

New Castle Junior/Senior High School

STUDENT HANDBOOK



Revised September 2018

NEW CASTLE JUNIOR/SENIOR HIGH SCHOOL
300 E. Lincoln Ave.
New Castle, PA 16101
(724) 656-4700

PRINCIPAL'S MESSAGE

This handbook is designed as a reference to help you and your parents recognize and understand the general operating procedures of New Castle Junior/ Senior High School.

This Handbook Belongs To:

This handbook 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



DIRECTORY
NEW CASTLE JUNIOR/SENIOR HIGH SCHOOL

Mrs. Carol Morell
Junior High Principal

Mr. Richard Litrenta
Senior High Principal

Mrs. Jonalyn Romeo
Jr/Sr Assistant Principal

Mr. Ralph Blundo
Assistant Principal

NEW CASTLE AREA SCHOOL DISTRICT
Debra A. DeBlasio, Acting Superintendent
SCHOOL CALENDAR
 2018-2019 School Term

	M	T	W	T	F
August (0/3)	27	28	29	30	31
September (19/22)	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
October (22/44)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
November (17/61)				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
December (15/76)	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				
January (20/96)	1	2	3	4	
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

	M	T	W	T	F
February (18/114)	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	
March (21/135)	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
April (19/154)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
May (21/175)			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
June (5/180)	3	4	5	6	7

August 27 & 28Teacher In-Service
 August 29School Opens
 September 3..... Labor Day
 October 8..... Columbus Day
 November 6Teacher In-Service
 Nov. 21 thru 26.....Thanksgiving Vacation
 Dec. 24 thru Jan. 2..... Christmas/New Years Vacation
 January 21..... Martin Luther King Day
 February 15..... Teacher In-Service
 February 18President's Day
 April 18 thru April 22..... Easter Vacation
 May 27..... Memorial Day
 June 7.....Last day of School
 June 8..... Commencement

Full Day Act 80 (Pupils do not report)
 Act 80 - Early Dismissal
 Teacher In-service (Pupils do not report)
 Vacation days for Pupils
 Student Early Dismissal
 () Number of instructional days per month

First semester ends on January 22, 2019
 Make-up days: April 18, 22, June 10

Brd. Approved 2/20/18

REVISED/ Brd. Approved 8/21/18

GRADES 7 – 8			GRADES 9 – 10			GRADES 11 – 12		
1	7:45 – 8:31	ATTENDANCE DCVs ANNOUNCE CLERICAL 48 Minutes	1	7:45 – 8:31	ATTENDANCE DCVs ANNOUNCE CLERICAL 48 Minutes	1	7:45 – 8:31	ATTENDANCE DCVs ANNOUNCE CLERICAL 48 Minutes
2	8:34 – 9:17	43 Minutes	2	8:34 – 9:17	43 Minutes	2	8:34 – 9:17	43 Minutes
3	9:20 – 10:03		3	9:20 – 10:03		3	9:20 – 10:03	
4	10:06 – 10:49		4	10:06 – 10:49		4	10:06 – 10:49	
5	10:52 – 11:22 (L)	30 Minutes	5	10:52 – 11:35		5	10:52 – 11:35	
6	11:25 – 12:08		6	11:38 – 12:08 (L)	30 Minutes	6	11:38 – 12:21	
7	12:11 – 12:54		7	12:11 – 12:54		7	12:24 – 12:54 (L)	30 Minutes
8	12:57 – 1:40		8	12:57 – 1:40		8	12:57 – 1:40	
9	1:43 – 2:29	ANNOUNCE 48 Minutes	9	1:43 – 2:29	ANNOUNCE 48 Minutes	9	1:43 – 2:29	ANNOUNCE 48 Minutes

