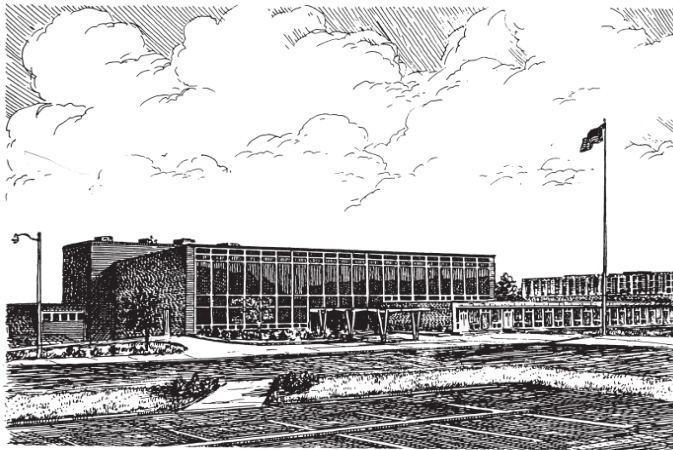


# ABINGTON SCHOOLS



**Excellence Is Our Standard**  
**2011-2012**  
**SENIOR HIGH SCHOOL STUDENT HANDBOOK**

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



# Our success is measured in degrees.

The Coca-Cola Scholars Foundation helps more than 1,000 students a year by awarding millions of dollars in scholarships. And we think you deserve a lot of the credit. That's because if you've enjoyed one of our products in the last 22 years, you've made it possible for us to support some of our nation's most promising students and future leaders. It's just another thing we're all doing to help make the communities we live in a little bit better. To learn more about what we're doing and why we're doing it, join us at [www.cocacola.com](http://www.cocacola.com)

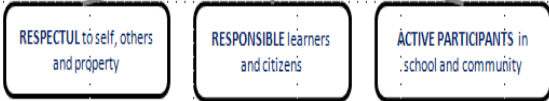


**Coca-Cola**  
Live a little better

©2010 The Coca-Cola Company

**School-Wide Behavior**

Ghosts are...



CLASSROOM

- \*Adhere to dress policy—no references to drug, alcohol or sexual innuendos
- \*Tolerate other peoples' differences
- \*Call people by name

- \*Turn off all electrical devices
- \*Arrive to class on time
- \*Wait your turn to speak if others are talking
- \*Stay focused on lesson (no texting)

- \*Bring materials to class (pen, books, work)
- \*Stay awake and alert in class
- \*Participate in class discussions

HALLWAY

- \*Walk in hallways without stopping
- \*Hands and feet to yourself
- \*Talk in quiet tone and use appropriate language

- \*Provide ID to staff if asked
- \*Hold doors for people behind you

- \*Place trash in cans in hallway

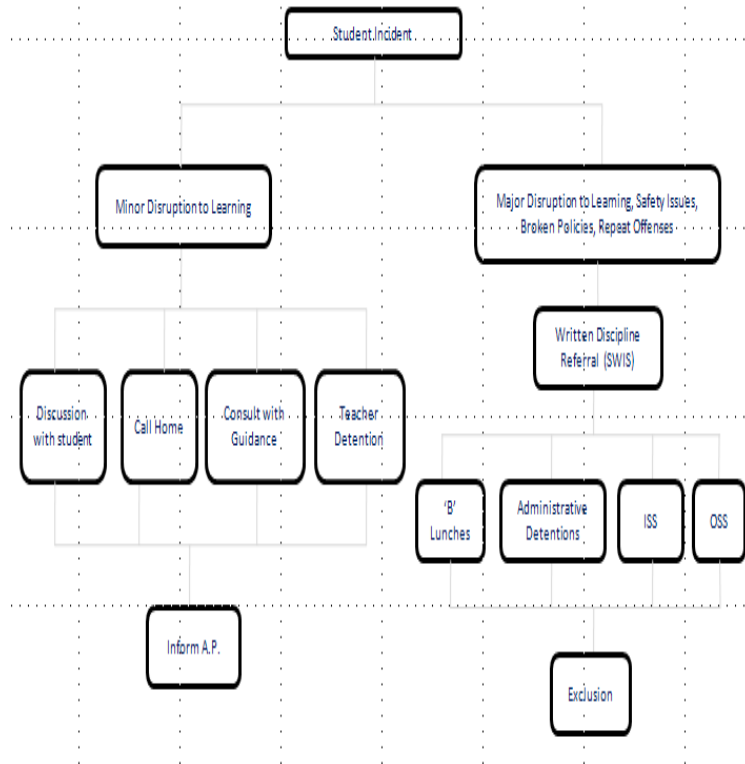
CAFETERIA

- \*Clean up trash from lunch area
- \*Use appropriate language
- \*Speak politely to cafeteria staff

- \*Remain in designated area during lunch
- \*Clean up table and floor

- \*Recycle trash in proper receptacles
- \*Eat healthy, well-balanced meals

# Disciplinary Flow Chart



## TABLE OF CONTENTS

<b>Staff Members 2011-2012</b> .....	1
<b>Daily Schedule</b> .....	4
Morning Arrival .....	4
Bell Schedule .....	4
Lunch.....	5
AMP TV .....	6
Eastern Center for Arts and Technology Schedule.....	6
<b>Academics</b> .....	7
Academic Requirements .....	7
Grading System.....	7
Honor Roll .....	8
Report Cards .....	8
Interim Progress Reports .....	8
Tutoring .....	8
Summer School.....	8
Dual Enrollment.....	9
Commencement Participation .....	9
Commencement Expectations .....	9
Naviance .....	10
<b>Course Selection</b> .....	10
Withdrawal from Course Policy .....	11
<b>Guidance Services</b> .....	12
College Admissions Seminars .....	12
College Visits.....	12
Armed Forces Recruiter Access .....	13
Abington Student Assistance Program .....	14
<b>Library Services</b> .....	14
<b>Assemblies</b> .....	15
<b>Cafeteria Conduct</b> .....	16
<b>Disciplinary Consequences</b> .....	16
<b>Student Activities</b> .....	17
Student Council .....	17
Student Council Officers .....	17
Class Officers .....	17
Fundraising.....	19
<b>National Honor Society</b> .....	19
National Honor Society Officers .....	21
<b>Clubs and Activities</b> .....	21
<b>Dramatic Groups</b> .....	21

<b>Music Organizations</b> .....	21
Instrumental Groups.....	22
Vocal Groups.....	22
Other Groups.....	22
<b>School Social Activities</b> .....	22
<b>Publications</b> .....	23
<b>Student Pictures</b> .....	23
<b>Gifts to the School</b> .....	24
<b>Athletics</b> .....	24
Interscholastic Sports Program .....	24
District One .....	24
Eligibility and Participation.....	24
Academic Eligibility and School Credits .....	25
Athletic Injuries .....	25
Varsity Letters.....	25
<b>Health and Physical Education</b> .....	26
Physical Education Excusals .....	27
<b>Health Services</b> .....	28
Physical Examinations .....	28
Immunizations .....	28
Health Conferences.....	28
First Aid and Emergency Cards .....	29
Medication Policy .....	29
Rules for the Health Room .....	29
School Insurance.....	29
Medical Excuses Required.....	29
Controlling Communicable Diseases .....	29
<b>Transportation</b> .....	30
Buses .....	30
Consequences .....	30
Automobiles and Parking .....	31
VEHICLE REGULATION FOR ALL STUDENTS.....	31
Student Parking.....	32
Cars .....	33
Parental Transportation.....	33
Bicycles .....	33
Mopeds/Motorcycles .....	34
<b>Student Expectations</b> .....	34
Care of Books.....	34
Student Dress.....	34
School Property.....	35
Student Identification.....	35
Student Obligations .....	35

<b>Safety</b> .....	35
Emergency Drills .....	35
Fire Drills .....	35
<b>Attendance</b> .....	36
Excused Absence .....	36
Perfect Attendance .....	37
Athletic/Activities .....	37
Unexcused Absence .....	37
Tardiness.....	39
Early Dismissal.....	39
Snow Days .....	40
Field Trips and Other Group Absences.....	40
Withdrawal from School .....	41
Change of Address.....	41
<b>Student Concerns</b> .....	41
Student Cheating/Plagiarism.....	42
<b>Discipline</b> .....	42
Suspensions and Expulsions .....	42
FYI .....	42
Drinking .....	43
Smoking .....	43
Tobacco.....	44
Drug Abuse .....	44
Prohibited Conduct.....	44
Technology.....	45
STUDENT AND STAFF ACCESS TO NETWORKED INFORMATION PROCEDURES: INTERNET/INTRANET ...	45
<b>Other Information</b> .....	45
Courtesy Code .....	45
Lockers/Searches.....	46
Senior Scholarship Day.....	47
School Publications, Web Site Newspapers, and Electronic Media.....	47
Electronic Devices.....	47
Working Papers.....	48
Visitors.....	49

**BOARD OF SCHOOL DIRECTORS**

Raymond McGarry, Esq., President  
Jeffrey P. Bates, Esq., Vice-President  
Ms. Susan A. Arnhold  
Mrs. Andrea Lawful-Trainer  
Mrs. Jeannette Maitin  
Adam M. Share, Esq.  
Mr. Barry J. Stupine  
Mrs. Michele R. Tinsman  
Mrs. S. Shirley Weiss

Amy F. Sichel, Superintendent  
Jeffrey S. Fecher, Principal  
Rodd K. McCuen, Associate Principal  
Cosimo Fiorino, Assistant Principal  
Ernest Johnson, Assistant Principal

**Alma Mater**

Rise up and stand as one  
For dear old Abington;  
Do not fail but heed the fight  
For the Maroon and White.  
We will ever cherish thee,  
Victory or defeat it be.  
Staunch and true, our loyalty  
To dear old Abington.  
Many days and years may come  
To dear old Abington.  
Storms may rise and winds may blow;  
But our thoughts to thee will go.  
Let not memories faded be  
As we go, o'er land and sea.  
Alma Mater, all hail to thee,  
Hail to dear old Abington.

Written by David Haupt, 1915

**To All Abington  
Senior High School Students:**

This handbook is written to guide you through your senior high school experience by providing suggestions, reviewing important rules and explaining procedures. Schools, like all communities, must have rules, regulations and standards for successful operation, safety, and civility. With student achievement as our purpose, it is essential that you adhere to the rules and regulations governing Abington Senior High School to make this mission a success.

You need to familiarize yourself with this handbook for your personal success at this school. After reading this handbook, you may still have questions about various aspects of Abington Senior High School. Please address these questions or concerns with one of the staff members listed in this book.

Please understand that this book may be used as a guide to behavioral expectations; however, please note that there will be occasions wherein behavior expectations will not be directly addressed in this book.

Remember –

Ghosts are:

**RESPECTFUL** to self, others, and property

**RESPONSIBLE** learners and citizens

**ACTIVE** participants in school and community

Have a successful and enjoyable school year at Abington Senior High School!

Dr. Fecher, *Principal*

**STAFF MEMBERS 2011-2012**

**ADMINISTRATION**

Dr. Jeffrey S. Fecher .....Principal  
Mr. Rodd K. McCuen .....Associate Principal  
Mr. Cosimo Fiorino ..... Assistant Principal/Athletic Director  
Mr. Ernest Johnson ..... Assistant Principal  
Mr. Joseph Tagliaferro.....Coord.of Student Support Services  
Ms. Debra Heaven..... Supv. of Special Education Department

## **Faculty**

### **English:**

Mr. James Lodewick .....English Chair  
Ms. Maureen Boland  
Ms. Kristen Caiazzo  
Mr. Bradley Geiger  
Mr. Brian Griffin  
Mr. Jonathan Hunt  
Ms. Lauren Kalinowski  
Ms. Mindy Katz  
Ms. Nancy Kelly  
Mr. Joshua Levandoski  
Ms. Julie Martinez  
Ms. Miriah Minges-Klusman  
Mr. Bryan Quigley  
Mr. Daniel Rendine  
Ms. Jill Sandler Ligi  
Mr. Albert Saylor  
Mr. Shawn Simmons  
Mr. Brian Turner

### **Mathematics:**

Mr. James Rizzuto .....Mathematics Chair  
Ms. Heather Cohen  
Ms. Kristine Cohen  
Ms. JoAnn Colletto  
Ms. Christa DiMassa  
Mr. Blase Fiorino  
Mr. Anthony Hall  
Mr. Jaeson Han  
Ms. Kristy Heysler  
Mr. Robert Holmes  
Mr. John Kusner  
Ms. Barbara O'Neill  
Ms. Brianna Pezzato  
Ms. Connie Remar  
Ms. Michelle Ritterman  
Mr. Bradley Schneider  
Mr. John Tinney  
Ms. Marion Utain  
Ms. Anne Marie Ventura  
Mr. Brian Wenders  
Mr. Michael Zanetti

### **Science:**

Mr. Bradley Palmer .....Science Chair  
Ms. Doretta Agostine  
Ms. Gloria Brown  
Mr. Ryan Cragle  
Dr. Marianne Deakyne  
Mr. Robert Hartung  
Mr. Joseph Hendrzak  
Mr. Charles Jacobs  
Ms. Jordana Lacy  
Mr. James Lavelle  
Ms. Jessica Levin  
Mr. Louis Pompili  
Ms. Judith Pyle  
Mr. Brian Spencer  
Ms. Dola Spering  
Mr. Anthony Viscariello  
Mr. John Warnek  
Mr. Gary Wiley  
Mr. Ryan Williams  
Mr. Harold Wright

