privilege and not a right.
12. A school parking sticker must be purchased and a registration form on file in the office.
13. Any student driver who leaves school without permission will have their driving privileges suspended.

- |                         |   |                            |
|-------------------------|---|----------------------------|
| 1 <sup>st</sup> Offense | - | Warning.                   |
| 2 <sup>nd</sup> Offense | - | Administrative detention.  |
| 3 <sup>rd</sup> Offense | - | 30-day driving suspension. |



4<sup>th</sup> Offense - 90-day driving suspension/vehicle towed.

## **BUS SAFETY**

Bus ridership is a privilege which may be denied to any student who demonstrates improper conduct. Maintaining good order on the bus is the responsibility of the driver. The bus driver may write a referral on any student who fails to follow bus rules, and the referral will be handled by the Building Principal. The following steps will be followed when a discipline referral is made to the office:

**FIRST OFFENSE:** The principal and student will discuss the incident and a suspension warning is given. The parents will be notified.

**SECOND OFFENSE:** The student will be suspended off the bus for one (1) to three (3) days and the parents notified.

**THIRD OFFENSE:** The student is suspended off the bus for three (3) to five (5) days and the parents notified.

**FOURTH OFFENSE:** The student is suspended off the bus for five (5) to ten (10) days and a parent conference is required before the student is permitted to resume riding.

**FIFTH OFFENSE:** The student is indefinitely suspended off the bus. A conference is held with the Principal, bus driver, student, and parents. If a satisfactory solution is agreed upon, the student may be returned to the bus at the completion of his/her suspension time; if not, the suspension may continue for the duration of the school year.

A major offense which involves the safety of other students on the bus will be dealt with on an individual basis and may carry a more severe penalty than what is outlined above.

While the law permits the school district to furnish transportation, it does not relieve parents from exercising responsibility and supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

## **BUILDING USE**

Students will observe the following rules when remaining after regular school hours:

1. Students are not permitted to be in the school building before or after school hours unless supervised by authorized personnel.
2. Students involved in an extra-curricular activity are the responsibility of the supervisor of that activity.
3. Any student who remains after school as a spectator of an extra-curricular activity may do so only if that student remains in the spectator section for that activity, i.e., in the bleachers for a basketball game.
4. Students violating these rules will be subject to the discipline code.

## **DISCIPLINE**

It is not the intent of this handbook to make the Juniata Valley High School discipline policy an exhaustive list of violations, but to give examples of the kinds of behavior expected. The administration reserves the right to use its discretion in all discipline cases.

### **Rights and Responsibilities: Student Responsibilities**

Student responsibilities include:

1. Regular school attendance.
2. Conscientious effort in classroom work, including making necessary arrangements for making up work when absent from school.
3. Knowledge of and conformance to school rules and regulations.
4. Share with administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his/her fellow students.
5. Respect for the rights of all who are involved in the educational process.
6. Expression of ideas and opinions in a respectful manner so as not to offend or slander others.
7. Dress and groom oneself so to meet common standards of decency, safety, and health.
8. Be aware that materials and books are the property of the School District and are loaned to the students for their use. Students are expected to pay for materials and books that are damaged, lost, or stolen.
9. Exercise proper care when using school equipment and facilities.
10. Be aware that when attending an activity at another

school, you are subject to the rules and regulations of that school and Juniata Valley High School.

11. Be aware that teachers have the right to discipline students and to assign students to detention.

### **Administrative Responsibilities**

The administrative responsibilities are to:

1. Guarantee student rights and privileges to those who demonstrate their willingness to accept accompanying responsibilities.
2. Ensure consistent and equitable application of the school's discipline policy. Extenuating circumstances might arise regarding the interpretation of the applications of the school's discipline policy. When it is found to be in the best interest of an individual or the total school community, administrative discretion may be utilized. The administration has the right to search and seize under the notation of "reasonable suspicion."
3. Provide for a safe and pleasant learning atmosphere.

### **School Jurisdiction**

All rights, responsibilities, and regulations apply to all students:

1. On school grounds before, during, and immediately after school hours.
2. On school grounds as either a spectator or participant in a school event.
3. Off school grounds at any school activity, function, or event as a participant or spectator.
4. During the time going to and from school, and on field trips.

### **Behavior/Character Qualities**

It is the belief of the Juniata Valley School District that the following character qualities are vital to the success and well-being of every student within the district, and we will strive to make them a part of every student's educational program. The Juniata Valley Junior Senior High School uses a School-Wide Positive Behavior Support Model to ensure that students are instructed in these necessary qualities and then rewarded for demonstrating them.

1. Preparation
2. Respect
3. Integrity

4. Determination
5. Equality

**SWPBIS Mission Statement:**

The Juniata Valley Junior-Senior High School strives to obtain optimal student achievement, maintain safe and effective learning environment, and instill positive behaviors in students.

The following is a list of minor behaviors and should result in a minor office referral and contact with the parents made by the teacher. Once contact with the parent is made the completed form should be returned to Christy Chamberlain (SWPBIS district coach).