GRADES 7 – 8			GRADES 9 – 10			GRADES 11 – 12		
1	9:45 – 10:15	ATTENDANCE DCVs ANNOUNCE CLERICAL 30 Minutes	1	9:45 – 10:15	ATTENDANCE DCVs ANNOUNCE CLERICAL 30 Minutes	1	9:45 – 10:15	ATTENDANCE DCVs ANNOUNCE CLERICAL 30 Minutes
2	10:18-10:46	28 Minutes	2	10:18-10:46	28 Minutes	2	10:18-10:46	28 Minutes
3	10:49-11:17	28 Minutes	3	10:49-11:17	28 Minutes	3	10:49-11:17	28 Minutes
5	11:20-11:50 (L)	30 Minutes	5	11:20-11:50	30 Minutes	5	11:20-11:50	30 Minutes
6	11:53-12:23	30 Minutes	6	11:53-12:23 (L)	30 Minutes	6	11:53-12:23	30 Minutes
7	12:26-12:56	30 Minutes	7	12:26-12:56	30 Minutes	7	12:26-12:56 (L)	30 Minutes
8	12:59-1:27	28 Minutes	8	12:59-1:27	28 Minutes	8	12:59-1:27	28 Minutes
9	1:30-1:58	28 Minutes	9	1:30-1:58	28 Minutes	9	1:30-1:58	28 Minutes
4	2:01-2:29	ANNOUNCE 28 Minutes	4	2:01-2:29	ANNOUNCE 28 Minutes	4	2:01-2:29	ANNOUNCE 28 Minutes

GRADES 7 – 8			GRADES 9 – 10			GRADES 11 – 12		
1	7:45 – 8:16	ATTENDANCE DCVs ANNOUNCE CLERICAL 31 Minutes	1	7:45 – 8:16	ATTENDANCE DCVs ANNOUNCE CLERICAL 31 Minutes	1	7:45 – 8:16	ATTENDANCE DCVs ANNOUNCE CLERICAL 31 Minutes
2	8:19 – 8:47	28 Minutes	2	8:19 – 8:47	28 Minutes	2	8:19 – 8:47	28 Minutes
3	8:50 – 9:18	28 Minutes	3	8:50 – 9:18	28 Minutes	3	8:50 – 9:18	28 Minutes
4	9:21 – 9:49	28 Minutes	4	9:21 – 9:49	28 Minutes	4	9:21 – 9:49	28 Minutes
9	9:52 – 10:20	28 Minutes	9	9:52 – 10:20	28 Minutes	9	9:52 – 10:20	28 Minutes
5	10:23 – 10:53 (L)	30 Minutes	5	10:23 – 10:53	30 Minutes	5	10:23 – 10:53	30 Minutes
6	10:56 – 11:26	30 Minutes	6	10:56 – 11:26 (L)	30 Minutes	6	10:56 – 11:26	30 Minutes
7	11:29 – 11:59	30 Minutes	7	11:29 – 11:59	30 Minutes	7	11:29 – 11:59 (L)	30 Minutes
8	12:02 – 12:30	ANNOUNCE 28 Minutes	8	12:02 – 12:30	ANNOUNCE 28 Minutes	8	12:02 – 12:30	ANNOUNCE 28 Minutes

NEW CASTLE JUNIOR/SENIOR HIGH SCHOOL

STUDENT CONDUCT AND DISCIPLINE CODE **STUDENT CONDUCT AND DISCIPLINE CODE** General Statement

The student conduct and Discipline Code is designed to balance the responsibilities of students, the parents, the administration, and the employees of the school district in order to maintain the support and the thoroughly effective system of public education with the personal rights and freedoms of all pupils. Adherence to this code by pupils, school personnel, and the parental support which is needed will not only create an atmosphere conducive to learning, but will also protect the rights of our youths. Discipline Code is designed to provide a guide, which is reasonable in dealing with discipline problems. The code will establish the parameters of students and staff to follow so that all parties know what is expected of them.

All activities and courses, including industrial arts, vocational-technical education, home economics, and physical education courses at the New Castle Area School District are available to all students as required by Title XI, Title IX, and Section 504. If there are prerequisites, they are based on your ability and aptitude, not your race, color, national origin, your sex, or any handicapping conditions. If you are physically or mentally handicapped, you may qualify for special services and instruction, and equipment modifications so you can successfully complete the course or participate in any activity. If you have any questions about equal educational opportunities or complaints of harassment or discrimination, contact **Mrs. Debra DeBlasio**, Acting Superintendent of Schools, Title IX Coordinator, Section 504 Coordination, 420 Fern St., New Castle, PA 16101 (724) 656-4757.