### **Social Studies:**

Ms. Kathleen Hauger .....Social Studies Chair  
Mr. Robert Banks  
Mr. Kristopher Brown  
Mr. Kevin Conlin  
Ms. Jaime Farrington  
Ms. Katherine Freeland  
Mr. James Garry  
Mr. John Gillespie  
Ms. Michelle LaPlante  
Ms. Melissa Lindinger  
Mr. Jon Morrisette  
Mr. Christopher O'Donnell  
Mr. William Penderghest  
Mr. Gregg Rosenfeld  
Mr. DeWitte Shipley  
Mr. Timothy Sorber

### **World Languages:**

Ms. Mary Kirchner ...Supervisor of World Lang  
Ms. Erin Alderfer  
Ms. Natalina Buccì  
Ms. Maria Coppolino  
Ms. Ester Eichler  
Mr. Fernando Garcia-Esteban  
Ms. MaryJo Garcia-Miles  
Ms. Kristen Greiner  
Ms. Sharon Grosch  
Ms. Karla Holt  
Ms. Bertina Hsu-Miller  
Ms. Rachel Infante  
Mr. Thomas Kummer  
Ms. Ann Menichelli  
Ms. Jessica Mischel  
Ms. Katie Ann Spotts

### **Art:**

Ms. Nicole Caracciolo  
Mr. David Ferro  
Mr. Stephen Lupo  
Mr. Richard Metz

### **Business:**

Mr. Dave Daubenspeck .....Business Chair  
Mr. Charles Grasty  
Ms. Lori Hansen  
Ms. Lisa Zieske

### **ESOL:**

Mr. Jeffrey Slemmer

### **Family/Consumer:**

Ms. Anita Anello

### **Guidance:**

Mr. Joseph Tagliaferro .....Coordinator  
Ms. Pamela Duncan  
Ms. Tina Ferebee  
Ms. Kelly Miller  
Ms. Alexia Myslinski  
Ms. Rhonda Paules  
Ms. Casey Shapiro  
Mr. Eric Vorchheimer  
Ms. Teresa Wallace  
Ms. Nicole Williams

**Health/Physical Education:**

Mr. Douglas Moister ..... Health/P.E. Chair  
Mr. William Schmidt ..... Trainer  
Ms. Amanda Deering  
Mr. Jeffrey Franko  
Mr. Randy Garber  
Mr. David Torresani  
Ms. Barbara White  
Ms. Helen White

**Health Services:**

Ms. Susan Duda  
Ms. Patricia O'Hara

**Librarians:**

Ms. Dawn McGee  
Ms. BettyJane Neary

**Music:**

Mr. Joseph DeTato  
Mr. Timothy Godsall-Myers  
Ms. Nancy Voigt

**Psychologists:**

Mr. Gary Frazier  
Dr. Megan Pashley

**Reading:**

Ms. Sherry Cooper  
Ms. Debra Jack  
Ms. Lauren O'Connor

**Resource Officer:**

Det. Sydney Scarborough

**Special Education:**

Ms. Debra Heaven .....Supervisor of Sp. Ed.  
Ms. Bethany Adduci  
Ms. Nicole Callahan  
Ms. Kimberly Campbell  
Ms. Samantha Cerasi  
Mr. Brian Crognale  
Mr. Michael Deni  
Ms. Heather Flynn  
Ms. Bridget Fogarty  
Ms. Caroline Gimbel  
Mr. Jeffrey Gutgesell  
Ms. Gretchen Hansen  
Mr. John Hoffman  
Ms. Amy Moffett  
Mr. Steven Prendergast  
Ms. Roseanne Propato  
Ms. Kathleen Rafter

**Speech/Language Therapist:**

Ms. Janine Rizzo

**Assistant Athletic Directors:**

Ms. Julie Martinez  
Mr. Douglas Moister

**Mission Statement**

Abington Senior High School, a diverse and culturally rich community, educates and supports all students in a safe learning environment that fosters self-worth, the achievement of individual and collective goals and the attainment of standards of excellence in order to prepare productive, contributing members of society.

"The following information is a condensed summary of Abington School District Board Policies and Superintendent Administrative Procedures as well as the Pennsylvania School Code and other applicable laws and regulations.

For further details, please refer to the Board Policy Manual."

## DAILY SCHEDULE

### Morning Arrival

All students are to enter the building through Cafeteria A and B. Students that drive or are arriving by School District provided transportation should enter directly through Cafeteria A and B. Students being dropped off by alternate means should enter through Cafeteria A or B.

Upon arrival, students may proceed to their lockers or head to period one class.

If you wish to use the library, you may sign a special sheet with the teacher or hall aide in the corridor by Cafeteria A. You should then proceed immediately to the library.

Morning arrival is an ideal time to schedule an appointment with a teacher or counselor.

### Regular Bell Schedule

	7:25		
	7:35		Late warning bell
1	7:40-8:35	55 minutes	(Amp TV)
2	8:39-9:26	47 minutes	
3	9:30-10:17	47 minutes	
4	10:21-11:08	47 minutes	
5	11:12-11:59	47 minutes	
6	12:03-12:50	47 minutes	
7	12:54-1:41	47 minutes	
8	1:45-2:35	50 minutes	(Announcements)

**Late Arrival Bell Schedule  
(Two Hour Delay)**

1	9:40-10:10	30 minutes
2	10:14-10:39	25 minutes
3	10:43-11:08	25 minutes
4	11:12-11:57	45 minutes
5	12:01-12:46	45 minutes
6	12:50-1:35	45 minutes
7	1:39-2:04	25 minutes
8	2:08-2:35	27 minutes

**Early Dismissal Bell Schedules**

<b>Schedule A</b>		
1	7:40-8:20	40 minutes
2	8:24-8:56	32 minutes
3	9:00-9:32	32 minutes
4	9:36-10:08	32 minutes
5	10:12-10:44	32 minutes
6	10:48-11:20	32 minutes
7	11:24-11:56	32 minutes
8	12:00-12:35	35 minutes
Teacher's Lunch 12:40-1:25 45 minutes		

<b>Schedule B</b>		
1	7:40-8:10	30 minutes
2	8:14-8:39	25 minutes
3	8:43-9:08	25 minutes
4	9:12-9:37	25 minutes
5	9:41-10:06	25 minutes
6	10:10-10:35	25 minutes
7	10:39-11:04	25 minutes
8	11:08-11:35	27 minutes
Teacher's Lunch 11:40-12:25 45 minutes		

When assemblies are held, a modified bell schedule will be followed. The schedule may omit specific periods (1, 2, 3, 7, and 8) on a rotating basis.

**Lunch**

There are three lunch periods: fourth, fifth, and sixth periods. You will be assigned to a specific lunch period. Each of the two cafeterias has two main serving lines, one for hot and one for cold platters. Both lines serve milk, sandwiches, and desserts for students who bring their lunches from home.

You are encouraged to relax and enjoy your lunch while conducting yourself with good manners.

After you have eaten your lunch, clear the tables of your dishes, trays, and trash, depositing each in designated areas and trash receptacles.

**You are to remain in one cafeteria during the lunch period unless:**

1. To pass between cafeteria A and B, you are to go outside.
2. If you want to go to the library, report there first and sign in before going to the cafeteria for lunch.
3. A pass is obtained to go elsewhere prior to reporting for lunch.
4. You are not to take food from the cafeteria without faculty permission. Lavatories are available to you at the first floor "T" during lunch periods. Aides and assigned teachers supervise the cafeteria areas.
5. Recreational activities/items are available during lunch periods (basketball, jump rope, ping pong). Students must sign up for activities with cafeteria staff.
6. You are responsible for taking your lunch tray to the wash area. Throwing a tray in the trash will result in disciplinary actions including suspension and payment for item.

**AMP TV**

Announcements are "broadcast" to you each morning. This program is staffed by members of the Media Production Program.

The contents of the program include appropriate musical themes, announcements for the day, sports results, and activity "commercials." All announcements to be made should be written on the proper form available in the mailroom and should be placed in the "Public Address" mailbox in the mailroom by 4:30 of the day before they are to be made. All announcements must bear the faculty advisor's signature and will be read only once. If they are to be repeated, a new copy must be submitted. Outside activities must be approved by Mr. McCuen.

**Eastern Center for Arts and Technology Schedule**

**A.M. STUDENTS**

7:25	Abington High School to Eastern
7:45-10:30	Eastern classes
10:30-10:40	Eastern to High School
10:40-10:50	Report to Attendance Office (A108)
10:50-11:10	Lunch
11:14-11:45	Begin period 5 and regular schedule

**P.M. STUDENTS**

7:40-8:30	Period 1
11:14-11:45	Lunch — period 5
11:45-12:00	High School to Eastern
12:00-2:45	Eastern
2:45-3:00	Eastern to Junior High School

Two hour delay, no A.M. Eastern classes. P.M. Eastern in session on two hour delay days report to the Attendance Office upon arrival, then proceed to Library.

This schedule will result in approximately equal instruction time for all periods in the course of the school year as periods 4, 5 and 6 will not be omitted for

assemblies, pep rallies, early dismissals, or late arrivals. Accommodation is made in period 7 for the afternoon announcements when necessary.

## ACADEMICS

### Academic Requirements

A major subject requires out-of-school preparation and provides point credit at the rate of class periods per week X 2. A minor subject requires less out-of-school preparation and provides credit at the rate of class periods per week X 1, with the exception of some music courses.

You are required to schedule a minimum of fifty (sophomores fifty-five) points (exclusive of aquatics, health, and physical education) during the academic year. This minimum in grades eleven and twelve must include at least four major subjects which earn ten or more points per year. In grades nine and ten, every student is required as part of his/her total program to include the following ten-point subjects: English, World Civilizations, Mathematics and Science.

In making course selections, you should study carefully *Let's Look Ahead*, the curriculum planning guide. *Let's Look Ahead* does not set a limit on the number of courses that may be taken in any particular year. This involves a decision that can best be made on an individual basis. You, however, should not overload your schedule: the quality of work is equally as important as the quantity of subjects taken. After decisions on course selections have been made (with parental approval), you will be expected to complete and follow your schedule for the entire school year.

### Grading System

Student grades are based on the following system:

A .....	90-100%
B .....	80-89%
C .....	70-79%
D-Passing Grade.....	65-69%
E-Failing – eligible for Summer School.....	40-64%
F-Failing – ineligible for Summer School.....	0-39%

The final grade will be calculated as follows:

Marking period I.....	20%
Marking period II.....	20%
Midterm Exam.....	10%
Marking Period III.....	20%
Marking Period IV.....	20%
Final Exam.....	10%

### Seeing the teacher to arrange making up the work is your responsibility.

Students achieving a grade less than 40% are not permitted to attend summer school.

### **Honor Roll**

Students who achieve a 3.5 grade point average, based on a 4.6 scale, will be named to the Honor Roll. All courses are included in determining Honor Roll status, with the exception of physical education, health and aquatics. Students who achieve a 3.5 grade point average will be named to the regular Honor Roll and students who achieve a 4.0 will be named to the Distinguished Honor Roll.

### **Report Cards**

Report cards are prepared and printed by computer with one copy sent to your home. If you believe there is a mistake in the spelling of your name, address, or in your grade, bring this to the attention of your counselor immediately. If you move, you must provide proof of residency to the registrar of the high school before a change of address can be made to your records. The report card schedule for the 2011-2012 school year is as follows:

<b>Report Period</b>	<b>Period Begins</b>	<b>Period Ends</b>
1	September 9	November 14
2	November 15	January 30
3	January 31	April 4
4	April 10	June 15

### **Interim Progress Reports**

Interim Progress Reports will be sent to your home approximately 5 weeks after the beginning of each marking period. Information regarding academic progress can be viewed daily by the use of Skyward.

### **Tutoring**

At some time during your high school years, you may require special help in understanding the subject matter in a particular course. You are encouraged to seek assistance from your teacher. Classmates in the National Honor Society also provide a peer tutoring service to all students.

Abington does not encourage the use of commercial tutors, unless all other avenues of assistance have been tried. The school does not endorse any tutors, recommend fees, or make guarantees that such tutoring will produce a passing grade. Employment of any faculty member of your building as a tutor is not permitted.

Mathematics and Science tutorial assistance is available during the school day. Guidance staff may assign students to a tutorial session during a study hall period. Students that are assigned must attend the tutorial session.

### **Summer School**

Remedial courses are offered in summer school. It is important for you to understand that five-week make-up courses do not duplicate course offerings during the school year. It is impossible to provide in twenty-five days the same learning experience provided over a 184-day period. Therefore, emphasis will be directed toward the basic skills and concepts in each course. Because of the lack of comparability between summer school make up courses and those taught

during the school year, a "C" is the highest grade attainable in a summer school make-up course. You may repeat courses in summer school in order to raise your grade. In all cases both grades will be reported on the permanent record, report card and on transcripts to institutions of higher learning.

A complete list of summer school offerings will be distributed each year in the spring.

Students may retake a course that they earned a D grade to raise to a C grade. GPA will be computed based on earned C grade.

Students entering summer school to raise a grade of E will have their GPA computed based on a grade of D.