1. Dishonestly
2. Minor defiance/insubordination/non-compliance
3. Minor disrespect
4. Minor disruption
5. Minor inappropriate language
6. Minor physical contact
7. Minor technology violation
8. Property misuse
9. Tardy
10. Sleeping during class
11. Unapproved beverages and food (water allowed)
12. Unprepared for class
13. Other

Three minor office referrals equals one major. Minor office referrals do not carry over into the next marking period.

The following is a list of major behaviors and should result in a major office referral.

1. Arson
2. Bomb threat/false alarm
3. Bullying
4. Major defiance/insubordination/non-compliance
5. Major disrespect
6. Fighting
7. Forgery/theft
8. Harassment
9. Major Disruption
10. Inappropriate location, out of bounds area

11. Physical aggression
12. Property damage/vandalism
13. Skipping class
14. Major technology violation
15. Use/possession of alcohol/ drugs/ tobacco
16. Use/possession of weapons/combustibles/others
17. Others

## **Detention**

It is important to note that detention may be assigned by the Principal. Early session prior to the start of the regular school day from 7:00 – 8:00 AM is considered administrative detention. Students who miss detention without prior excuse will be assigned After School Detention from 3:00 PM to 5:00 PM. To be excused from detention, the administrator must excuse the absence prior to the detention, not after.

### Regulations for School Detention:

- A. Students assigned to detention will be made aware of such assignment at the time of any rule infraction.
- B. A written notice will be sent home to the parents informing them of the date(s) of the detention. In cases where the school is unable to contact the parent, it is the responsibility of the student to notify the parent of the date of the detention. When a student is assigned to detention, it is the student's responsibility to arrange transportation on the day of detention.
- C. Administrative detention will be from 7:00 to 8:00 AM on the day(s) assigned. Students will report to the school by 7:00 AM. Anyone arriving late will not be admitted and will be counted as absent.
- D. Students in detention must bring schoolwork with them to the detention room and must work on those materials during the detention time. Materials such as magazines and comic books are not permitted. Sleeping and talking are not permitted.
- E. Failure to comply with any of the above regulations may result in removal from the detention room and the time being doubled. Additionally, students who fail to report or comply with the rules of morning detention program will be assigned to an After School Detention from 3:00 PM to 5:00 PM.

## **After School Detention**

Students who continue to display inappropriate behavior or fail to meet necessary academic requirements – primarily fail to complete work or comply with classroom rules may be assigned to an after school detention.

*Regulations for After School Detention:*

- A. Students assigned to detention will be made aware of such assignment at the time of any rule infraction. A written notice will be sent home to the parents informing them of the date(s) of the detention. In cases where the school is unable to contact the parent, it is the responsibility of the student to notify the parent of the date of the detention. When a student is assigned to detention, it is the student's responsibility to arrange transportation on the day of detention.
- B. After school detention will be from 3:00 – 5:00 PM on the day(s) assigned. Students will report to the high school office at 3:00PM. Students who do not report to the office by 3:05PM of the day of detention will be assigned to a day of OSS and a 3:00 – 7:00PM.
- C. Students in detention must bring schoolwork with them to the detention room and must work on those materials during the detention time. Materials such as magazines and comic books are not permitted. Sleeping and talking are not permitted.
- D. Failure to comply with any of the above regulations may result in removal from the detention room and the time being doubled.
- E. Students who are assigned to an after school detention will not be eligible to participate or attend any afterschool activities for the day of the detention.

**Temporary Suspension**

One to three days of out of school suspension. Due process requirements for temporary suspensions are as follows:

- 1. The student is informed orally of the reason(s) for the suspension and is given a chance to respond.
- 2. If there are contradicting facts, the administration will recheck the facts before imposing a suspension.
- 3. The parents or guardians and the Superintendent of the District are notified immediately, verbally if possible, and in writing.
- 4. For each day of suspension, the student will be required to make-up the time after school hours from 3:00 to 7:00 PM under the direction of a faculty member. Any student who does not show up for the scheduled time will be given one unexcused absence for each day missed.

## **Full Suspension**

Four to ten days of out of school suspension. Due process requirement for full suspensions are as follows:

1. 1, 2, and 3. Same as above.
2. The parents or guardians have the right to request an informal hearing and to question any witnesses present at the hearing.
3. If a hearing is requested, the District will make every attempt to schedule it within five days of the request and the suspension will be postponed until the hearing is held.
4. The student has a right to speak and to produce witnesses on his/her own behalf at the hearing.
5. At the conclusion of the hearing, the Building Principal will make the final determination as to any disciplinary actions to be taken.
6. For each day of suspension, the student will be required to make-up the time after school hours from 3:00 to 7:00 PM under the direction of a faculty member. Any student who does not show up for the scheduled time will be given one unexcused absence for each day missed.
7. Students may be suspended from extra-curricular activities for a period of up to 60 days as determined by the administration.

All disciplinary action will be made by the Principal. In all instances of suspension, the student has the responsibility to make-up exams and work missed and must be permitted the opportunity to complete the assignments under guidelines set forth by the administration.

Any student who receives a full suspension (four to ten days) will be placed on behavioral probation for a definite period of time to be determined by the Principal. During the period of probation, the student may be placed in Alternative Education. They may also lose the privilege of participating in extra-curricular activities and school functions. Parents will be notified of the behavioral probation, including the length of the period, the terms of the probation, and the possibility of further suspension or possible expulsion if violations of school rules continue. During the period of probation, the student's progress will be monitored by the Building Principal.