LEVEL OF MISBEHAVIOR

LEVEL I

Level one offenses are minor misbehavior on the part of the student, which impede orderly classroom procedures or interfere with the orderly operations of the school. Minor misbehavior will be handled by the individual staff member, but sometimes may require the intervention of other school Support Personnel. If and when such minor misbehavior continues, the staff member will keep a proper and accurate written record of the offenses and disciplinary action taken.

Suggested remedial action for Level I could include the following:

- Verbal reprimand
- Teacher may contact parent/guardian
- Special non-homework assignments
- Detention-Teacher
- Counseling
- Behavioral contract
- Withdrawal of privileges
- Referral to In-School Suspension using appropriate box on referral.

Level I offenses will include but are not limited to the following:

- Tardiness to school
- Classroom disturbance
- Disruptive behavior on a school bus (minor)
- Rough or abusive language/by word or mouth or gesture
- Non-defiant failure to complete reasonable assignments or carry out reasonable directions (ex. - reporting without book, writing implement, sleeping, etc.)
- Cafeteria misbehavior
- Hallway conduct
- Loitering
- Repeated infractions at this level may result in after school or Saturday detention
- Possession of gambling devices (cards, dice, etc.)

LEVEL II

Infractions in this category may be defined as misbehavior whose “frequency” or “seriousness” tends to disrupt the learning climate of the school. Infractions at this level could involve the welfare of others. Misbehavior at this level will almost always require intervention by an administrator. Suggested remedial actions could include the following but are not limited to:

- Special school schedule
- Behavior modification contract
- Activity suspension
- Suspension of bus privilege
- Detention
- Suspension from school (either in or out-of-school)
- Referral to In-School Suspension
- Saturday Detention

Level II offenses will include but are not limited to the following:

- Continuation of unmodified Level I misbehavior
- Chronic or continuing disruptive behavior in school or on the school bus
- Being in the hall without a legitimate hall pass
- Not reporting to class, study hall, lunch or other assigned areas
- Not reporting to homeroom/not signing in tardy
- Leaving school grounds without permission
- Truancy – unexcused absence from school
- Fighting, pushing, shoving
- Willful destruction of school property (minor)
- Minor theft
- The use of a forged or altered pass
- Disrespect/insubordination toward any school personnel
- Not reporting to In-School Suspension Room when sent by the teacher for an infraction
- Profanity/Offensive language
- Gambling
- Threats to others

Infraction at this level could result in a temporary suspension from class, school, or activities. If the seriousness or frequency of the infraction warrants a temporary suspension from school, the following procedures will be followed:

Pupils may be suspended by a principal or assistant principal for offenses listed at this level. The suspension may be an in-house or out-of-school suspension or Saturday detention. The suspension will end at midnight of the last day of suspension. During the suspension, the student will not be permitted to participate in or attend any school activities.

LEVEL III

Infractions at this level might include acts directed against persons or property. In some cases it may be necessary to involve the proper law enforcement agency or officer, but most frequently these infractions can be handled by the disciplinary mechanism within the school.

Suggested actions could include:

- Referral to an agency outside the school
- Restitution for damages
- Extension of Level II disciplinary options
- Full suspension from school (either in or out-of-school) not to exceed ten (10) days
- Temporary suspension (1-3 days)

Level III offenses will include but are not limited to the following:

- Continuation of unmodified Level I and Level II misbehavior
- The possession of or being under the influence of intoxicating beverages or drugs on school property during school hours or school activities
- The possession of fireworks
- Stealing (plus liability and restitution)
- Vandalism (plus liability and restitution)
- Fighting/Profanity/Offensive language /Assault/Disorderly conduct
- Threats to others (especially those threats which deal with inflicting bodily harm)
- Intentional acts of causing bodily harm
- Inciting so as to cause a riot
- Extortion (simple)
- Setting off a fire alarm
- Persistent incorrigible behavior and willful violation of school rules
- Harassment
- Use any human body irritant, which may lead to discomfort or asphyxiation
- Possession/use of tobacco
- Inappropriate sexual contact or behavior

LEVEL IV

Infractions at this level include **but are not limited to acts and/or conduct** which result in violence to other persons or property or which pose a direct threat to the safety of others within the school. **Infractions at this level also** include inappropriate **behavior and may or may not be criminal in nature** but are so serious they always require administrative actions which could result in immediate removal of the student from school, the intervention of social service agencies, law enforcement authorities, **parents or guardians**, and action by the Board of School Directors.