### **Dual Enrollment**

For the 2011-2012 school year, Abington Senior High School will offer a Dual Enrollment Program with Pennsylvania State University (PSU), Abington College. This program will provide high school juniors and seniors the opportunity to earn college credit while completing their high school education. Through this partnership, Abington Senior High School students will be able to enroll in college courses approved by Abington School District at a 50 percent tuition reduction. Interested students and parents should contact the Guidance Office or visit the Guidance Department website for more information on the Dual Enrollment application process.

### **Commencement Participation**

In order to be included in commencement activities, students must complete all required courses with a passing grade. This includes a state, mandated graduation project.

Course requirements and point eligibility for graduation are clearly designated in ***Let's Look Ahead***.

All must participate in the mandatory graduation rehearsal in order to take part in the commencement exercise.

### **Commencement Expectations**

The commencement ceremony is a time honored tradition. It is expected that graduating seniors will abide by all school rules and regulations in order to provide the school community with the opportunity to appropriately recognize the achievement of each and every graduating senior.

Conduct that is disruptive or disrespectful may result in consequences that may include suspension, expulsion and the holding of the diploma.

### **Valedictorian and Salutatorian**

In order to be eligible to become the Valedictorian or Salutatorian, it is expected that a student would have been enrolled in the high school for at least two full academic years. However, the final decision will be made by the building administrative team.

### **Scholarships and Awards**

From your entrance in Abington Senior High School to your graduation, you will be formulating your plans for a career. For some of you this will directly follow your graduation, for others it will come after completion of advanced training courses, and for still others it will come after one or more college degrees. No matter what your future plans may include, if you qualify, you may apply for any one of the following examinations or scholarships. You should never forsake your plans for advanced or college training because of financial problems until you have investigated these possibilities:

Cooperative Work-Study  
Service Academies  
Programs (at many colleges)  
ROTC Scholarships

Please see your guidance counselor for a list of available scholarships also located on Naviance.

### **Naviance**

The Guidance Department utilizes the Naviance Family Connection program for college and career planning. This comprehensive, web-based program, available to all junior and senior students, allows Abington students the opportunity to explore their interests and careers in a variety of ways. The Do What You Are Self Discovery Personality Type assessment and Career Interest Profiler provide students with valuable information on personal strengths and career interests. The college planning tools and Scattergrams provide layers of research through which Abington students can make informed decisions about pursuing post-secondary education. For more information on this program, contact your student's Guidance Counselor or visit the Guidance Department website.

## **COURSE SELECTION**

All eleventh and twelfth grade students must schedule a minimum of 50 points each semester during the school year. Sophomores must schedule 55 points per semester; the minimum course load must include at least four subjects that earn 10 or more points each.

The course selection process for an ensuing academic year covers a period from February to the end of June. Requests to change original course selections will not be honored after the process is completed in June.

After the course selection process is completed, students are required to follow their new schedules for an entire school year.

Students are encouraged to make their course selections carefully in the spring as changes in the fall will be approved only as a result of a scheduling error.

Students must list a minimum of three alternatives as elective choices with their guidance counselor during the spring scheduling session. A request to change your first or second semester schedule in September must be submitted to your guidance counselor. Your guidance counselor will advise you of the feasibility of

your request. Your guidance counselor may record your request and present the information to the Senior High School Scheduling Committee. The Scheduling Committee consists of the guidance counselors and Building Administrators. All requests submitted by the guidance counselors will be reviewed and all Scheduling Committee decisions are final.

In the case of approved changes, a notation is recorded on the permanent record as either "WP" (withdraw passing) or "WF" (withdraw failing).

New students who enroll after the opening day of school will be scheduled in the subject areas if available, that correspond to the schedule followed in the sending school.

A student may be enrolled in an elective subject on an audit basis, under certain conditions, but subject to the limitations of available class space. Although a student receives no point credit under audit status, the subject can be included in meeting the minimum 50 (sophomores 55) point course load requirement. Students enrolled on an audit basis would include:

- A student repeating a subject already passed with a grade of "D" or higher.
- A student who desires to pursue continued study in a selected elective subject, but without an entry on the permanent record for course/GPA credit. A student enrolled in a subject on an audit basis is required to attend all class sessions, complete all assignments and take the necessary examinations. Processing of these special requests would require that:
  - Initial approval of the department chair must be obtained before the request is considered in an administrative/guidance staff meeting.
  - A maximum of one (1) subject can be scheduled on an audit basis.
  - An approved audit status is irrevocable and remains in effect for the length of the course.
  - An entry (unsatisfactory) would be made on the permanent record at the end of the school year for those audit students who fail to meet classroom obligations.
  - In every case where a student is enrolled in a course on an audit basis, the teacher will be so informed by the department chair.
- Once enrolled in an elective subject, the student may not revert to an audit status.

#### **Withdrawal from Course Policy**

Prior to the close of the first marking period, for a full year course or the third marking period for a second semester course students may obtain guidance and their assistant principal's approval to withdraw from a course without academic consequence (the course will not appear on the high school transcript). Following the close of the first marking period, Students who are granted permission to withdraw from a course will receive a withdraw passing (WP) or withdraw failing (WF) notation on the report card and transcript. Students who withdraw from a course with a passing grade will not receive credit, full or partial, for the course. Students who withdraw from a full-year course will not be eligible to take that course in summer school.

## **GUIDANCE SERVICES**

To avoid confusion and to permit counselors to be of greatest service to you, definite procedures have been drawn up to enable you to avail yourself of guidance services. These procedures are to be strictly adhered to by the guidance staff and by you unless an emergency situation presents itself.

Any student desiring a conference with his/her counselor should stop at the guidance office before school or after school in order to make a definite appointment at a mutually agreeable time. No student is permitted to miss any regular subject matter class or assembly except in case of an emergency.

The counselor will issue a pass to the student. The student should proceed directly to the guidance office; do not loiter on the way. Upon arrival the pass is then to be presented to the guidance secretary who will check and return it. If for some reason the counselor cannot keep the appointment, the guidance secretary will send the student back to study hall after rescheduling the conference.

Students who make appointments are expected to keep them. If for some unexpected cause an appointment cannot be kept, the counselor should be notified as soon as possible. Only through the observance of such courtesy can the counselor be of greatest help to all students.

### **College Admissions Seminars**

Parents and students are invited to Abington School District's seminar program for college admissions. Abington Senior High School guidance counselors will be presenting on important college admission topics.

For Senior High School parents and students: All meetings are at 7:00 p.m. in the Senior High School Auditorium/Audion with the exception of the College and Career Fair which is at 7:00 p.m. in the Senior High gymnasium and the Senior High Cafeteria B.

<b>Date</b>	<b>Topic</b>
September 20, 2011	Completing the Admission Application
October 17, 2011	College Admissions: An Overview
November 16, 2011	How to Evaluate a College
December 6, 2011	Testing: PSAT, SAT and ACT
January 17, 2012	Financial Aid Process: Guest speaker: Ms. Bonnie Behm, Director of Financial Assistance Villanova University
February 2, 2012	Completing the FAFSA
March 7, 2012	Parent Course Selection Workshop
April 19, 2012	College and Career Night:

### **College Visits**

The selection of a college or other institution of higher learning is one of the most important decisions you will ever make. It is a decision which will require careful study and analysis. A well planned visit to an educational institution is a significant part of this study and analysis. A "Visitation Guide" was written in

order to encourage such visitations without endangering the progress of your high school work.

Contact the college admission office well in advance to schedule an appointment. Try to arrange the visit so that, if possible, you will not miss any classes. If you must be excused from school, you are required to follow these procedures:

A written parental permission note must be presented to the assistant principal's office at least two days in advance of the anticipated trip. The note must include mention of the exact day(s) that you will be absent and include the fact that an appointment has been scheduled.

The assistant principal's secretary will give you a Teacher Consent Form—Excused Absence which must be signed by your guidance counselor and all teachers of classes you will miss. Thus, the teacher is informed in advance that you will be absent on specifically stated day(s). The form also enables the teacher to give you any assignments prior to the trip. The teachers may refuse permission if missing class could seriously jeopardize your scholastic grade or progress.

You must then return the signed Teacher Consent Form—Excused Absence, to the assistant principal's secretary before leaving school prior to the day of visitation. If everything is in order, the assistant principal will then sign the parental permission note. The form is then forwarded to the Attendance Office and is your excuse note for the day.

College visitations, although legal absences, do count against qualifying for a perfect attendance award.

Adherence to the above procedure will assure you of making up the missed work without penalty.

#### **Armed Forces Recruiter Access**

The Pennsylvania Department of Education interprets Public Law 107-110, No Child Left Behind Act of 2001, Section 9528 (Armed Forces Recruiter Access To Students and Student Recruiting Information), and Pennsylvania law Act 10,1991, 51 P.S. § 20221-20225 in the following manner:

##### **Access to Student Recruiting Information:**

All local educational agencies (LEAs) must provide to military recruiters or institutions of higher education, upon request, access to secondary school students (i.e., juniors and seniors) and directory information on those students. The state military affairs law requires the release of directory information consisting of a list of secondary male and female students by name, home address and telephone number. Both the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002 reflect these requirements. The list will be compiled by the first day of the academic year in which the senior students will graduate.

##### **Same Access to Students:**

Each local educational agency receiving assistance under the No Child Left Behind Act of 2001 shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

Student's directory information will be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities.

Consent of Parent or Student:

If a parent or student would like the student's name, address and telephone listing excluded, please submit a written request to the office of the Principal as soon as possible so that this request may be accomplished.

### **Abington Student Assistance Program**

Students should feel comfortable talking to staff members about situations that they believe are dangerous to an individual or a group. Being a responsible member of the school community includes informing adults when you are concerned about a situation that may be a threat to the health, safety or welfare of any member of the school community.

Abington School District recognizes that alcohol and drug abuse as well as the stress of living in a chemically dependent family environment represent a serious and prevalent threat to its youth. The school setting is an appropriate environment for providing help. Abington School District recognizes its responsibility to provide intervention programs for the promotion of an increased awareness of problems and resources related to alcohol and drug abuse.

A program has been initiated to assist at-risk students in coping with personal problems related to alcohol and substance abuse. The "Abington Student Assistance Program" (ASAP) is now in place, and it meets the requirements of Public Law 99-570 "Pennsylvania Guidelines for the Drug-Free School and Communities Act of 1986."

A staff team has been carefully selected and professionally trained to serve as a support group to aid students. Referrals to the team may be made by a student, self, a parent or a staff member. If there is a need to refer a case or to intervene, the parents may be contacted by a member of the staff team. In addition, all high school faculty members have received in-services training both in assisting at-risk students and in identifying students with problems of alcohol and substance abuse.

A part of the function of the ASAP at the high school is to involve a state certified provider of therapeutic and counseling services to assist students in need of professional help. A trained mental health professional is in the high school and is available to parents, student, and staff.

### **LIBRARY SERVICES**

An area where you can find a lot of help during your three years of high school is the Norman W. Schmid Library Media Center. The library media center is open Monday through Friday from 7:00 a.m. until 4:00 p.m. Students who wish to use the library media center during study hall may get a library pass from a teacher or from the library media center before school. Students may also come to the library media center before and after school and during lunch periods.

Certain procedures are in effect to facilitate access to library media center materials. These rules help to assure that the materials you need are in the library media center when you need them. Briefly, these regulations are:

- Computerized circulation of library materials will involve use of your own patron bar code, to be kept on file at the library media center.
- All books, except reference books, magazines, and books on special reserve, may be borrowed for a two-week period. Late books borrowed on a two-week basis are subject to a fine of ten (10) cents a day.
- Reference books may be borrowed on an overnight basis at the end of the seventh period. You must return them the following morning before the first class period begins. Fines for late overnight materials are twenty-five (25) cents a day.
- Back issues of magazines circulate for one week. Fines for late magazines are ten (10) cents a day.
- When any item is two weeks overdue you may be referred to the assistant principal for disciplinary action.
- When a book is lost, you should report the loss to the library media specialist who will inform you of the cost of the book. If you find the book after you've paid for it, or if the book is returned to the library media center, your money will be refunded, less the fine.

The library media specialists are there to assist you when you need them. They can help with book selection for reports and leisure reading, with research for term papers, with finding facts and other information. They can also help with information searching on the computer network.

The library media center is equipped with extensive networked computers, Access PA interlibrary loan, a photo-copy machine, and printers. Student have access to the Cyber Lounge featuring laptops, digital camcorders, digital cameras, color printers and scanners and a variety of media production programs. In addition, desktop computers and laptops are available for student access to reference databases, internet searching and myriad computer applications. All of the above can be utilized by our students, with a student I.D., throughout the day as well as before and after school. Since the library media center is a place for reference work and study, please remember to cooperate by studying quietly and by being considerate of other students and of school property. Also remember to consume all food and beverages before entering the library media center.

## **ASSEMBLIES**

You will soon discover that assemblies are an integral part of your school life and occur on an established schedule. Special assemblies may be called at any time. All-school assemblies and pep rallies are held in the gymnasium. Other assemblies for classes or certain designated groups are held in the auditorium.

## **CAFETERIA CONDUCT**

Students are expected to:

- Be responsible for the cleanliness and order of the table that they have selected.
- Select a permanent seat and table for the year.
- Wait to be dismissed by the cafeteria aides.
- Keep the area free of litter at all times.
- Be responsible for taking your lunch tray to the wash area.