## **Expulsion**

More than ten days of out of school suspension which may include permanent removal from the school rolls. Students should be aware that the School Board may expel any student who consistently violates school rules and regulations or commits acts which endanger the health and safety of other students and staff members. Expulsion can only be done by the School Board upon the recommendation of the Superintendent.

## **Drug/Alcohol Policy**

### **I. Philosophy**

The Juniata Valley School District's responsibility is to safeguard the health and safety of all students; therefore, the use, possession, sale, or distribution of any drug, alcohol, misbranded substances, or drug paraphernalia on school property, on school buses, or at any school sponsored activity is prohibited. Since the abuse of controlled substances constitutes a health hazard, the administration of the School District will:

- Provide for controlled substance education in both the elementary and secondary schools. Instruction will be suitable to the age of the student.
- Cooperate with any law enforcement agency in the investigation of controlled substance use and/or sale.
- Seek the cooperation of students in controlling the use of controlled substances by students.
- Pursue any method or resource necessary to curtail drug problems.
- Maintain an identification, referral, and tracking system for at-risk children. The system is called the Student Assistance program (S.A.P.). For more information, please see board policy #227 on the district website.

### **II. Definitions**

Drugs: All prescription drugs, patent drugs, and controlled substances or volatile chemicals.

Prescription Drugs: Those medicines prescribed by a physician.

Patent Drugs: Those drugs sold over the counter without a prescription.

Controlled Substances: Those substances identified in the schedules contained in the "The Controlled Substance, Drug, Device, and Cosmetic Act" of the Commonwealth of Pennsylvania.



Alcohol: Beverages sold under state license containing alcohol.

Misbranded Substances: Those substances offered for sale or sold under the name of a drug or in such a manner as to give rise to reasonable probability that the purchaser will be led to believe he/she is purchasing a drug. This includes "look alike" substances.

Volatile Chemical: Those substances and/or inhalants containing dangerous or toxic properties. This includes, but is not limited to, gasoline, kerosene, butane, Freon, "rush", glue, and correction fluid.

Drug or Substance Paraphernalia: This includes any utensil or item which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to, roach clips, injection needles, pipes, bowls, rolling paper, "bongs", and marijuana seeds.

Expulsion: A suspension from school for a period exceeding ten school days and may include permanent deletion from the school rolls.

User: One who possesses or partakes of drugs, alcohol, misbranded substances, volatile chemicals, or drug paraphernalia.

Pusher: One who possesses for sale, sells, or distributes drugs, alcohol, misbranded substances, volatile chemicals, or drug paraphernalia.

Student Assistance Program: A multi-disciplinary team comprised of school personnel (teachers, specialists, administrators, nurses, counselors) and members of designated community agencies. The SAP Team has been trained to understand and identify the problems of adolescent chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students through procedures outlined in this policy. The SAP Team will have the ability to define and carry through a process of referral and tracking students identified to be a-risk.

SAP AD Hoc: A specialist with expertise in the areas such as chemical dependency, mental health issues, and school based assessment.

Use: The ingestion, injection, or inhalation of any drug or alcoholic beverage, and/or a condition or state of being of a student indicating to school authorities that such a student is under the influence of a drug (as defined) or alcoholic beverage, when either the ingestion, injection, or inhalation or

condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

Possession: As defined exclusively from "use", will mean the presence of a drug or alcoholic beverage on the person of a student, in any amount, in or on any item under the control of the student or owned by the student, when such presence of the drug or alcoholic beverage is observed, discovered, or has occurred in any setting in which students are responsible to school authority and/or supervision.

Distribution: As defined exclusively from both "use" or "possession", will mean the sale, transfer, trade, exchange, or aid therein, in any manner of any drug or alcoholic beverage from one person to another person, whether or not a student, when such distribution takes place in a setting in which said persons are responsible to school authority and/or supervision.

Cooperative Behavior: The willingness of a student and/or parent or guardian to work with staff and school personnel in complying with requests and recommendations of the members of the SAP Team and/or this policy and/or administrative guidelines.

Uncooperative Behavior: Resistance or refusal, either verbal, physical, or passive, on the part of the student and/or parent or guardian to comply with the requests or recommendations of the members of the SAP Team, and/or this policy, and/or administrative guidelines.

School Sponsored Activity: A meeting, gathering, class, or activity that is initiated, supervised, or coordinated by a school district employee, whether or not said school sponsored activity occurs on school property.

### **III. Enforcement Procedures:**

Emergency Situation: When there is evidence that a student is functioning under the influence of a controlled substance, the following procedure is in order:

1. The school nurse will be informed and involved at all times. School authorities will seek immediate medical attention.
2. Parents will be notified. The AD Hoc representative from drug and alcohol will be involved as needed.
3. Punishment will follow under the user/possessor procedure.
4. At the discretion of the administration, preliminary screening for alcohol abuse will be used.

User/Possessor (first offense): Each step to be followed as outlined:

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her locker, desk, car, and other possessions may be searched.
5. Three-day temporary suspension is issued.
6. Referral of the matter to Superintendent's office for informational purposes.
7. Full suspension of the student for a ten day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged). In any case, a parent conference must be held with the school administration before the student is readmitted to school.
8. Referral to the SAP Team. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.
9. The administration reserves the right to use its discretion in all first offense cases.