Suggested actions for Level IV **infractions could include any or** all of the following:

Alternative Education Placement, Expulsion from school for a specific term or on a permanent basis, restitution for damages, or action deemed appropriate by the Board.

Level IV infractions will include but are not limited to the following:

Continuation of substantially modified Level I, II, or III behavior

Arson/fire

Disturbing, damaging, or otherwise jeopardizing the use of the fire extinguishing system

Tampering with, **disabling and/or otherwise damaging the fire alarm system**

Threats, extortion, bullying of a severe nature of a student, staff member, or other personnel within the school

Bomb threats

Possession, use, transfer **or concealment** of a dangerous weapon

Assault/Battery

Disruption of a serious or frequent nature

Serious or frequent interference with the educational process

Vandalism/**destruction of school property**

Theft, possession, or sale of stolen property

Furnishing, **possessing, or** selling of unauthorized substances (alcohol or drugs)

Any type of sex or sexual activity, consensual or otherwise on school grounds

Persistent incorrigible behavior or willful violation of school rules after a Level III warning

Any other act which could result in violence or pose a direct threat to the safety of others within the school

Use of fireworks **or other explosive devices**

Threats communicated via the internet, **cell phones, written communications, or any other method to include a “hit list” or other document, writing, or recording of threats of violence whether published in school or otherwise.**

Possession/use of alcohol or drugs

Infractions at this level could result in expulsion from school.

ONE HOUR DETENTION:

One hour after school detention that has been assigned by the principal or assistant principal or dean will be held on Tuesday or Thursday immediately after dismissal. It is the responsibility of the parent and student to provide transportation home.

SUSPENSIONS:

IN-SCHOOL SUSPENSION

1. All referrals must go directly to I.S.S. room and report to the teacher in charge. Failure to report to I.S.S. will result in Saturday Detention.
2. I.S.S. will not exceed two full school days. If the offense is serious enough to warrant three or more days, it shall be at home.
3. Parents will be notified of all-day I.S.S. by written letter.
4. A student assigned to I.S.S. is expected to report promptly with sufficient study materials if notified in advance. The student is not to talk or socialize with other students who are assigned I.S.S. The student assigned to I.S.S. is not to be served lunch or eat lunch with regular students under normal circumstances. Students in I.S.S. must use only those restroom facilities in the immediate area of I.S.S. The student is to be strictly confined to the I.S.S. area for the length of the detention. Failure to comply will result in home suspension.
5. Any student referred out of I.S.S. will receive home suspension.

HOME SUSPENSIONS:

Any student suspended to home will be required to have a parent/administrator conference for re-admittance to school.

The appropriate professional staff may be requested to participate by the principal, or the professional staff may request of the principal to participate in any parent/administrator/student conference. The student's record and/or teacher evaluation will be reviewed.

Students shall be permitted to make up exams and work missed while being disciplined by temporary or full suspension within the time guidelines established by the teacher.

Any student suspended to home or in school will **not be permitted to participate in or attend extra curricular activities or athletics during the term of the suspension of any night the student is suspended.**

ALTERNATIVE EDUCATION:

Students who have exhausted other forms of discipline measures and/or have committed a Level IV offense will be referred to the Alternative Education Program by the discipline committee of the respective school. Students will be enrolled for a minimum of nine weeks, and must complete the attendance requirement in full before returning to the regular school program. Return to the regular school program is only by recommendation of the program coordinator and the discipline committee. Future disciplinary actions within the school year may be referred to the Superintendent's office for expulsion.

Students transferring, entering, or reentering the New Castle Area School District who are under suspension, expulsion, and/or in poor disciplinary standing from another school district or are returning from a correctional facility or housing may be required to attend an alternative education program for transitional period of adjustment. They may

be admitted to the regular school program after review and upon recommendation of the discipline committee.

MEDICINE POLICY:

Students are not permitted to bring medicine of any kind to school-prescription or non-prescription. A parent/guardian must bring medicine to the school and register it with the nurse. All medicine not registered in the nurse's office will be considered an illegal drug and a violation of the New Castle Area School District Chemical Abuse Policy.