Students who do not abide by basic expectations for an orderly and clean cafeteria environment will be assigned disciplinary consequences by the assistant principal.

## **DISCIPLINARY CONSEQUENCES**

A teacher may detain you after school for misconduct, to make up incomplete work, or for additional instruction. This is usually arranged a day ahead in order to enable you to provide for your transportation home. Administrative detentions may also be assigned.

A "B" study hall may be assigned for infractions of general school rules. Such things are cutting class; truancy; misbehavior in the corridors, cafeterias, or assemblies; tardiness to class; eating outside the cafeteria, and other such general rule infractions which may in the judgment of an administrator be detrimental to your welfare, the welfare of other students, or the welfare of the school in general are the basis for these assignments.

Additional hours will be assigned if you do not arrive at "B" study hall on time or if you cut "B" study hall. If you are persistently tardy or fail to report, you will be suspended from school.

School service may also be assigned by your assistant principal for minor infractions of school rules. Failure to comply with assigned school service hours may result in suspension from school.

"B" Lunch/Study Hall Locations:

Period 4 = Room 117

Period 5 = Room 117

Period 6 = Room 117

Teacher Referrals:

A Discipline Referral form will be issued for offenses which are hindering student success in classroom activities, such as:

- Chronic lateness to class
- Insubordination
- Refusal to comply with positive intervention strategies
- Disruption
- Any other behavior deemed to be problematic

If you have a medical appointment on a day on which you are assigned a consequence, you must first clear with the assistant principal or his secretary and you must present written evidence on the doctor's letterhead of having kept the

appointment. The same rule applies in the case of a teacher consequence for make-up work or misconduct.

Diplomas, report cards, and other school records are not issued until all obligations are cleared.

You are usually assigned a consequence for the next day to enable you to arrange transportation.

## **STUDENT ACTIVITIES**

### **Student Council**

The Student Council represents you officially in all school matters. You should select members of Student Council carefully so that you are represented by good, strong leadership. Regulations concerning membership, elections, activities, responsibilities, and scope of its authority are clearly described in the Abington High School Student Council Constitution.

You, as an Abington student, whether you are an elected officer, a cabinet representative, or merely an interested student, may attend all meetings and participate in all activities.

Your Student Council's strength lies in its knowledge of student needs and its ability to lead students in the direction of a better school community. It can represent you and be an effective force in the life of the school only if you support, cooperate, and remain informed of its activities.

Student Council officers for the school year 2011-2012 are listed below. Contact them if you have suggestions which would improve student life or if you wish to work on special committees or projects during the year. They are looking for students who are willing to work to make the school better serve the students.

### **Student Council Officers**

President – Benjamin Salus  
Vice President – Juliette Pailin  
Secretary – Taylor La Rosa  
Treasurer – Samantha Bradley

Student Council representation is based upon your social studies assignment. Class Council representation is also selected through social studies class.

### **Class Officers**

Class of 2012  
President – Benjamin Mills  
Vice President – George Mason Thompson  
Treasurer – Mary Catherine Muschett  
Secretary – Emil Gruber

Class of 2013

President – Taylor Grandy  
Vice President – Abbie Starker  
Treasurer – Antonia Karasavas  
Secretary – Ryan Breen

Class of 2014

President - T.B.A.  
Vice President - T.B.A.  
Secretary - T.B.A.  
Treasurer - T.B.A.

During your high school career, you will probably participate in many activities with your fellow classmates under the leadership of your class officers. Through years of experience, the following regulations have evolved which govern the election of these officers.

- The class officers are president, vice president, secretary, and treasurer.
- The voting is done by secret ballot or by voting machine.
- Any candidate may campaign for the office for which he or she is a candidate. The active campaign week will begin at 8:00 a.m. on Monday of the week following Student Council elections; balloting will end prior to 4:00 p.m. on Friday. This may be rescheduled if a primary election is needed.
- Any student wishing to run for office will file an application form with the Class Sponsor. Three days during the week prior to the active campaign week will be designated as the time for filing the candidate application forms.
- Primary elections will be held for any office in which there are more than three candidates who have filed application forms for a given office. The three candidates receiving the most votes will then be placed on the final ballot.
- A write-in vote will be accepted provided that the name indicated is not that of a person who was previously declared ineligible for office. All write-in candidates' election campaigning will be entirely controlled by the Class Sponsor.
- Candidates will not campaign on the basis of a "slate" with other candidates. The purpose is to elect the voters' choice for each office.
- Posting of campaign material shall conform to the regulations for the use of bulletin boards and any regulations set up by an election committee of the class.
- Portable campaign material such as badges, cards, and tags that can be worn on clothing or person may be used during Campaign Week at all times (no placards or banners).
- All campaign publicity such as posters, tags, and cards shall be handmade and shall represent expense only in the basic cost of the materials used.
- Speeches supporting the candidates may only be made by the candidate or members of his campaign committee at a class meeting called during assembly period in Campaign Week.  
Polling places and times for voting will be announced during Campaign Week.

The entire election process, i.e., the preparation of ballots and balloting itself, and tallying the vote, will be supervised and conducted by an Election Board headed by the class officers.

The tally of ballots will be certified to the class advisors by the Election Board and complete election returns will be posted as soon as possible after the election.

Each class will have a Cabinet composed of one representative, from each social studies class. These cabinet members shall be elected the last week in September following the election of Student Council representatives. Members of the Student Council are not eligible for election to the Class Cabinet.

### **Fundraising**

Policy of the Board of School Directors specifies that students may not sell or solicit door-to-door for funds to support clubs or organizations operating within the school. Club fundraising activities must be cleared through the Student Council and approved by the assistant principal.

ALL FUNDRAISING PROJECTS MUST BE CONDUCTED TO SUPPORT CLUBS OR ORGANIZATIONS OPERATING WITHIN THE SCHOOL. SALES FOR "PRIVATE" OR NON-SCHOOL RELATED ACTIVITIES ARE PROHIBITED.

### **NATIONAL HONOR SOCIETY**

The Abington Honor Society is a chapter of the National Honor Society and it fully adheres to the rules of the parent organization. Admission requirements are fourfold: scholarship, leadership, character and services. The following guidelines are designed to clarify each requirement.

**Scholarship**-The student who possesses scholarship:

- Has a minimum of 3.4 cumulative grade point average.

**Leadership**-The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

**Service**-The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity; Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties.

- Volunteer's dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in interclass and inter-scholastic competition.
- Does committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers and students.

**Character**-The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability.)
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- Have powers of concentration and sustained attention as shown by perseverance and applications to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

The following procedures are used when considered for admissions to the Abington Chapter of the National Honor Society.

1. Each fall all juniors and seniors who have a cumulative average of "B" or 3.4 at the end of the previous school year are notified by letter that they may wish to be considered for membership in the National Honor Society. Interested students are asked to return a card indicating the activities in which they are involved. A student who fails to meet the scholarship requirement by the eleventh grade could qualify by the beginning of the first semester in his/her senior year provided his cumulative average beginning with the ninth grade is 3.4.
2. By computer, the activities cards are sorted and lists are developed and sent to each activity sponsor for evaluation of each student on a 1 to 5 scale.
3. The entire faculty is sent a list of eligible students for the National Honor Society and is asked to evaluate each student on a 1 to 5 scale on both leadership and character.
4. A computer printout compiles all the information together in a profile of each candidate. A faculty committee appointed by the principal makes the final decision on who is to be admitted. Students who are admitted are notified by mail.

The major activity of the National Honor Society is providing tutoring service to all students. Other activities include the fall induction service and reception and awarding of a scholarship at graduation. This is considered one of the highest honors bestowed upon a student. However, if you fall below the standards upon

which you were elected to membership, you can be dropped from the chapter upon the recommendation of the National Honor Society Council.

### **National Honor Society Officers**

2011-2012 School Year

President—T.B.A.

Vice President—T.B.A.

Secretary—T.B.A.

Treasurer—T.B.A.

### **CLUBS AND ACTIVITIES**

Activities are an integral part of the program of Abington High School, providing an opportunity for involvement in areas of interest outside the classroom. It should be remembered, however, that success is not measured by the number of activities in which you participate, but rather by the quality of your participation in each.

- A wide variety of clubs and related activities is open for your participation. Since sponsors, meeting times, and student interests change from year to year, the number and types of clubs vary somewhat each year. If a group of students wishes to organize a new club, they should:
  - have ten or more interested students.
  - find a faculty sponsor.
  - present a proposal to the Student Council.
  - be approved by a two-thirds vote of the Student Council.

Likewise a faculty member may initiate a club and announce his intention to recruit members.

Several points to keep in mind regarding the organization of clubs are:

- There are to be no secret fraternities or sororities.
- There are to be no restrictions or quotas as to race, sex, creed, or color, national origin or physical handicap.
- There are to be no clubs to promote the doctrines of or the affiliation with a specific religious sect or political party.

### **DRAMATIC GROUPS**

In addition to sports and club activities, many students find it fun and rewarding to participate in dramatic presentations. You may not be able to schedule a class in dramatics in your program; however, there are a number of presentations for which you may compete for parts.

Theatre is one way our community and school population are made aware of the talents and abilities of Abington students.

An all-school musical is presented in the Spring. Drama productions also are presented during the school year.

### **MUSIC ORGANIZATIONS**

There are many opportunities for you at Abington High School if you are interested in music. You should contact the band or orchestra directors if you

play an instrument or the vocal director if you are interested in joining a choral group.

### **Instrumental Groups**

The Concert Band is a major subject scheduled for five periods per week.

Marching Band is an extracurricular activity. Tryouts take place during the spring band clinic. The Marching Band season begins with a two-week camp in August. During the school year, practices take place after school.

The Marching Band performs at football games, local and regional competitions and other community events.

Opportunities also exist to participate in the high school Orchestra. Membership is based on instrumental experience, proficiency, and approval of the director.

The high school Jazz Band provides opportunities for interested and qualified students to perform a wide repertoire of jazz music. Weekly rehearsals are held after school.

### **Vocal Groups**

The Mixed Chorus is a large choral group which performs a wide variety of choral literature for the school community. Student membership is based on the approval of the director. This group is considered a major subject and is scheduled five periods per week.

The Select Choir is a small select group of students who perform many concerts during the school year.

### **Other Groups**

Indoor Color Guard and Abington Percussion Theater meet after school and offer no school credit. Membership in these groups is based on tryouts.

## **SCHOOL SOCIAL ACTIVITIES**

Various recognized organizations sponsor student functions during the school year. The following are rules associated with these activities:

- All school social functions are "closed" affairs. To attend, you must be an Abington student.
- Dress shall be appropriate for the occasion. The price of the dance tickets must be cleared with the director of student activities.
- All dances and music must be school appropriate.
- Any infraction of school rules at a school sponsored function such as drinking, smoking, profanity, careless auto driving, vulgarity, and so on, will result in disciplinary action, suspension and expulsion (see page 28).
- To eliminate fire risks, decorations of hay, fodder straw, confetti, or flammable paper may not be used.
- In general, party and dance decorations must be removed the very night of the function after the party or the dance ends. Special permission must be obtained to remove the decorations the next day.
- No substances may be placed on the floor for dancing.
- Screws, nails or other pointed instruments may not be fastened into the woodwork. Scotch tape may not be used.
- There shall be no fraternities or sororities in Abington Senior High School.

- Meetings of any organizations affiliated with the school must be held in the school. Special arrangements may be made, if necessary, for a particular program outside the school if permission is granted by the director of student activities or assistant principal.
- Arrangements for special programs, field trips, etc., should be approved and cleared through the sponsor and the director of activities to avoid conflicts in calendar dates.
- Dances are open to all students. The only exceptions to this are "dated" affairs where one member of the couple must be a member of the sponsoring group (Senior Prom, Junior Prom, Sophomore Hop, etc.)

## **PUBLICATIONS**

Abington High School provides many opportunities for you to participate in the communication arts. Having taken the journalism course is not a required prerequisite; however, the experience would most likely be valuable for certain positions on the staff.

The *Abingtonian* is the official high school newspaper. Approximately eight issues are published per year, including an eight to twelve page Senior Issue which is distributed near graduation time. This special issue features the graduating seniors and a review of the year.

Working on the high school yearbook the *Abington Oracle*, offers a different kind of experience in publications. The yearbook is published each June by a staff headed by seniors; however, underclassmen with sufficient time, talent, and interest, are encouraged to join the yearbook staff.

Students interested in writing news stories may wish to join the News Bureau. Students write and submit news releases to the local and daily area newspapers and radio stations. Photographers, typists, reporters and announcers are needed.

The literary magazine, *The Spectre*, concentrates on the publication of creative writing and art. Contributions from all students are encouraged; and staff members read, edit, and evaluate all types of material—short stories, verse, plays, essays and art.

Publications operate under a Publication Code developed by a Faculty-Student Committee.

## **STUDENT PICTURES**

Early each fall, your picture will be taken during a scheduled time. Prints of varying sizes in color and black and white will be offered to you for a packet price. There is no obligation on your part to buy these. However, students might enjoy exchanging wallet sized prints with their friends, and parents enjoy a pictorial record of your high school years.

In addition, during final examinations in your junior year, you should schedule your senior portrait for the following year. Announcements will be made regarding times and locations. Prints of these also will be offered to you with no obligation if you do not wish them.