*User/Possessor (second offense and subsequent offenses):* Each step to be followed as outlined:

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her locker, desk, car, and other possessions may be searched.
5. Three-day temporary suspension is issued.
6. Referral of the matter to Superintendent's office.
7. Full suspension of the student for a ten day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged).
8. Referral to the SAP Team.
9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.
10. The matter will be referred to the Juniata Valley Board of Education for a hearing which may lead to expulsion.
11. The administration reserves the right to use its discretion in all second and subsequent offense cases.

*Pusher:*

1. State Police will be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her locker, desk, car, and other possessions may be searched.
5. Three-day temporary suspension is issued.
6. Referral of the matter to Superintendent's office.
7. Full suspension of the student for a ten day period after an informal due process hearing in the office of the principal within three days of the temporary suspension (if a conference can be arranged).
8. Referral to the SAP Team.
9. Referral to an approved drug counseling agency and documentation of follow-up on the part of the student. If this course of action is not followed, the administration reserves the right to file charges with the appropriate authorities.
10. The matter will be referred to the Juniata Valley Board of Education for a hearing which may lead to expulsion.
11. The administration reserves the right to use its discretion in all "pusher" cases.

*Illegal Drugs or Alcohol by Non Students:* A person who is not a student of the Juniata Valley School District who is suspected of, or known to be selling or providing drugs or alcohol to students, will be treated as follows:

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

*Self-Help:* When a student is seeking help, confidentiality must be honored. Students seeking self-help will not be subject to the discipline procedure as long as the recommendations of the SAP Team are followed. The administration will use discretion in all self-help cases.

*Prescribed Medications (Medical and/or Parental):* It is recognized that prescribed medications may need to be administered to students in school. This policy is not designed to infringe upon these circumstances. However, the school will develop procedures for housing these medications in a safe place and will administer the medication in a confidential manner.

## **Smoking and Tobacco**

Smoking or the possession of tobacco in any form is prohibited including electronic cigarettes or vaporizers before, during, or after school in the building, on the grounds, at all extra-curricular activities, on the bus, and on field trips. The penalties for violation are as follows: Please see Board Policy #222 on the district website for more information.

- First Offense: One (1) day of tutorial detention (3:00-7:00PM) and parent notification. The student will be referred to the local magistrate.
- Second Offense: Five (5) days of out of school suspension. A parent conference is required prior to readmission to class. The student will be referred to the local magistrate.
- Third Offense: Ten (10) days of out of school suspension. The parents are notified and informed of the possibility of expulsion on the next offense. The student will be referred to the local magistrate.
- Fourth Offense: The student is suspended out of school for ten (10) days and is referred to the Superintendent and brought before the School Board for possible expulsion. The student will be referred to the local magistrate.

## **Threats or Assaults on School Employees, Students, or Visitors**

A student may not intentionally do bodily injury or threaten a person, or be involved in intimidation, harassment, or extortion, or knowingly possess, handle or transmit any object that can reasonably be considered a weapon. Any acts of violence directed toward a teacher, administrator, staff member, student, or visitor to the school will result in an immediate suspension from school and the possibility of prosecution.

## **Harassment Policy**

Harassment is defined as deliberate unsolicited and/or unwelcome verbal comments, gestures, or physical contact. Any individual who harasses another student, teacher, or visitor will be subject to appropriate disciplinary action. Recent court decisions demonstrate that the Juniata Valley School District cannot tolerate or condone the existence of a hostile or offensive school environment in which harassment and intimidation are present. The Juniata Valley School District is

committed to ensuring that the school environment is free of harassment and other unlawful discriminatory practices. Employees, students, and visitors are encouraged to report any instances of harassment to any staff member, the Building Principal, or the Superintendent. The complaints will be examined promptly and impartially and, if found to be valid, proper disciplinary action will be taken.

### **Bullying/Cyber Bullying Policy**

The Board prohibits all forms of unlawful harassment and/or bullying of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Bullying shall consist of, but shall not be limited to:

- Hitting, kicking, shoving, spitting, taunting, name calling, degrading comments, threatening, obscene gestures, getting someone to assault another person, spreading rumors, social isolation, and cyber-bullying.
- Including exposure repeatedly and over time to such negative action(s) on the part of one or more individuals.
- Including an imbalance of power in which an individual has difficulty defending himself/herself.

The principal will alert parents to contact law enforcement officials for bullying or cyber-bullying that occurs off school grounds and outside of the school day. If the bullying creates a substantial and material disruption to the educational process or school environment, the principal may suspend students for bullying outside of school. However, this would require a substantial disruption to the school. Refer to Board Policy #249 on the district website for more information.

### **Hazing**

Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. This includes activities that endanger the physical or mental health of a student even if the student willingly participates. No administrator, coach, sponsor, volunteer or district employee shall permit, condone, or tolerate any form of hazing. Violations are to be reported to an authority figure not involved. (Policy 247)

### **Tardiness to School**

When the student is late for school they should report to the office upon arrival to sign in. Reasons for excused tardiness are:

- Appointment (excuse must include the beginning and ending time of appointment)
- Inclement weather

- Late buses

Any other reason is considered an unexcused tardy. Accumulated tardy times will be combined and will become illegal days.