Parents must complete the Authorization for Administration of Prescription Medicine form available in the nurse's office. Unless a form is filled out and returned, no medication will be dispensed. Medicine must be in the original container. **Parent must give early morning dosages.**

ACTIVITIES:

The same standard of conduct and consequences that applies during school hours shall be applicable to all school-sponsored activities, including activities at other New Castle Area Schools. If a student is suspended during the day(s), he/she cannot participate any school activities or athletic activities for that night(s) and ensuing day(s). Any offense, even if not punished by suspension, may also result in the loss of activities privileges, when school officials deem such action appropriate. Because students misbehaving in a group setting (school activities) could easily result in or serve to incite or otherwise endanger the safety of other students, such an offense will be considered a more serious offense that is done in an isolated setting.

Students attending **alternative educational settings** will be subject to all rules of the New Castle Area School District Code of Conduct. Students are not permitted on or around school property, at school activities, or at school functions. Students are not permitted on or around school property before school, after school, during school hours or activities. Activities include (but are not limited to) athletic participation or attendance, dances, field trips, etc.

Refer to ELECTRONIC DEVICES 237

Possession of electronic devices will be handled by the teacher. If a need arises for the use of this equipment, the teacher is to requisition it from the person in charge of audio-visual equipment.

SATURDAY DETENTION/ISS NOTES:

1. Any referral to ISS may be serious enough to warrant home suspension.
2. Discipline referrals to ISS are not cumulative from year to year.
3. Probation is the time for the assignment of Saturday detention until completion of Saturday detention.
4. A discipline referral during probation will result in home suspension.
5. Students must be given at least 2 days notice of Saturday detention.
6. If a student does not report to Saturday detention, he/she will be moved to the next level offense.

7. ISS Referral could consist of 3 copies
 - a. #1 Receipt to referring teacher of offending student.
 - b. #2 Main office individual student file.
 - c. #3 ISS individual student file.
8. Periodic evaluation will be necessary to eliminate any problems that may develop upon implementation.
9. Saturday detention will be held from 8:30 a.m. - 11:30 a.m. (no adjustments).
10. No excuses will be accepted for failure to attend Saturday detention.
Transportation is the responsibility of the parent and student.

CLASS CUTTING, TRUANCY, ILLEGAL PASS OR POSSESSION OF ILLEGAL PASS, NOT SIGNING IN WHEN TARDY:

1st Offense ISS Suspension
 2nd Offense Home Suspension
 3rd Offense Home Suspension
 4th Offense Home Suspension with possible additional suspension up to 10 days
 Further Offenses Home Suspensions - with recommendations to Alternative Education

TARDINESS:

1st-2nd-3rd Offense, Excused
 4th-5th-6th-7th Offense, Each offense will be 1 hour after school detention
 8th-9th-10th Offense, Saturday detention - **PROBATION**
 11th Offense, ISS

Students report to school for half day will be considered as tardy. Exceptions to the above will be a Doctor or Dentist note or medical excuse.

CUTTING TEACHER DETENTION:

1st Time 1 hour after school detention

CUTTING 1 HOUR DETENTION:

1st Time 1 day home suspension

CUTTING SATURDAY DETENTION:

1st Time Home suspension for a period of 2 days

ATTENDANCE POLICY:

PURPOSE:

It is the belief of the New Castle Area School District ("District") that an educated populace best serves a democratic society. The district believes that by encouraging regular school attendance for the purpose of receiving educational instruction and participation in extracurricular activities, it is believed that a student will:

- Develop an appreciation of the roles attendance and punctuality play in the proper development of learning skills and social habits.

- Develop into a more responsible individual with an apparent understanding of the responsibilities due to society by its citizens.
- Better achieve his/her true academic potential.

It is the goal of the Board to support this belief by establishing the minimum number of days a student is required to be in attendance in school in order to receive credit for a class or course taken in the District.

AUTHORITY:

The laws of this Commonwealth require that all children of compulsory school age attend school regularly.