## **GIFTS TO THE SCHOOL**

Often the Student Council and Senior Class present a gift by which to be remembered. This gift is carefully selected and is one which will contribute in some way to the education, enjoyment, or esthetic appreciation of students who follow.

Should your class or Student Council decide to give a gift, it will accumulate the money for this gift from the sales of directories, class insignias, special projects, class drama productions, and any profits from class dances or proms. For more details, see Board Policy Statement located on the district's website re: Gifts and Bequests, 8/2008

## **ATHLETICS**

### **Interscholastic Sports Program**

Each student athlete will be issued a copy of the 'Student Athlete Handbook'.

The interscholastic program at Abington Senior High School is a member of the National Conference of the Suburban One League. The program operates under the rules and regulations of the Suburban One League and the Pennsylvania Interscholastic Athletic Association.

**Responsibility:** The principal, in all matters pertaining to athletics, has full responsibility and control.

**Membership:** All public high schools in the Commonwealth of Pennsylvania are under the control of the Pennsylvania Interscholastic Athletic Association. Abington High School is part of the PIAA's District One.

**Purpose:** The purpose of the P.I.A.A. is:

- 1) To promote health of participants.
- 2) To promote education.
- 3) To control competition.

**District One:** District One is composed of Bucks, Chester, Delaware and Montgomery Counties. Each district is controlled by a district committee elected by the high schools of the district. This committee has full charge of athletics in the district.

**Eligibility and Participation:** All students wishing to compete in athletics at Abington Senior High School must comply with all PIAA rules governing student eligibility. These rules can be found at [www.piaa.org](http://www.piaa.org) or by contacting the Athletic Director.

All athletes must be amateurs. If a pupil has been absent for 20 days except for illness, injury or quarantine, he/she is not eligible for sixty days after his/her return to school.

No athlete may participate with any outside athletic organization until he/she first receives the approval to do so from the Athletic Director. Pupils of the ninth grade may compete on high school teams as deemed appropriate by the coaching staff and school administration.

All pupils who participate must have parental consent and the approval of a private physician; all athletes must be examined prior to the sport season.

Additional policies regarding student eligibility and participation can be found in the "Student Athlete Handbook" which is distributed to each athlete at the start of the season.

**Academic Eligibility and School Credits:** Eligibility must be checked each week. In order to be eligible, a pupil must have passed at least four full-credit subjects or the equivalent, during the preceding semester.

### **Athletic Injuries**

Athletics involve physical activities which could create the possibility of severe or permanent injury. Therefore, care in participation in those activities is critical. If you participate in the athletic program, you should be aware of the administrative policy covering injuries to students.

Each student contemplating participation in district/interscholastic athletic programs must undergo an eligibility medical examination by the family physician. Examination forms, secured from the school nurse, must be completed by the physician, signed by the parent and returned to the school health office prior to practice or participation in any sport.

Athletic eligibility lists based on the written medical report will be compiled by the school nurse and submitted to the coach or coaches of the sport for which the student has been examined.

With the exception of senior high interscholastic football, the Abington School District will not assume the cost of treatment for injuries suffered in athletic activities.

The Abington School District will purchase insurance against expenses for injuries suffered by students participating in senior high school interscholastic football when such expenses are not covered by family or student insurance policies.

Students who elect to participate in any district sponsored athletic activities are urged to purchase insurance providing coverage for sports programs.

### **Varsity Letters**

You should be especially proud if you qualify to wear the Abington "A" which indicates that you have ably represented your school in competition with other schools and have shown a high achievement in both athletic prowess and sportsmanship.

Each individual sport has its own requirements in regard to participation during a season and you can easily secure this information from your coach.

There are certain other requirements of a more general nature in addition to the specifics within a sport area.

- 1) Attend all practices; report on time; leave only when excused. If circumstances arise whereby a student cannot be present for practice,

he/she must personally report to the coach before the practice session.

- 2) Be present at all scheduled contests unless otherwise excused by the coach.
- 3) Represent Abington High School with high standards of conduct at all times.
- 4) Observe all training, rules outlined by the respective coach.
- 5) Strive to win; but win or lose, be a good sport.
- 6) Take pride in the care of all items of uniform, supplies and equipment.

Any team member may receive a varsity letter after three years of competition in that specific sport upon the recommendation of the respective coaches.

Shall special circumstances justify such action; a varsity letter may be awarded to you upon the recommendation of the respective coaches and athletic director.

If you wear the "A" of Abington, you have a responsibility, not only to yourself but the school, to wear it proudly and not to bring reproach upon the school by conduct unbecoming a varsity athlete on or off the field.

During the time that you as a letter-winner are a student of Abington, the varsity letter may be denied or revoked whenever your conduct does not meet the above mentioned standards. When an occasion of this type arises, you should meet with the coach, athletic director, a representative of the administration, and team captain or team representative to resolve whether or not you are worthy to receive or retain the varsity "A".

#### **The Galloping Ghost**

*You may have wondered when and how Abington got its mascot, the "Galloping Ghost." It all began back in 1931. Glen Snodgrass, at that time the football coach at Abington, had played football at the University of Illinois in the 1920's with Red Grange, the original "Galloping Ghost". Because of their friendship, Red Grange was invited to speak in Abington. The School adopted the "Ghost" as its mascot at that time.*

#### **HEALTH AND PHYSICAL EDUCATION**

The aim of the physical education program is to provide you with opportunities to develop skills, understandings, and interests so that you can govern and control body movement and become physically educated. Physical education involves physical activities which could create the possibility of severe or permanent injury. Therefore, care in participation in those activities is critical. Because of the physical activity involved in these classes the following procedures and rules are to be followed:

##### **Young Women**

The following uniform will be worn during physical education class:

1. Athletic shirt (preferably plain)
2. Gym shorts (no cut offs)
3. Athletic socks and sneakers
4. Warm-ups (sweat suits) are recommended.

For your own personal safety in participation, no jewelry may be worn.

Hair must be secured by a barrette or rubber band. It is recommended that valuables be left at home on physical education days.

Athletic clothing worn in physical education class should not be worn in other classes.

### **Young Men**

The following uniform will be worn during physical education class:

1. Athletic shirt (preferably plain)
2. Gym shorts (no cut offs)
3. Athletic socks and sneakers
4. Warm-ups (sweat suits) are recommended.
5. Athletic clothing worn in physical education class should not be worn in other classes.

### **Physical Education Excusals**

You will be taking physical education each year while you are in high school. There may be times, however, when it may become necessary for you to be excused from participation for a period of time. There are certain procedures with which you should be familiar. All excuses from parents and doctors must be presented in the health suite before school. Do not bring the original excuse to your gym teacher. The nurse will give you an excuse which must be presented to your teacher at the scheduled meeting of your gym class.

Specific regulations will be clarified by your physical education teacher.

Students excused from physical education are not expected to participate in interscholastic or intramural activities, marching. The following procedures are also important for you to know:

- All daily excuses from physical education must be brought to the health suite the first thing in the morning.
- Repeated single excuses from physical education will be evaluated, and a medical note utilizing the form below will be required.
- In the case of long term excusals (over four weeks) from physical education, the doctor should indicate the diagnosis and suggest the adapted alternative program for the length of time to be excused, utilizing the form below.
- Placement and responsibility for students temporarily excused from physical education will be decided by the physical education chair and guidance counselor.
- Work vital to the sequence of learning and/or student safety must be made up.
- Students excused from physical education are not expected to participate in interscholastic or intramural activities, marching unit, or cheerleading after school.

Dear Doctor:

Please complete this form for your patient who requires modification of his/her physical education program.

Name of Student

Condition requiring Modification of Physical Education Program

Date of Treatment Began

Activities in Which Student Cannot Participate

Activities in Which Student Can Participate

Date Student Can Return to Regular Program

Additional Comments:

Physician's Signature

Students should return this form to the school health suite promptly. No retroactive medical excuse notes will be accepted.

**HEALTH SERVICES**

**Physical Examinations**

Examinations are required by law upon original entry into school and in the sixth and eleventh grades. Parents are requested to have these examinations completed by family physicians. Reports of these examinations are due at the opening of school in September. A test for tuberculosis is required on original entry and in other grades upon the direction of the Pennsylvania Department of Health. A special examination may be required at any time. Parents unable to have examinations completed or secure medical care should contact the school nurse for assistance.

Temporary or permanent health problems should be reported to the school. The school will report to the parents in writing or through a home visit by the school nurse any deviations from normal health that are discovered or suspected in school.

**Immunizations**

Pennsylvania Department of Health regulations require that all students attending school must be fully immunized. The only exceptions to these regulations are those students for whom immunization is not medically advisable or those for whom immunization is contrary to religious or moral convictions. Students who are not fully immunized will be prevented from entering school.

**Health Conferences**

All students are seen each year in a conference. Height, weight, vision and hearing testing, and a review of the immunization record are part of the conference. Reports of unsatisfactory findings are sent home to parents by note with the student, through the mail, or through a home visit. Parents are requested to return reports promptly to the school after advice of the family physician has been obtained.

### **First Aid and Emergency Cards**

No care will be given in school beyond first aid in accidents and illness under written orders of the school physician.

Emergency cards with written authorization for further care and names of physicians and other persons to be called in an emergency are on file in each school. Emergency cards are due at the opening of school in September. Parents are requested to arrange necessary transportation when a student needs to go home, to the family doctor, or to the hospital. The school will immediately summon a physician (the family physician if possible) or an ambulance in cases of serious emergency. No student may leave the school for health reasons without prior authorization of the principal or health services.

### **Medication Policy**

All medications must be brought to school by a responsible adult, not by the student. Medication may be administered by school personnel only when the medication is in a prescription bottle and correctly labeled by the pharmacist. The label must include the student's name, name of medication, dosage, directions, physician's name, and a current date. These medications should be given to the school nurse. A copy of the prescription and a note from the parent requesting that the medication be administered are required. Students in possession of unauthorized substances including prescription medication could result in disciplinary consequences which may include suspension.

### **Rules for the Health Room**

Students must obtain a pass from the teacher in order to visit the health room during school hours.

No student will be admitted without a pass except for emergencies. Between classes go to your next class to report before going to the health room, except in cases of emergency.

### **School Insurance**

This is a contract between the student and the insurance company. Parents are responsible for filing all necessary claims. Coverage is extended to all injuries in school including athletics except high school football in grades ten through twelve. All injuries must be reported immediately to the nurse, office, or to a member of the faculty in order for the student to be eligible for an insurance form. Parents are encouraged to secure school insurance.

### **Medical Excuses Required**

All students restricted from school activities, including physical education and aquatics, must present a note from the family physician describing the condition and advising the kind and length of restriction. Permanent excuses must be renewed at the opening of school each year. For further information on medical excuses see the nurse. Medical notes may be required for three-day absences and for students with repeated absences. Parents are urged to notify the school about students who may be absent for more than two days.

### **Controlling Communicable Diseases**

The list below indicates the time period which students should remain home from school when having contracted any of the following communicable diseases:

**Chickenpox** — Six days from appearance of rash.  
**Impetigo** — Until judged by the school nurse or child's physician.  
**Pediculosis (Lice)** — Until judged by the school nurse or child's physician.  
**Acute Conjunctivitis (Pink Eye)** — Twenty-four hours from start of appropriate therapy.  
**Respiratory Streptococcal Infections** (Including Scarlet Fever and Tonsillitis) - Not less than seven days from the onset or 24 hours from the start of appropriate therapy.  
**Ringworm (all types)** — Until judged noninfective by the school nurse or child's physician.  
**Scabies** — Until judged noninfective by the school nurse or child's physician.

Students returning to school after recovery from any of the above diseases should present a note from the attending physician. Students excluded because of suspicion of disease requiring isolation may be readmitted if a physician certifies that they were not suffering from the disease.

## **TRANSPORTATION**

### **Buses**

Bus transportation is provided for all Abington students who live outside a one and one-half mile radius of the school.

For added convenience late buses are scheduled at 4:15 p.m. and 5:15 p.m. for all students who remain after school in order to participate in sports or other activities. (See posted—Late Bus Schedule). You may not ride these buses unless you have a bona fide pass to present to the driver. Students who are on an athletic team or who take part in an extra-curricular activity which meets for a significant length of time will be issued a season bus pass which is filled out in ink by the coach or activity sponsor. Students who report after school to a teacher for the purpose of academic assistance, making up a test, or using the library facilities on a one-day basis will be issued a one-day pass which will be taken up by the bus driver upon entry.

Bus trips are designed to carry the maximum number of students, keeping in mind the best possible transportation schedule for all students in the school. You must ride the bus to which you are assigned with the exception of those students who stay in the afternoon and ride the sports or activity buses home. Should some emergency or special arrangements at home necessitate your riding a different bus, written permission must be obtained from the assistant principal.

It is expected that reasonable behavior will be observed during the time you are riding school buses. Infractions which jeopardize the safety of the bus and of the other students cannot be permitted. It is the duty of the bus driver to report to the teacher on bus duty any instances of student misbehavior on the buses. From this point the information will be turned over to the assistant principal for further action. All school rules apply on the bus.

### **Consequences**

Violating bus rules will result in disciplinary action which may include suspension from the bus and/or school.

### **Automobiles and Parking**

The operation and parking of your automobile is under the supervision of the assistant principal.