### **Tardiness to Class**

After the third minor office referral for tardiness the student will serve a one hour after school detention. Office referrals for tardiness do not carry over into the next marking period.

### **Dress Code**

In order to create an atmosphere of learning, cleanliness, and safety, the following are guidelines for proper dress:

- Cleanliness and personal hygiene must be stressed at all times.
- Sandal, shoes, or some form of footwear must be worn at all times.
- Students are permitted to wear shorts or skirts of a conservative length.  
**Definition of conservative length: Shorts must be at knuckle length with a clinched fist and arms at the sides. Skirts or dresses must be at fingertip length with arms at the sides.**
- Clothing with reference to drugs, alcohol, tobacco products, weapons, sex, vulgar or inappropriate topics, or any other type of inappropriate dress, are not permitted to be worn in school.
- Students must wear clothing with an appropriate neckline.
- Two-piece outfits must cover midriff.
- Students are permitted to wear sleeveless, short sleeve, or long sleeve tops.
- All tops must have straps and intact seams from the arm hole to waist, no skin can be exposed. Strapless tops and dresses are not permitted.
- All undergarments must be covered by outerwear.
- See through tops may not be worn without a shirt that covers the undergarments.
- Hats, visors, bandanas, hoods or sunglasses may not be worn in school, this applies to all students.
- No coats may be worn without prior permission.
- Pocket chains or other material hanging from clothing is not permitted.
- **School officials may impose limitations on dress or articles that cause the disruption of the educational process or constitute a health or safety hazard.**

Violators will be asked to make necessary changes in their appearance and parents will be notified. The student may be sent home in cases where cooperation is not present. Detention may be assigned to repeat offenders. The administration reserves the right to use its own discretion in determining proper attire.

## **Leaving Assigned Area**

Students are not permitted to go to another classroom without a pass from the teacher in charge of the room to which they are going. This includes areas such as the computer lab, ag shop, band and chorus rooms, and the library. In order to better control movement in the halls, each student will be given **a pass from the room where they are assigned, and will sign out of that room with the time and date. This includes signing out to use the restroom or go to the guidance office.**

## **Cutting Class/Skipping School**

Any student found to be cutting class (Out of assigned area) will be assigned an after school detention from 3:00 PM to 5:00 PM. Skipping school (Leaving school grounds without permission from school personnel) will be assigned Tutorial Detention from 3:00 PM – 7:00 PM. The student will also be charged with an unexcused absence for the remainder of the day. Continued offenses will result in a more severe consequence, including possible alternative school placement.

## **Destruction/Removal of School Property**

A student may not cause or attempt to cause damage or steal or attempt to steal school or private property during a school activity on or off the school grounds. A student caught vandalizing, stealing, or being involved with firecrackers, smoke bombs, or small fires which could contribute to panic, will be suspended regardless of the cost of repair or replacement. The student must make restitution for damages and may be subject to prosecution.

## **Pagers/Beepers/Cell Phones/Electronic Devices**

Students may use cellular devices for the purpose of texting parents or communicating with individuals outside of school grounds prior to 8:05 AM, between class changes, during lunch, and after 2:54 PM. The goal of this guideline is to ensure that students do not disrupt or become distracted during academic periods of the day.

Students may use cellular devices, I-pods, etc. during study hall periods. This privilege is at the discretion of the study hall teacher. Cellular telephones or electronic devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property or while a student is engaged in school-sponsored activities,



unless expressly authorized in advance by the building principal or teaching faculty member for a specific purpose.

If a student is caught using a cellular device during times that are not consistent with this protocol, they will be subject to the following:

- 1<sup>st</sup> offense: electronic devices will be confiscated and sent to the office; they will be returned to student at the end of the day.
- 2<sup>nd</sup> offense: electronic devices will be confiscated and must be picked up by a parent or guardian. The student will be assigned to a morning detention – 7:00 to 8:00 AM.
- 3<sup>rd</sup> offense: student will be required to deposit all electronic devices in the office upon arriving at school. The student will be assigned to a 3:00 to 5:00 PM After School Detention and the students' parents will be required to have a conference with the Principal.

Any communication (text, tweet, post, etc.) that a student makes while on school grounds could be subject to disciplinary consequences by the school. This includes vulgarity, cyber bullying, or offensive or insulting material that would not be acceptable as a verbal statement in a classroom setting.

**Failure to immediately surrender an electronic device to a faculty member or the Principal will result in an immediate assignment of an afterschool detention and conference with the student's parent.**

A student who is a member of a volunteer fire company, ambulance or rescue squad may carry a beeper or pager with him/her if they have prior approval of the Principal and Chief of their volunteer organization.

## **Honor Policy**

The School District regards dishonest practices such as cheating as very serious offenses. Those individuals involved in cheating at school must be dealt with in a consistent, appropriate manner. The following steps will be taken when a student is involved in cheating at the high school:

### First Offense:

1. Student will be required to complete the assignment again.
2. Conference is held with parent/guardian, student, teacher, counselor, and administrator.
3. Student will be penalized a maximum of 20% of the possible points.