DEFINITIONS:

1. **Absence** Non-attendance of a student on the days and the half days missed when is in session.
2. **Tardiness** Absence of a student at the time any session (before noon or afternoon) begins provided the student is in attendance before the close of that session. When a student has been unlawfully absent for a portion of the day, such portions may be considered as cumulative and translated into equivalent days.
3. **Educational Absence** Is the term selected by the District to denote absence from school or class that shall not be considered when applying the provisions of this Attendance Policy. Absences which shall be considered as examples of educational absences are:
 - a) Approved field trips.
 - b) Attendance at religious instructions and observances.
 - c) Activities under the direct supervision of a district teacher or coach.
 - d) Homebound instructions.
 - e) Activities related to the curriculum of a particular course or to a co-curricular activity such as a production for a drama club, major musical/play, band, student council, yearbook, newspaper.
 - f) Office and guidance appointments.
 - g) Pre-approved higher educational visitation.
 - h) All other absences designated as educational absences and authorized by the Superintendent or designee.
4. **Excused Absence** This term refers to absences for any one of a number of legal reasons. Such as an absence from school or class will entitle a student to make up any work missed. Absences which may be considered as excused absences are:
 - a) Illness of the student and death in the immediate family.
 - b) Medical and dental-related appointments;
 - 1) Must be requested in writing prior to the appointment and be subject to approval of the building principal.
 - c) Quarantine.
 - d) Family educational trips upon prior approval of the Superintendent and which do not exceed more than ten (10) school days.
 - e) Obeying of a court subpoena.
 - f) All other absences designated as excused absence and authorized by the Superintendent or designee.

A student absent from school due to an excused absence is required to present a written explanation from parent/guardian to the student's **1st period teacher** within three (3) days upon the student's return to school. Failure to submit such written explanations within three (3) days of return to school shall result in the change of classification of the absence from excused absence to unlawful absence or unexcused absence.

5. **Unexcused Absence** This term refers to an absence due to parental neglect, illegal employment, or truancy. A suspension from school as well as absences from school or class by a student which is not recognized as an educational absence or excused absence by this Policy or by law shall be considered as unexcused absences.
6. **Unlawful Absence** An unexcused absence from school or class by a student of compulsory school age, i.e., all students excluding those in kindergarten and those 17 years of age and older, which is not recognized as an educational absence or excused absence by this Policy or by law.
7. **Written Explanation for Absence** Parents shall furnish a written explanation for the absence of a child. A legal excuse is the parent's only protection from arrest. In case of arrest, the burden of proof is upon the parent to show that the absence of the child was properly excused according to the provisions of this policy. In case of chronic irregular, school authorities may request a physician's statement showing such absence to be justifiable. **All absences of five (5) consecutive days and or ten (10) cumulative days in a school year shall require an excuse from a licensed practitioner.** Statements signed by any licensed practitioner of the healing arts shall be accepted. Practitioner includes physicians, osteopaths, dentists, optometrists, chiropractors, and chiropractors. The term "healing arts" includes the science of diagnosis and treatment in any manner whatsoever of disease or any ailment of the human body.
8. For a student to receive a credit for any class or course, the student shall not accumulate more than **seven (7)** class absences due to unlawful or unexcused absences in a **nine (9) week period**.
9. A student who fails to meet the attendance requirements **each nine (9) weeks shall be assigned the percentage (as stated in the table below) OR will be assigned the earned percentage in the course if lower then what is indicated in the table below:**

Unexcused/Unlawful

Days Absent	Percentage Assigned
8	50%
9	40%
10	30%
11	20%
12+	0%

CLASS/COURSE CREDIT:

MINIMUM ATTENDANCE REQUIREMENTS

For a student to receive credit for any class or course, the student shall not accumulate more than **seven (7)** class absences due to unlawful or unexcused absences in **nine weeks**.

REPORTING CLASS ABSENCES

1. Classroom teachers shall be responsible for the recording of daily class attendance records for each assigned student. Before recording a student absent, the classroom teacher shall check the daily office attendance report.
2. Tardiness to school or class shall be handled pursuant to the District's make-up policy.
3. A student who fails to meet the minimum attendance requirement shall not receive credit for the class/course. The classroom teacher shall notify the attendance office of such occurrence, and the building principal shall notify the student and the parent/guardian of such occurrence. Such notification shall also set forth the appeal procedure provided by this policy.
4. A student who fails to meet the attendance requirements each nine (9) weeks shall be assigned a percentage **OR** will be assigned the earned percentage in the course if lower than the assigned percentage.