If you intend to drive a car to school either regularly or occasionally, you must have a student parking permit clearly displayed on the bottom inside corner on the passenger's side of the windshield. Failure to obtain a sticker and properly register the vehicle will result in disciplinary action and/or a citation/towing from the Abington Police Department. Students who apply for motor vehicle parking privileges on District property will be required to sign a statement indicating that they are aware that their motor vehicles may be searched when:

1. parked on school property, and
2. there is reasonable suspicion of the presence of any item or items, possession of which constitute a violation of policies or laws.

Absent a signed statement, a search may still be conducted.

Car registration dates and locations will be announced at the beginning of the year. A registration and driving regulation packet will be distributed when cars are registered.

To secure this permit, you must present a current insurance policy which indicates that you, as the driver, have liability insurance and property damage insurance. If you are an uninsured driver, you will not be permitted to park on school grounds.

Your registration always requires a \$50.00 per school year fee, your valid driver's license, your proof of insurance, and all signed registration forms.

Should you drive a different car to school due to emergency reasons or purchase a different car, this must be reported to the assistant principal's office immediately before school.

If you should purchase a different car, please remove the old sticker from your car and bring it to the assistant principal. All Pennsylvania Motor Vehicle Code rules and regulations will apply to the operation of vehicles on school grounds.

### **VEHICLE REGULATION FOR ALL STUDENTS**

1. All Pennsylvania Motor Vehicle Code rules and regulations will apply to the operation of vehicles on school grounds. Violations to the PMVC or ASD driving regulations will result in loss of driving privileges without refund, and/or a citation/towing from the Abington Police Department, and/or discipline consequences including suspension.
2. Student registration for 2011-2012 is \$50.00 per student vehicle per year.
3. The maximum speed limit is 15 miles per hour on all school property unless lower limits are posted or conditions require lower speeds.
4. Reckless or careless driving on school property, riding on fenders, bumpers, hoods, or in any manner that endangers the safety of any individual or property is prohibited.

5. No driving is permitted in the one-way bus lane or on any of the painted areas.
6. The Pennsylvania Vehicle Code is operative at all times. Your vehicle is subject to all school rules, regulations, registration requirements, and policies while on school property.
7. Old stickers must be removed, and the current permit must be properly displayed on all cars.
  - a. Permit must be displayed on the bottom inside corner on the passenger's side of the windshield.
  - b. Failure to display will result in discipline consequences including suspension and/or citation/towing.
  - c. Permit not valid if altered or damaged.
  - d. Keep all valuables locked and out of sight.
  - e. Permit valid only for vehicle registered.
8. Horns and "high tech" stereo equipment used as disruptive noisemakers are strictly prohibited.
9. Parking is permitted in the student parking lot spaces only. Parking anywhere other than the student lot will result in a loss of driving privileges, discipline consequences including suspension, and/or a citation by the Abington Police Department without refund.
10. All automobiles must be parked and locked upon arrival, and occupants must leave the auto.
11. All automobiles must be parked between the appropriate lines in the numbered parking space. All other parking is illegal.
12. Students will not be assigned a specific space, but only a privilege to park anywhere in the student lot.
13. Automobile visitation by students during the school day is prohibited unless administrative permission is granted.
14. P.M. exiting is one way SOUTH.
15. Driving to the Eastern Center is permitted provided special permission has been obtained from the assistant principal and your vehicle is registered here.

VIOLATION OF ANY OF THESE REGULATIONS WILL RESULT IN DISCIPLINARY ACTION, which may include suspension and/or loss of driving privileges, and/or citation from the Abington Police Department.

### **Student Parking**

Parking privileges at Abington Senior High will only be available to Junior and Senior students under the following conditions:

1. Eligibility for parking privileges will be based on a student's previous year's attendance and lateness record. Any student suspended for lateness in the previous semester will not be eligible to purchase a parking sticker until the next semester.
2. A student may demonstrate through the first semester of the current school year that acceptable attendance and lateness practices can be maintained. At the conclusion of the first semester, that student may apply for a parking privilege. The attendance record will be reviewed by the administration, and a decision will be made regarding the student's application.
3. Students who are issued a parking privilege must maintain throughout the school year an acceptable record of absence and lateness. Parking privileges may be revoked at any time for excessive lateness or absence. Students will forfeit the parking fee if the privilege is revoked.
4. Attendance includes arrival to school on time and daily attendance.

5. Parking privileges apply to all students including Eastern students.
6. Vehicles parking on campus are subject to search. See School Board Search Policy.

### **Cars**

All students must park in the student parking lot on the south side of the building between the swimming pool and Baederwood Park.  
**NO STUDENTS MAY PARK IN THE FACULTY PARKING LOT.** Be sure your car is locked when you leave it to enter school.

### **Parental Transportation**

If your parents drive you to school either regularly or occasionally, it is your responsibility to have them drop you off in the student parking lot. This established drop off zone will protect you and your car and will avoid congestion during periods just before and after school.

### **Bicycles**

You may ride your bicycle to school if you wish; however, you should keep it locked during the day and use the bicycle racks provided. Racks are located by the gymnasium.

You should know and follow the following rules as published by the Abington Township Police Department.

PEDALCYCLE is the new name, under the law, for what is presently called a bicycle.

1. All pedalcyclists must obey all traffic laws. These are the same laws that govern the operator of an automobile under the Pennsylvania Motor Vehicle Code.
2. Always drive your pedalcycle on the right side of the roadway. It is always best to drive single file and close to the curb.
3. You must stop at all stop signs.
4. You must obey all traffic signals (red and green lights) and obey all their directions (turn arrows and pedestrian walk lights).
5. You must use hand signals when turning or stopping.
6. You may not carry any passenger on your pedalcycle.
7. Your pedalcycle must be equipped with the following:
8. Reflectors: white on the front, red on the rear, and amber on the side.
9. Light: after sunset or before sunrise there must be a light mounted on the front of the pedalcycle that will shine for a distance of 500 ft.
10. Condition: good working order with brakes that will stop within 15 feet.
11. You may drive on the sidewalk in a residential area, but the right of way is given to the pedestrian.
12. You may not drive on the sidewalk in a business section. It is best to walk your pedalcycle where there are stores and many pedestrians.
13. Any person violating the above rules or regulations of the Pennsylvania Motor Vehicle Code shall upon conviction before a magistrate be sentenced to pay a fine of \$10.00 plus cost of prosecution for each violation.
14. Any parents or guardian of the juvenile shall bear the responsibility of the child under the Pennsylvania Motor Vehicle Code.

### **Motorcycles/Mopeds**

Since some of you may drive a “moped” (a motor-propelled vehicle with a saddle for the rider to sit upon, possessing two or three wheels) or a motorcycle, you should be aware of the following regulations:

1. Drivers operating a moped or a motorcycle must have a motorcycle driver’s license and a valid registration and tag.
2. The moped is required to have the same necessary safety equipment as a motorcycle.
3. Mopeds and motorcycles are subject to requirements of safety and financial responsibility laws, the same as other types of motor vehicles.
4. Liability insurance is compulsory on every motorcycle or moped in Pennsylvania.
5. Note: The only change in the present law (as of July 1, 1977) pertains to protective headgear. Persons operating a moped will no longer be required to wear protective headgear.

## **STUDENT EXPECTATIONS**

### **Care of Books**

In Abington, your school district provides your textbooks at no cost to you if you care for them. Naturally, however, if you lose or damage a book, you will be expected to pay for it. Your books for the school year are estimated to cost more than \$200.00.

When any teacher issues a book to you, be sure that there is a sticker and a book number inside the front or back cover. If there is none, ask for one. Then write your name, in ink, immediately along with any other information requested by your teacher. This will assist you if you lose or misplace the book. (See the section concerned with Lost and Found).

To protect books assigned to you, handle them carefully and protect them with book covers. You may buy covers or you may use wrapping paper or plastic found at home. Do not write in your books or underline with colored felt-tipped markers. If you want to use this study method you must buy your own copy of the book and return the school's copy.

### **Student Dress**

Student Dress is essentially the responsibility of the student and his/her parents. The school reserves the right; however, to require any student wearing clothes that are disruptive because of the attention they attract or are in any way immodest to change to more appropriate school dress.

Under State law shoes must be worn at all times since the school is a public building.

In general, students are expected:

- To wear appropriate clothing conducive to learning and study. (Students who wear clothing considered to be disruptive—bare midriffs, muscle shirts, clothing with obscene language or pictures, or other attire depicting the use of drugs or alcohol—will be asked by school personnel to change their clothing).
- To leave all chains at home for the safety of all.
- To place all outerwear, including coats, jackets, hats, and bandannas, in lockers upon arrival to school. (These items are not to be worn in

school, and students who disregard this rule may have their garments confiscated by school personnel.)

- Items that contain sharp or jagged edges (such as rings, bracelets, collars, etc.) should be left at home.
- Head coverings, hats and headphones are to be removed upon entry to the building. Failure to do so may lead to disciplinary action/confiscation.

### **School Property**

Abington is proud of the excellent school buildings and facilities provided for your education by your parents and other tax payers of the community. These buildings and equipment need your considerate care in order to remain attractive and functional for you, your classmates, and the students who follow you through Abington School system.

You are expected to treat all school property with respect. Pick up any paper or waste material you see in classrooms, corridors, lavatories, or dining areas (even if you were not responsible for it being there), and report immediately to a teacher or custodian any marring or destruction of property which you may observe any place in the building.

### **Student Identification**

Student identification cards will be issued to all students. All students are required to wear ID badges. Failure to do so will result in disciplinary actions.

### **Student Obligations**

Students should complete each school year free of all obligations. This includes returning athletic uniforms and equipment, returning all books and educational materials to the respective teacher or library and completing all final exams. Failure to do so may result in the withholding of report cards or transcripts, as well as schedules and information related to the upcoming school year.

## **SAFETY**

### **Emergency Drills**

This includes fire drills, lockdown drills and weather drills. These drills are practiced during the school year to familiarize you with the procedure taken in the case of an actual emergency. Each room is assigned a location to which to report during these drills. You should avoid being near doors and windows because of flying glass.

### **Fire Drills**

Periodic fire drills are a necessary part of the school safety routine. The object of these drills is to clear the building as quickly as possible with no disorder.

When the fire alarm is sounded, all classroom windows and doors are to be closed. You are to go swiftly and quietly to the exit designated for each room. Once outside the building move to the station assigned to the room in which your class was meeting.

Fire drills are extremely important because they help you become accustomed to what to do in case of fire. For this reason, running, shoving, pushing or any other

kind of thoughtless behavior cannot be tolerated. During a fire drill there is to be absolutely no talking either going from or returning to the classroom. Also there is no time to stop for drinks of water.

## **ATTENDANCE**

Abington students are expected to maintain a good attendance record in order to gain the most from their courses. However, it is sometimes necessary for you to be absent for a period of time. The rules listed in this book are limited to space which is available. We are governed by laws of the State of Pennsylvania pertaining to the School Code of Pennsylvania, and even though all of the laws are not listed in this book, you are still accountable for them.

The following definitions may assist you in understanding school attendance regulations:

**Absence**—Absence is the nonattendance of a pupil on those days and half days when school is in session.

**\*PARENTS ARE TO NOTIFY THE SCHOOL OF YOUR ABSENCE BY PHONE THE DAY OF THE OCCURRENCE.**

**Attendance Office Telephone # (215) 517-2885**

**Excuse cards are to be submitted upon your return to school.**

**Tardiness**—Tardiness is pupil absence at the time any morning or afternoon session begins, provided the pupil is in attendance before the close of that session.

**Excused Absence**—Excused absence includes the absence of a pupil for any other of the following reasons: illness, quarantine, death in the immediate family, impassable roads, excused upon a farm or domestic service emergency permit, exceptionally urgent reasons such as affect the child and ordinarily do not include work at home.

**Unexcused Absence**—Unexcused absence is the absence of a pupil for one of the following reasons: absence through parental neglect, illegal employment, or truancy.

**Unlawful Absence**—Unexcused absence is unlawful absence for all pupils of compulsory school age. Unlawful absence is always an unexcused absence. Attendance at the Eastern Center for Arts and Technology carries with it the obligation to attend your home school. Attending Eastern and not attending the sending school will result in an unexcused absence and the established penalties with no exception.

If you are in attendance at the Eastern Center and become ill, you must report to the health suite. The nurse in charge will communicate with the attendance secretary at the home school.

Absence excuses are required at both Eastern and the home school.

### **Excused Absence**

Excused absence includes the absence of a student for any one of the following reasons: illness, quarantine, death or an immediate family member, medical or dental appointments, authorized school activities, exceptionally urgent reasons, required court attendance, religious holidays observed by bona fide religious groups, religious instruction up to 36 hours per school year, as per the Pennsylvania School Code. For more details see Superintendent Administrative Procedure-retarding: "Absences and Lateness".

If you are absent from school, sometime during the school day the attendance clerk will telephone your home. This is just a verification to make sure you are at home with legitimate reason.

IN THE CASE OF AN ABSENCE OF THREE OR MORE DAYS, YOU MUST RETURN THE SAME EXCUSE CARD WITH YOUR PARENT'S SIGNATURE ACCOMPANIED BY A NOTE FROM THE DOCTOR. YOU WILL TAKE THESE TO THE SCHOOL NURSE WHO WILL APPROVE THE ABSENCE BY SIGNATURE. IN THE CASE OF REPEATED BUT INCONSECUTIVE ABSENCES DUE TO ILLNESS, YOU MAY ALSO BE REQUIRED TO SUBMIT A NOTE FROM THE DOCTOR. EXCUSE CARDS SHOULD BE SUBMITTED TO THE ATTENDANCE OFFICE.