Subsequent Offense(s) in the same class:

1. 0% grade for the particular graded assignment in question.
2. Referral to the main office.
3. Conference is held with parent/guardian, student, teacher, counselor, and administrator.

**Public Display of Affection**

Students should conduct themselves in a manner that reflects a positive image upon themselves and their school. The showing of affection between students resulting in any physical contact is not acceptable behavior during school hours. Detention may be assigned to violators.

**Foods and Drinks**

Students are not permitted to have foods or drinks in the hallways and/or classrooms. This includes personal beverage containers, bottled beverages, coffee or other drinks from home or local retailers.

Grab and Go Breakfast must be consumed and properly disposed of in recycling and trash cans before the end of homeroom period.

**Discipline for Seniors**

Any member of the senior class whose behavior becomes extremely disruptive or otherwise unsatisfactory may be excluded from senior activities such as the Junior-Senior Prom, the senior class trip, and graduation ceremonies. The School Board will be informed, in advance where possible, of any senior who is excluded from graduation. Any senior who has been placed on out of school suspension for five (5) or more days during the senior year will not be permitted to take part in the senior class trip. Any member of the senior class who is sent home from the senior class trip for disciplinary reasons will not be permitted to take part in graduation, and will be subject to the code of discipline.

**FIELD TRIPS**

All field trips and class trips are considered an extension of the school day. Therefore, students are governed by the rules of the school and chaperones will enforce the discipline code. Prior to the date of the trip, the names of participating students and their discipline record may be reviewed by the building principal. Any

student with an unsatisfactory discipline review will not be permitted to participate in the trip. Attendance is mandatory for any student not participating in a field trip.

## **FLAG SALUTE**

It is the responsibility of every citizen to show proper respect for his/her country and its flag. The following guidelines will be observed:

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- Students who choose to refrain from such participation will respect the rights and interest of classmates who do wish to participate.

## **FREEDOM OF EXPRESSION**

Students have the right to express themselves in a polite manner unless such expression directly interferes with the educational process, threatens harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual's rights.

## **SCHOOL NEWSPAPERS AND PUBLICATIONS**

Students have the responsibility to avoid inaccuracies in publications, to refrain from indecent or suggestive comments, and to observe the rules of responsible journalism. Within these bounds, students have rights and are free as editors of their newspapers to report the news and to editorialize. The Principal and Administration reserve the right to publish or not publish any article.

## **RULES GOVERNING INTERSCHOLASTIC ACTIVITIES**

Students who participate in extra-curricular activities assume additional responsibilities. The student is a Juniata Valley High School Ambassador. Students should conduct themselves in a proper manner at all times and avoid situations that will bring embarrassment to Juniata Valley High School. General guidelines for participation include:

1. Students must meet the following academic requirements as set forth by the school:
  - a. All students participating in any activity will be required to maintain a passing grade in a minimum of four full credit subjects.
  - b. A regular check on grades is made each week. The teacher will indicate if the student earned a failing grade in the subject during the previous week, or if a student has a cumulative failing grade. If the student fails to pass four full credit courses, he/she becomes ineligible for the next week (Sunday through Saturday). In addition, the student must have passed four full credit subjects for a marking period. If not, he/she becomes ineligible for the first twenty school days of the next marking period. The final grades for the year will determine the eligibility for the start of the new school term.
2. Students serving either Administrative After School Detention or out of school suspension are not permitted to practice or participate in extra-curricular events during the day(s) of their Detention or suspension.
3. Violations of the law and other acts which bring dishonor or embarrassment to the school will be dealt with by each individual coach/sponsor with input from the administration, athletic director, and others from school/community as needed.
4. Students must be in school before noon in order to participate in the day's activities. A medical excuse is acceptable for student arrival after noon.
5. Students who leave the school building during the day due to an illness are not allowed to practice or participate in extra-curricular events that day.
6. Additional rules and regulations will be developed by each individual coach and will be valid for each participant in that particular activity.

## **HALL LOCKERS**

Students are assigned a hall locker each year. The locker is school property and is provided for student use only for those items relevant to school, such as books, paper, and jackets. School administration reserve the right to search a student's locker any time there is suspicion that it may contain items that are illegal or potentially harmful. Any such items found in the locker can then be confiscated by school authorities and used in disciplinary proceedings.

## **STUDENT INSURANCE**

Accidents do happen and injuries occur; therefore, as a service to our students, the Juniata Valley School District makes available an accident insurance policy through an insurance carrier. Proof of family insurance is required for all students who participate in extra-curricular activities. Any time a student is injured at school, he/she should report to the nurse for treatment and be certain that an accident report has been completed. If the student is injured at an extra-curricular event, the student must report to his/her coach/advisor.

## **PREGNANCY**

The following policy was adopted by the Juniata Valley School Board regarding the attendance of pregnant students: A student shall not be excluded or excused from school for reason of pregnancy unless the attending physician certifies that school attendance during the pregnancy would be harmful to the student.

## **DANCES**

Dances at Juniata Valley are intended to be social rather than money-making events. Therefore, the organization and administration of dances will be:

- Students attending dances:
  - A. 7<sup>th</sup> / 8<sup>th</sup> grade dances: Grades 7, 8, and 9.
  - B. 9<sup>th</sup> – 12<sup>th</sup> grade dances: Grades 9 through 12.
  - C. Junior-Senior Prom: Grades 11 and 12  
(10th graders may attend if escorted by a J.V. junior or senior.  
No exceptions.)
  