APPEAL PROCEDURE:

The Board establishes an appeal procedure whereby any student or any parent/guardian of any student who is otherwise academically passing a class/course or claiming exceptional conditions shall be entitled to a hearing before an Appeals Committee for the purpose of reviewing the student's attendance records and the adherence of the staff to the requirements of this policy.

PROCEDURE FOR APPEAL:

1. The purpose of an appeal procedure before the Appeals Committee is to afford the student and/or the parent or guardian the opportunity to review the attendance records of the student for errors or exceptional conditions. Prior to the time of the hearing, the student and/or parent or guardian will be afforded an opportunity to review the attendance records of the student in order to call to the attention of the Appeals Committee any errors which are believed to be contained therein.
2. Upon detection of errors in the records which affect the number of days in attendance, the Appeals Committee, by majority, decision may direct the removal of the assigned percentage and the substitution of the grade and credit for the class/course academically achieved by the student.

COMPOSITION OF APPEALS COMMITTEE:

The Appeals Committee shall consist of three (3) members of the professional staff as designated by the building principal.

IMPLEMENTATION:

Upon its adoption, the Superintendent of Schools is authorized to implement and enforce this as a policy of this district.

DETENTION:

Any student may be detained after school for discipline reasons. Students must receive at least one-day notice.

1. Office Detention: Office detention is held on Tuesdays and Thursdays immediately after dismissal. Assignments are made by the principal or assistant principal. Students must receive at least one-day notice. The requirements for detention are **promptness, silence, and constructive writing or studying.** Students will not be admitted late to detention.
2. Teacher Detention: A teacher may keep a student after school for discipline reasons. Students must receive at least a one-day notice, and the teacher assigning the detention will remain with the student. Cutting a teacher detention will be referred to the office.

Failure to Attend Detention

1. No excuses, including work, or extra-curricular activities will be accepted.
2. Failure to attend teacher detention will result in 1 night of one (1) hour detention
3. Cutting 1-hour detention will result in 1-day home suspension.

TARDINESS:

Students are late to school if they are not in their seats (in their 1st period class) when the tardy bell rings. Students must sign in at the Attendance Office before going to their locker.

Excused Tardies

1. Students may be excused from tardiness by a written excuse from a Doctor, Dentist, or at the discretion of the Administration.
2. Students that are late to class 1 or 2 times should be given Teacher Detention. Students late 3 or more times should receive a Cut Slip with the phrase-“Late to Class times”. Principal will give appropriate consequence.

NOT SIGNING IN TARDY:

Will result in an all day in-school suspension and the proper step will be applied.

FALSIFYING PASSES OR THE ILLEGAL POSSESSION THEREOF:

The consequence of this offense will be treated the same as having a class cut. Please see “Class Cut”.

LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION:

A student who leaves the school building or school ground without permission will be treated as class cutting. Please refer to "Class Cut".

TRUANCY:

All cases of truancy will be dealt with in accordance with section 1333 of the Pennsylvania School Code. In addition, a parental contact shall be made. Counseling and possible referral to an appropriate agency will lead to processing a legal notice followed by a parental fine. A student will receive the same consequence as a class cut. See "Class Cut". Students (age 14+) will be charged and fined for truancy through the District Magistrate.

HOME SUSPENSION:

After a 3 day suspension is issued, it may be deemed by the Principal that further suspension is required up to a maximum of 10 days for each offense.

BOARD POLICIES:

Click the following link to be directed to Board Adopted Policies concerning Students: <http://www.ncasd.com/200Pupils.aspx>. All students enrolled at the New Castle Jr/Sr High School should read, become familiar with, and adhere to these policies.

MCKINNEY-VENTO/HOMELESS INFORMATION

According to the Pennsylvania Department of Education, "Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations. Some of the other main objectives of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program are to inform local school districts of their responsibilities to homeless children and youth, to increase awareness about the needs of homeless children, explain current laws and policies, and provide practical tips for working with homeless children."

For more information regarding the education of homeless youth, including the McKinney-Vento Homeless Assistance Act, please visit the following link: <https://www.education.pa.gov/K-12/Homeless%20Education/Pages/default.aspx#.VdIRa7JViko>

To access the New Castle Area School District Policy 251 - Homeless Youth, please visit the following link; then scroll down the list of 200 policies and select 251:

<http://www.ncasd.com/200Pupils.aspx>.