In the case of an excused absence, you are granted the privilege of making up any work or tests missed. However, the responsibility of making arrangements with teachers for this make-up work is solely yours.

If you anticipate an absence for a legal purpose, you should have approval prior to the date of the absence in order to be able to make up any work missed.

#### **Perfect Attendance**

Any student that has not been late, dismissed early, excused from the health suite, and has had no absences for the school year is eligible for the perfect attendance award given in the senior year. The student's record must be clear; no exceptions will be made.

College visitations, although legal absences, do count against qualifying for a perfect attendance award.

#### **Athletics / Activities**

If you are absent from school, you are not permitted to participate in sports, music activities, or other after-school functions taking place on the day of absence.

#### **Unexcused Absence**

The state attendance procedures indicate that the mere fact that a parent has sent a written explanation to the teacher does not necessarily mean that the absence is excused. Such reasons for absence as "visiting," "away from home," "had to go to the store," or "overslept" are to be considered as a result of parental neglect. They should **never** be recorded as excused.

Absence due to **family trips** will always be recorded as unexcused. When a family notifies the school in advance that a student will be absent because of a trip or vacation, it is incumbent upon the principal to notify the family that such absence is in violation of the compulsory attendance laws as a result of action taken by a parent. An accumulation of unexcused absences as a result of multiple family trips in one school year could result in a hearing before the District Justice and a possible fine. Students will not be given detention or any other form of punishment in the case of a family trip since compliance with the attendance laws is the responsibility of the parent or guardian. Assignments will be provided if parents/guardians make such a request.

When a student of compulsory age has three days or the equivalent of unexcused absence, an Official Notice of Child's Illegal Absence letter is sent via certified mail and return receipt requested by the Attendance Officer explaining that their child has exhausted the number of days of unlawful absences that the Public Code permits. The school will coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. At the end of the conference, all parties should sign the TEP.

The next unexcused absence will result in the immediate notification of a **SECOND OFFENSE**, to the attendance officer who will refer the case to the magisterial district judge. The local justice will then proceed to take appropriate legal action against the parents/guardians and/or the student for violation of the public School Code regarding compulsory school attendance. Failure to comply with the provisions of the Public School Code regarding compulsory attendance is a summary offense.

In cases that are classified as "truancy", it is appropriate that the school administrator assign some form of consequence. The exact nature of this consequence may vary, depending upon age, grade level, and other considerations. Decisions regarding the classification of questionable absences are to be made by the principal.

#### **Penalties for Violation of Compulsory Attendance Requirements**

The Pennsylvania School Code of 1949 defines truancy and the guidelines to be followed. Please refer cases of truancy to the attendance officer who will initiate this procedure.

- A. A parent who fails to comply with provisions of the Public School Code regarding compulsory attendance could be ordered to pay a fine not exceeding \$300.00 and to pay court costs, or to be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources.
- B. If a parent does not pay the fine and costs or complete the parenting program, a parent could be sentenced to the county jail for a period not exceeding five days.
- C. In lieu of or in addition to any other sentence, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six months.
- D. If a parent, guardian or person in parental relation is not convicted of a summary offense because he or she took every reasonable step to ensure attendance of a child at school, any child who has attained the age of 13 years who fails to comply with the compulsory attendance provision of this act and is habitually truant shall, upon conviction, be sentenced to pay a fine not exceeding \$300.00 for each offense or shall be assigned to an adjudication alternative program. For any child who has attained the age of 13 years who fails to pay the fine or to comply with the adjudication alternative program, the district justice may allege the child to be dependent under 42 PA Consolidated Statutes §6303(a)(1)
- E. A child who is convicted of violating Section 1333, Pennsylvania School Code of 1949, shall be required to have his/her driving privilege suspended for a period of 90 days by the Department of Transportation. Upon a second or subsequent conviction, the

Department must suspend the child's vehicle operating privilege for six months.

### **Tardiness**

An important habit which must be learned is the habit of being punctual and keeping appointments. Ample time is allowed for you to pass between classes. You should be aware of the following regulations which 'over instances of lateness:

#### **To school in the morning:**

- If you are tardy to school you must report directly to your period one class. Tardiness will carry a referral to your assistant principal and the issuance of a "B" study hall that is to be served on that same day.
- If you are tardy to school and arrive after period one, you must report to the Attendance Office located in Room A115.
- Unexcused Lateness – Lateness resulting from parental neglect, illegal employment, or truancy, the accumulation of which may result in a notice of unexcused absence.
- If you are tardy due to the late arrival of a school bus, you are excused. You should report to Cafeteria A or after 9:00 to the Attendance Office located in Room A115.
- On snowy or icy days you should make arrangements to allow extra time for travel as only bused students are excused if their bus is late.
- Tardiness can lead to suspension.

#### **To class during the day:**

- Adequate passing time is allowed for you to pass between classes provided you move along in a businesslike way and do not loiter in the halls or block stairways. If a problem develops regarding lateness to class, an attempt should be made first with the teachers concerned to resolve the problem.
- If a teacher detains you, as an individual in the class, and you feel that you will not be able to get to your next class on time, request a Student Pass to your next teacher.
- A teacher will issue a "B" study hall for repeated lateness to class that must be served on the day of issuance.
- You will be considered late to class if you are not inside the classroom before the bell rings.

**You are not permitted to leave the school premises during school hours under any circumstances without permission from the principal or assistant principal.**

### **Early Dismissal**

There may be times when it becomes necessary for you to request an early dismissal from school; however, such instances should be rare. Doctor and dental appointments should be arranged after school hours when at all possible. When it is necessary to leave school, you must present a written request, signed by your parent, to the assistant principal before school starts on the day on which you wish to be excused.

If you wish an early dismissal for a medical appointment, your request should include the physician's name, address, phone number and time of appointment.

If you become ill during the school day, ask for a student pass from the teacher under whose supervision you are at the time. Then you should go to the health suite to see the nurse. After an examination by the nurse, she will decide whether or not you are to be excused to go home and will make proper arrangements, which include contacting your parents.

Two early dismissal days are incorporated in the schedule for the 2011-2012 school year. These dates are Thursday, December 8, 2011 at 11:35 a.m. and Thursday, May 24, 2012 at 12:35 p.m.

No requests for early dismissal will be considered on these dates. Please plan your schedule accordingly to avoid any conflict. No Prom day early excusals will be permitted.

### **Snow Days**

Should inclement weather or any other emergency require cancellation of school, this information will be broadcast over local Philadelphia radio stations. The number 301 designates the Abington School District. Under no circumstances should you call the police or school personnel. The police switchboard must be kept open to receive emergency calls. On occasion school will open two hours late. When this occurs, the code 301—two hours late will be announced by the local radio stations. Students are to report to school or to their bus stops two hours later than their usual scheduled time.

### **Field Trips and Other Group Absences**

There will be times when classes, clubs, teams, or other groups will be taking field trips, excursions, and visitations to other schools, or representing Abington in competition. Such trips will be arranged by the teacher, sponsor, coach or faculty representative in charge with the approval of the principal. Transportation will be by a school bus or commercial transportation, and you will travel with the group unless there are special arrangements made in advance due to some specific reason. Under no circumstances are you to drive your own car unless permission is granted by the principal.

Since you will be representing Abington, it is expected that you dress appropriately for the occasion and conduct yourself in a manner above criticism. Appropriate dress will be determined by the sponsor.

Written parental permission is required prior to the trip except for teams or other groups who are designated as such and whose names are listed and in the hands of teachers before the season or series of trips.

In the case of field trips or special excursions by classes or groups during the school day, you are to have a special form signed by all teachers whose classes you will miss. Only those students who are in good academic standing are permitted to attend field trips. Teacher permission forms must be secured well in advance of the field trip date. Students with one or more failure and/or an absence record that exceeds ten days of absence will not be given permission to attend field trips during the school day. This form will then be filed until after the trip. It is your responsibility to arrange for makeup of any work missed.

The Abington Board of School Directors has adopted a policy prohibiting any commercial tour to use the name or claim sponsorship by the school district. That policy also prohibits any staff member from publicizing a commercial travel tour

during the school day or soliciting students for participation in such activities. Students and parents should understand this position.

Although a teacher employed by the school district may work for a commercial tour agency, that relationship does not mean that the school district bears any relationship or responsibility to any advertised commercial activities. The school district has no liability for such tours, and prohibits teachers from acting as our agents in such commercial activities.

#### **Withdrawal from School**

If your family moves from Abington, or for some other reason you wish to withdraw from Abington High School, you should take the following steps:

Bring a note from your parents to your guidance counselor stating when you are leaving and the name and address of your new home or school within the area to which you are transferring.

Secure from your counselor a withdrawal form to be signed by your teachers indicating that you have accounted for all books, locks, or other obligations.

Return the signed withdrawal form to your assistant principal. All obligations must be met before a transcript will be forwarded to another school or before employment papers, references, or any other types of papers will be issued.

#### **Change of Address**

If your family moves within the Abington School District, you should take the following steps:

Bring a letter from your parents giving your new address along with a copy of the lease, deed, mortgage or tax receipt.

Give these documents to the Registrar in the Registrar's Office.

Notify your guidance counselor of your change of address.

### **STUDENT CONCERNS**

Staff members are available and willing to listen to students who have legitimate concerns about such matters as curriculum, grading, and the general operation of the school. Perhaps the suggestions below will help guide you to the people who can best respond to your concerns in the following areas:

*Grades and Course Selection:* Your guidance counselor will assist you with questions. More information on guidance services may be found in the other sections of this handbook.

*School programs and curriculum:* Concerns in this area should be discussed with the principal or someone he designates.

*School rules and regulations:* Concerns regarding the enforcement of rules and regulations should be raised first with the teacher or aide directly involved. It is advisable to speak to that person in private after allowing some time for everyone involved to view the incident or problem with more objectivity. If you are still not

satisfied with the resolution of the problem, the matter should be referred to an assistant principal.

Board Policies reaffirm the Board's commitment to the absence of discrimination on the basis of race, religion, color, national origin, sex, age, veteran status, and/or physical or mental handicap or disability in instructional programs, extracurricular activities and employment. An individual who believes himself or herself to be the victim of discrimination should bring the matter to the attention of the building principal. If the matter is not satisfactorily resolved, it may be referred to the Superintendent. Individuals who feel assistance is needed with the processing of such a grievance may contact District Compliance Coordinator, Abington School District, 970 Highland Avenue, Abington, PA 19001, 215-884-4700.

### **Student Cheating/Plagiarism**

Dishonesty, in tests or daily work, and plagiarism concerning plays, short stories, poems, and all curricular and extracurricular writing are serious offenses. The following building policy regarding student cheating has been adopted.

1. Any student apprehended for cheating will initially receive a zero for the test, quiz, midyear or final exam, term paper or book report. The teacher may require student who plagiarized to recomplete the task.
2. The teacher will call the parents of the student within three days to inform them of the incident.
3. The counselor of the student will be notified by the teacher as well as the faculty sponsor of the Honor Society.

### **DISCIPLINE**

There are certain state and local ordinances which have direct application to high school students. The following laws concerned with minors under the age of 21 have been excerpted below for the benefit of you and your parents. More details are located in School Board Policies and Superintendent Administrative Procedures regarding "Exclusion from School".

### **Suspensions and Expulsions**

Rules and regulations, and the disciplinary actions needed to enforce them, are necessary to ensure that students may have the greatest educational opportunities possible. Any student who persists in interfering in the rights of others and ignores repeated warnings will be disciplined according to policies and procedures of the Abington School District and the school laws of Pennsylvania. School law recognizes that conduct and behavior of pupils attending the school includes the time required in going to and from their homes. See Abington School District Board Policy Statement and Superintendent Administrative Procedures regarding suspension and expulsion of students.

### **FYI**

What happens if a student is suspended for a serious disciplinary matter, such as fighting or other acts of violence, possession of alcohol, controlled substances or inhalants, possession of a weapon, etc.

If a student is suspended for a serious disciplinary matter at Abington Senior High School, the assistant principal will refer the matter to the Office of the

Principal. At a suspension conference, the principal will conduct an informal hearing. The student will be given all of the due process rights that are listed in detail in the suspension letter that the assistant principal will issue. If the principal determines in the informal hearing that the student has been involved in a serious disciplinary matter, the student will then be placed on a ten-day suspension. If the principal determines that the severity of the incident merits additional consideration, the matter will be referred to the Superintendent of Schools. If the principal forwards a recommendation for expulsion from the high school for a period of longer than ten days and the Superintendent concurs, the Superintendent of Schools will refer the matter to the Board of School Directors. Although a student has the right to a Board hearing if the Superintendent recommends expulsion, the student and his/her parent/guardian may waive this hearing. Students found to be involved in alcohol and drug related suspensions should expect to be expelled for forty-five days or longer. Students found to be in possession of a weapon may expect to be expelled for a period of one year. The exact length of expulsion for serious disciplinary matters will be determined on a case-by-case basis. Students involved in serious disciplinary incidents at ASHS will also be referred to the Abington Township Police Department, with the possibility that substantial fines/consequences will be imposed.