- All outsiders must be signed up in advance as to the name, address, age, school district, grade, and student who is accompanying (no one 21 or over will be permitted to attend).
  - D. 9<sup>th</sup> grade Valentine dance: Grades 7 – 12.
  - E. Homecoming dance: Grades 7 – 12.
  - F. Other organization dances: if the organization is senior high, grades 9 – 12 will attend. If there is a conflict, then the majority group will dictate as to junior or senior high participation.
  
- There will be at least three chaperones at all dances, which may be two faculty members, parents and one fire police, or one faculty member and two fire police. At least one janitor will be on duty and the sponsoring group will

provide students to aid in cleanup. The sponsoring group must assume the expense for janitorial and chaperone services whenever they are not normally scheduled.

- All students are subject to the discipline policies of the school and must also observe the following rules:
  - A. Observe all posted signs and instructions.
  - B. Observe instructions of the personnel on duty.
  - C. Once a student leaves the dance, re-admittance is prohibited with exception of an unusual circumstance approved by a chaperone.
  - D. All guests must:
    - be an escort of a student at Juniata Valley
    - be signed up in advance of the dance.
  - E. Loitering is prohibited in the parking lot and areas outside the school building.
  - F. Students must enter dances during the first hour.

## **CLASS AND ORGANIZATION OFFICES**

A student who fails to maintain a C average and an 84 citizenship grade may neither run for, nor hold an office in a class or organization. Officers will have a nine (9) week probationary period in which to meet conditions in this section. Failure to meet the conditions will mean dismissal from office.

## **TELEPHONE USE**

The phones in the high school office will not be available for student use except in an emergency. Prior to using the telephone, the student must have a valid hall pass signed by his/her teacher.

## **SPECIAL EDUCATION**

The Juniata Valley School District is committed to inform all stakeholders regarding the amendments to the Individuals with Disabilities Education Improvement Act (IDEA) that were signed into law by the President, December 3, 2004.

The Special Education Program is designed to meet the needs of students identified as eligible and exceptional.

The district operates Special Education Programs for students who are eligible for specialized instruction and help in their educational programs. The program is taught by specialists in their field and reinforced in the classroom.

The child receives specially designed instruction through supports such as: Learning Support, Emotional Support, Speech Support, Autistic Support, Vision Support, Deaf and Hard of Hearing Support, and Life-Skills Support. To receive Special Education, the student must meet the eligibility requirements.

### **Homelessness**

The McKinney-Vento Homeless Assistance Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. For more information on this Act and how the district may be able to help please visit <https://ecyeh.wikispaces.com/>

### **English Language Learners**

The district provides ELL services to those students identified in need of such services. All families will complete a Home Language Survey upon enrolling in the school district. As a result of the survey, students whose first language is a language other than English will be assessed in English proficiency in reading, writing, listening and speaking. A program will then be developed to meet the student's individual needs, dependent upon test results

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students (August 2016)**

#### **Notice to Parents:**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child

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

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

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

## **Evaluation Process**

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



## **Consent**

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

## **Program Development**

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

## **Confidentiality of Information**

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

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

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

<b>INTERMEDIATE UNIT</b>	
Tuscarora Intermediate Unit 11 814-542-2501 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	TIU Early Intervention Programming 814-542-2501 Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051
<b>SCHOOL DISTRICT OFFICES</b>	
Central Fulton School District 717-485-3195 Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District 814-685-3865 Forbes Road High School Ms. Maria Scott 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District 814-641-2104 Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District 717-436-2111 Administrative Office Ms. Jill Condo 75 South Seventh Street Mifflintown, PA 17059
Juniata Valley School District 814-669-9150 Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District 717-248-0148 Administrative Building Ms. Tracey Quigley-Jones 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District 814-542-2518 Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District 717-294-3400 Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District 814-447-5520 Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road	Corrections Education 814-658-4024 Trough Creek Youth Forestry Camp #3 Mr. Ronn Bargiel 4534 Tar Kiln Road

Three Springs, PA 17264-9730	James Creek, PA. 16657
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>	
Tuscarora Intermediate Unit 11 Ms. Linda Dell 2527 US Hwy 522 S McVeytown, PA 17051	
<b>CHARTER SCHOOLS</b>	
New Day Charter School 814-643-7112 Ms. Deb Goodman 256 South 5th Street. Huntingdon, PA 16652	Stone Valley Community Charter School 814-667-2705 Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652
<b>PRISONS</b>	
Huntingdon County Prison 814-641-2104 Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Mifflin County Prison 717-248-0148 Ms. Tracey Quigley-Jones 201 Eighth Street, Highland Park Lewistown, PA 17044