### **Drinking**

The Penal Code of the Commonwealth of Pennsylvania, Act No. 465, signed into law on August 14, 1963, Section 675.1 makes it unlawful for a person less than 21 years of age to attempt to purchase, consume, possess, or transport any alcohol, liquor or malt brewed beverages within the Commonwealth.

Any person violating the provisions of this section shall, upon conviction in a summary proceeding, be sentenced to pay a fine. Students should expect a minimum of a forty-five day exclusion from school for any offense of this nature.

Anyone over 21 who obtains liquor for you is automatically liable to arrest and criminal prosecution.

### **Smoking**

The Pennsylvania Criminal law, M -Section 647 states:

SALE OF TOBACCO TO MINORS. Whoever sells tobacco in any form, to any minor under the age of sixteen (16) years, or by purchase, gift or other means, furnishes tobacco, in any form, to a minor under the age of sixteen (16) years, is guilty of a misdemeanor, and upon conviction, shall be sentenced to pay a fine not exceeding one hundred dollars (\$100), or to undergo imprisonment not exceeding thirty (30) days, or both.

M-5 Section 648. FURNISHING CIGARETTES OR CIGARRETTE PAPERS TO MINORS. Whoever furnishes to any minor, by gift, sale, or otherwise, any cigarettes or cigarette paper, is guilty of a misdemeanor, and upon being convicted thereof in a summary proceeding, shall be sentenced for the first offense to pay a fine not exceeding twenty-five (\$25) and, in default of the payment thereof, shall be imprisoned for a period not exceeding thirty (30) days; and for the second offense shall be fined not exceeding one hundred (\$100); and for the third or subsequent offense shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding five hundred (\$500), or to undergo an imprisonment not exceeding one (1) year, or both.

S—Section 649. FAILURE OF MINOR TO DIVULGE INFORMATION. Whoever, being a minor, and being in possession of a cigarette or of cigarette paper, and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarette or cigarette paper was obtained, refuses to furnish such information, shall, upon conviction thereof a summary proceeding, being of the age of sixteen (16) years or upward, be sentenced to pay a fine not exceeding five dollars (\$5) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; or being under the age of sixteen (16) years, shall be certified by the magistrate to the juvenile court, for such action as the said court shall deem proper.

### **Tobacco**

Section: Students Regarding: Tobacco Use

Pennsylvania law prohibits possession or use of tobacco by a student in school buildings and on school buses and on school property owned by, leased by or under the control of the Abington School District. Violation of this provision is a summary offense. For the purpose of this policy, "tobacco" means all types of tobacco including lighted or unlighted cigars, cigarettes or a pipe, chewing tobacco, snuff, or other lighted smoking products or smokeless tobacco in any form.

The penalties for student possession or use of tobacco in school buildings, on school buses and on school property are:

**First Offense:** Five detentions, notification of Local Law Enforcement and a fine plus court cost.

**Second Offense:** In-School Suspension, notification of Local Law Enforcement and a fine plus court cost.

**Third Offense:** Out of School Suspension, notification of Local Law Enforcement and a fine plus court cost.

### **Drug Abuse**

Drug abuse and traffic in drugs are violations of state and federal laws. Students should expect a minimum of a forty-five day exclusion from school for any offense of this nature. See Board Policy Statement regarding "Drug Use by Students".

### **Prohibited Conduct**

Detected evidence of use of, distribution of, or possession of (1) illegal substances or any other substance that alters behavior or judgment; or (2) simulated medication, also known as "look-alike drugs" by a student or students within any of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off District premises shall cause the student or students to be placed on immediate suspension and delivered into the custody of their parents/guardians. Aiding or abetting any of the above shall be treated in the same manner. The proper law enforcement authorities will be notified of such action. Expulsion proceedings may be initiated as warranted.

"Simulated medication" or "look-alike drugs" are defined as substances from ordinary daily use that may be used to feign or mimic the appearance, actual use, or effects of substances that alter behavior or judgment.

This policy does not apply to the appropriate use of medication prescribed for a student by a licensed healthcare provider according to that student's medically diagnosed needs.

The use of anabolic steroids by any student, except for a valid medical purpose as prescribed by a licensed healthcare provider, constitutes prohibited conduct as defined above. Body building, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. The Superintendent shall promulgate regulations imposing penalties for use of steroids in accordance with 35 P.S. §807.3. Human Growth Hormone (HGH) is not included as an anabolic steroid under this policy.

### **Technology**

#### **STUDENT AND STAFF ACCESS TO NETWORKED INFORMATION PROCEDURES: INTERNET/INTRANET**

Board Policy and Superintendent's Administrative Procedure delineates the student and staff standards for the use of the district computer network system. This statement outlines the following:  
Definitions, Abington School District Responsible Use Policy, Procedures for Responsible Use, Student Internet/Intranet Permission Form, Staff Internet/Intranet Permission Form.

### **OTHER INFORMATION**

#### **Courtesy Code**

As a local *Abingtonian*:  
I will be conscious at all times of my obligations and responsibilities as a school citizen.  
I will respect the rights and privileges of my fellow students at all times.  
I will respect the invested authority in our school and community as a democratic obligation of a well-ordered society.  
I will be courteous to my fellow students and members of the faculty.  
I will support my school in its various activities to the best of my ability.  
I will participate in our school life and be as active in its many endeavors as time will permit.  
I will treat our visiting fans and opponents as I would guests in my own home.

#### **As a participant in sports competition:**

I will consider it my duty to play hard but to play fair.  
I will recognize and respect the rights of my opponents under the rules.  
I will discourage booking of officials and opponents in contests in which my school is competing.  
I will not take an unfair advantage of my opponent.  
I will realize that athletic courtesy is not a sign of weakness—on the contrary, it is a definite sign of moral fiber. I will play fair under the rules.  
I will come to the aid of an injured opponent as I would expect him to aid me under similar conditions.

I will abide by the decisions of the officials, whom I shall recognize as the representatives of the organization of which my school is a member.

### **Lockers/Searches**

You will be issued two lockers each year—one in the corridors for your books and coats and one in the gym area. It is your responsibility to use these lockers properly. Both the gym locker and the school locker are school district property and not the private or personal property of the student.

Your gym locker is to be used to store your gym clothes, sneakers, socks, etc. Only a school issue lock may be used. If you lose this lock, you must report it immediately to your physical education teacher. The larger vertical lockers in the gym locker area are to be used to secure temporarily your school clothes, books, jewelry, purses, etc., during your physical education period; and your gym clothes are to be returned to your assigned gym locker for storage at the end of the period. A deposit is required for the gym locker. The deposit is refunded at the end of the school year upon the return of the lock.

The other locker, located in a corridor of the building, will be assigned to you on the first day of school. This is the locker in which you will daily store your school supplies and coats. You may be asked to share this locker. You will also be issued an Abington High School master lock for which you will pay a deposit of \$5.00. Only AHS locks may be used on these lockers; you will use the same AHS lock during your years at the high school. You are advised to keep your lock combination confidential and to be sure to securely close the master lock on your locker.

Student lockers, including those in the physical education locker rooms, are property of the Abington School District. School authorities may search a student's locker and seize any illegal or inappropriate materials. Such materials may be used as evidence against the student in disciplinary proceedings.

### **Hall Passes**

When leaving the classroom, students must have a teachers issued 'Colored Coded Hall Pass'. The following procedures must be followed:

- No student is permitted out of the class room without a pass
- All students must wear an ID badge.
- The pass must be completed in its entirety prior to the student exiting the classroom.
- Students headed to the lavatory are to remain in that color coded area (i.e. a student with a purple language wing pass should not be found at the 1<sup>st</sup> floor 'T' red area)

Students found wandering out of their pass area are subject to disciplinary consequence from their assistant principal.

### **Hall Sweeps**

Hall Sweeps are use to ensure that our school continues to be a safe, orderly and academically focused environment for all students. During a Hall Sweep if you are out in the halls you must adhere to the following:

- Your ID must be visible

- Show your pass upon request
- Follow the directions of the faculty member

If you are out of the classroom **without a pass or out of your colored coded area** you must adhere to the following:

- Go to the designated area (auditorium, audion, etc.) that you are directed
- Serve your assigned detention

During a Hall Sweep, all classroom doors are closed and students are not permitted in or out of the room until an announcement is made ending the sweep.

Abington School District, in conjunction with the Abington Police Department, reserves the right to consider the use of locker searches, dogs trained to detect drugs, and other investigative activities as deemed appropriate by the Abington Police Department. Our intent is not to entrap students but to deter the use and sale of drugs in the Abington Schools.

#### **Senior Scholarship Day**

In the late spring of your senior year, you will have a day traditionally designated as "Senior Scholarship Day." Those seniors who have secured a job for that day are excused and expected to earn money for a special fund. This money is used to award scholarships to deserving members of the class to be used to help finance their further education or training for a career.

#### **School Publications, Web Site Newspapers, and Electronic Media**

The Abington School District is sincere in its commitment to keep the public informed of the programs, activities, and events that are taking place in our schools. The District typically offers descriptive accounts and photographs in releases intended for publication and distribution via school publications, web sites, newspapers, and electronic media.

School publications such as student handbooks, curriculum guides, yearbooks, school activities programs, etc. may also contain student information and/or pictures related to participation in the activity. If parents do not wish to have their child's name, picture, and/or other information relating to the activity printed in such publications or broadcast in any media report, please advise the principal in writing.

#### **Electronic Devices**

As per Board Policy Statement regarding "Electronic Devices – Restrictions on the use by students" Students may possess electronic devices including, but not limited to, cellular telephones, cameras, and personal digital assistants with video/camera capabilities within all of the buildings owned by the District, on school grounds, in school vehicles and/or while participating in school-sponsored activities on or off school premises. The administration shall have the right to regulate the use of all electronic devices. In addition to limitations on use

imposed by the school administration, possession of electronic devices is subject to the following restrictions:

1. Electronic devices may not be used to conduct any activities that violate state and/or Federal law, Board policy, or school rules.
2. Electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.
3. Electronic devices must be turned off and stored when students are in classrooms and other locations where instruction is taking place, restrooms, locker rooms, in school vehicles, and in other areas where individuals would have a similar expectation of privacy.

Technology zone(s) to be determined and listed in Superintendent Administrative Procedures located on website regarding 'Electronic Devices'.

### **Working Papers**

The Child Labor Law requires that you obtain an employment certification before you begin full-time or part-time work. This is true until you are 18 years of age, or have graduated from high school, whichever comes first. You must be at least 16 years old and have a job in order to secure a general employment certificate for full-time work. You must be at least 14 years old in order to secure a part-time or vacation certificate for work done after school or during vacation—including summer vacation time. Minors age 12 to 13 years of age may be employed as golf caddies, with restrictions.

Details can be found on the Abington Senior High School website.

1. If you live in Abington School District, apply at the Abington Senior High Reception Desk (hours 8:00 a.m. to 4:00 p.m.; summer 8:30 a.m. to 3:30 p.m.)
2. Take the application form to your employer for signature.
3. Get a physical at your personal family physician.
4. Return the completed application form to the Reception Desk in person. (Your employment certificate will then be issued and mailed directly to your employer who must keep it on file while you are employed or until you turn 18 years of age.)
  - (a) Bring your Birth Certificate, Baptismal Certificate or Passport.
  - (b) Bring one of your parents or your guardian.

For full-time or part-time employment you will complete the white application form. Each time you change to another job you must follow steps 1, 2 and 4b above.

At age 14 or 15, you are limited to 3 hours of part-time employment on school days, 18 hours per school week-plus an additional 8 hours on Saturday and/or Sunday. You are prohibited from working before 7 a.m. or after 7 p.m. During summer vacation you may work 8 hours per day, 40 hours per week and work until 10 p.m.

At age 16 or 17 you may work a maximum of 8 hours per day, 28 hours per school week plus an additional 8 hours on Saturday and/or Sunday. You may not work before 6 a.m. or after midnight. During summer vacation you may work a maximum of 8 hours per day, 44 hours per week. There is no night work limitation during the summer.

**Visitors**

UNAUTHORIZED VISITORS ARE NOT PERMITTED DURING THE SCHOOL DAY. ALL VISITORS, REGARDLESS OF AGE, MUST OBTAIN A VISITORS' PASS FROM THE RECEPTIONIST BEFORE ENTERING THE SCHOOL.

There are certain regulations concerning student visitors. If you wish to bring student visitors, you must comply with certain regulations. Please consult with your assistant principal.

Students from neighboring or local school districts will not be permitted to visit during the school day. Students should not ask to bring a friend from a local school district (parochial, public or private) to visit. The request in all probability will be denied. Other suburban schools have vacation days while our school is in session. To permit students from these schools to visit would mean that our school would probably be inundated with visitors when we already are close to capacity with our own present enrollment.

Student visitors from out of state will be considered if permission is requested in advance of the planned visit.

VISITS BY OTHER STUDENTS ARE LIMITED TO THE TIME PERIOD AFTER THE FIRST TWO WEEKS OF SCHOOL AND BEFORE THE LAST TWO WEEKS OF SCHOOL EXCLUDING THE MIDYEAR AND FINAL EXAM PERIODS. ANY STUDENT VISITOR MUST CARRY A PASS SIGNED BY THE - PRINCIPAL.