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## BELL SCHEDULE 2017-2018

**8:00**                      **HCCTC Bus Departs**

**8:05-8:10**                **Homeroom**

**8:12-8:56**                **Period 1**

**8:59-9:43**                **Period 2**

**9:46-10:30**              **Period 3**

<u><b>A LUNCH</b></u>	<u><b>B LUNCH</b></u>	<u><b>C LUNCH</b></u>
<b>LUNCH</b> <b>10:33 – 11:03</b>	<b>PD 4</b> <b>10:33 – 11:16</b>	<b>PD 4</b> <b>10:33 – 11:16</b>
<b>PD 4</b> <b>11:06 – 11:49</b>	<b>LUNCH</b> <b>11:19 - 11:49</b>	<b>PD 5</b> <b>11:19 – 12:02</b>
<b>PD 5</b> <b>11:52 – 12:35</b>	<b>PD 5</b> <b>11:52 – 12:35</b>	<b>LUNCH</b> <b>12:05 – 12:35</b>

**12:38 -1:22**                **Period 6**

**1:25-2:09**                **Period 7**

**2:12-2:56**                **Period 8**

**2:56**                        **Dismissal for all Students**

# **Juniata Valley School District Food Service Meal Charge Policies and Procedures**

## **Free and Reduced Price Meal Program**

Juniata Valley School District participates in the federal National School Lunch Program, which offers free or reduced price meals to qualifying families.

Free and reduced price meal applications are available at any time during the school year from the Food Service office, the JVSD website (<http://www.jvhornets.com>), and the Commonwealth of Pennsylvania COMPASS web site (<http://www.compass.state.pa.us>). In addition, applications may be filed online in the district's Skyward Student Access system.

Free and reduced price meal applications may be filed at any time during the school year if your financial situation changes. If you qualify for free or reduced price meals, please take advantage of the opportunity to provide nutritious meals for your child(ren).

## **Account Usage Guidelines**

- 1) Payments may be made at any time during the school year by cash, check or money order. Please use the envelopes provided for this purpose and be sure to write the student's name, homeroom, date and amount paid on the outside of the envelope. Please make checks payable to Juniata Valley Food Service. Post-dated checks will not be held.
- 2) Electronic payments may also be made to JVSD meal accounts through e~Funds for Schools (<https://payments.efundsforschools.com/v3/districts/55716/>). The

e~Funds for Schools site may also be accessed from the district's web page ([www.jvhornets.com](http://www.jvhornets.com)) and from the Skyward Student Access system.

- 3) All students must memorize their meal account PIN. This number is unique to each student's account and should not be shared with anyone.
- 4) A student receiving free or reduced price meals must take the required number and type of meal components in order to qualify for this benefit. Students who do not take the required number and type of meal components will be charged a la carte prices, resulting in charges (and possible negative balances) to their accounts.
- 5) If you would like to limit the type or amount of your child's purchases, a written request containing the student's name and your request must be submitted to the food service office.

### **Meal Account Balance Guidelines**

It is inappropriate for any JVSD Food Service customer (including employees of JVSD and their children or dependents) to overcharge and carry a negative balance in his/her meal account. In an effort to ensure the continued operation of the district's food service program, the following procedures have been established regarding account balances.

- 1) When a meal account balance is less than \$2.50, the cashier will inform the account holder that additional funds will need to be deposited into the account.
- 2) When a meal account balance is \$0.00 or less, the account holder will not be permitted to purchase any items other than a regular breakfast or lunch (reimbursable meal). This prohibition includes all items classified as a la carte purchases.
- 3) When the balance of a meal account assigned to an elementary student falls to -\$5.00, the parent or guardian will be notified by telephone of the negative account balance. A log containing the date, time, and person contacted will be maintained.
- 4) When a meal account balance falls to -\$10.00, a letter will be mailed to the parent or guardian of the account holder. No student will be denied a meal. However, when the -\$10.00 threshold has been reached in the account of a high school student, the student will be

offered an alternative meal that meets established nutrition requirements. Students with food allergies will continue to receive appropriate meals as addressed in their medical plans of care.

- 5) Significant delinquency in payment may result in a meeting with the food service director, building principal, business manager, and/or superintendent of schools. Continued delinquency may result in action taken through the office of the Magisterial District Judge.
- 6) Meal charges are cumulative from one year to the next throughout each student's enrollment in the district.
- 7) All unpaid meal charges must be paid in full before the student's diploma will be issued upon graduation from Juniata Valley High School.
- 8) If a student's meal account has a positive balance upon graduation or withdrawal from the district, the balance may be transferred to the food service account of a family member upon the receipt of instructions from the parent or guardian.
- 9) If a student's meal account balance is greater than \$5.00 upon separation from the district, the student's parent or guardian will be contacted regarding the disposition of the unused funds. Refunds will be issued only for amounts greater than \$5.00.

If you have any questions regarding our meal services, please do not hesitate to contact the food service office at (814) 669-9150, extension 4530.

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

**Notice to Parents**

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Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-3195	Forbes Road School District Forbes Road High School Ms. Maria Scott-Bollman 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Jill Condo 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Ms. Cheryl Casner 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>			
Tuscarora Intermediate Unit 11 Ms. Donna Waleski	814-542-2501		

2527 US Hwy 522 S McVeytown, PA 17051			
<b>CHARTER SCHOOLS</b>			
New Day Charter School Mr. Joshua Hicks -256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
<b>PRISONS</b>			
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## COPPA Children's Online Privacy Protection Rule

The Juniata Valley School District is committed to the safety of our students. Any student under the age of 13 that is asked to use an interactive online resource which requires a username or password must have parent consent before the child's teacher can create an account for the student. A list of the websites will be provided to the parents.